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Section I: Basic Plan

Introduction

This plan assigns disaster responsibilities for town and county personnel in the mitigation of, preparation for, response to, and recovery from natural, and/or man-made disasters. The jurisdictions included in this plan are the incorporated Town of Columbus, and Stillwater County, which includes the unincorporated communities of Absarokee, Park City, Reed Point, Molt, Nye, and Rapelje.

For reasons of simplicity, the terms “*County*” and “*local jurisdiction*” are often used generally in this plan to include not only Stillwater County government and agencies, but those of the city and towns within the County as well. The term “*law enforcement*” will be used in this text to mean either or both Police and Sheriff's Departments depending on the situation and location of operations. Likewise, “*fire department*” or “*fire services*” will be used in a general sense in this text to represent all fire departments, within the County. This is not done to add confusion, but rather to avoid the redundancy of mentioning each and every agency in sections where naming the discipline will suffice. It is also done under the knowledge and assumption that numerous mutual aid agreements exist between agencies within Stillwater County and that on any given incident, multiple fire agencies, or law enforcement agencies etc. could be involved.

This plan should provide the necessary guidance for personnel who have responsibilities to provide their services for the protection of lives, property, and 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.

Stillwater County Disaster and Emergency Services (DES) will assist the lead and support agencies in coordinating this planning document. Several supplementary documents support this plan, and provide specific guidance in particular situations.

Each organization and agency, which had a role in this plan or its elements, should develop Standard Operating Procedures (SOP's) which provide step-by-step instructions for accomplishing assigned functions.

This Emergency Operations Plan is a flexible document. It is recognized that changes from the contents 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 the specific emergency and to ensure public safety.

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Purpose

This plan is a local integrated emergency management manual. It is designed to describe the emergency-disaster response and be the main coordinating document for Stillwater County and the incorporated Town of Columbus.

The goal is to provide a means to utilize all available resources to **MITIGATE** or prevent potential emergencies or disasters whenever possible, **PREPARE** to deal efficiently with the effects of inevitable events, **RESPOND** to the needs to save lives and protect property, and promote a means to **RECOVER** rapidly from unavoidable damages.

The plan is intended to be both “generic” and “hazard specific”, covering the entire range of emergency and disaster situations from age old natural disasters to the technological hazards created as a bi-product of our modern society.

The plan is also a reference of emergency-disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing what is to be done, and who is to do it. It may include information relative to when and where the response will be effective, and even why it will be done.

Each participating organization, private and governmental, must depend upon its own expertise to develop the procedures describing how to carry out its assignments in support of the plan.

Plan Development and Maintenance

In the Fall of 2009, Stillwater County received federal Homeland Security grant money to undertake the task of revising and updating the County's existing Emergency Operations Plan (EOP), and include some new annexes to the plan to further address some potential hazards and issues the County could face.

This version of the Stillwater County Emergency Operations Plan (EOP) represents an updated version to the existing elements of the 2007-2008 edition of the Plan, reflecting experience gained through training, exercises, and responses. Those responses include routine emergency work as well as the more extensive experience from local large scale events, including the Derby and Eagle Mountain Fires, to state exercises including lessons learned from the MT state “Vigilant Guard Earthquake Exercise,” and federal incidents including the September 11, 2001 terrorist attacks on the World Trade Center and Pentagon, and anthrax mailings that followed, to the Space Shuttle Columbia crash in

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2003, and the 2005 New Orleans Hurricane Katrina disaster, and the 2009-2010 H1N1 influenza pandemic that has affected the nation and the world. Each experience has allowed us the opportunity to review and fine-tune the previous edition of this Plan.

Revision of the Stillwater County EOP is not the effort of a single individual or department, it is a community effort. Each portion of the plan reflects the combined effort of those responsible for implementing it, with the guidance and review by emergency management, private business, legal, and other professionals who lent their expertise. Experience gained here, across Montana, and nationally in the past decade has demonstrated the value of that shared planning approach. We believe that it is the key sound community plan development and maintenance.

In each section and annex, we relied on verbal and written input from others as well as drawing from our own experience. Virtually all members of the Local Emergency Planning Committee (LEPC) also provided input to the plan.

The primary responsibility for development and maintenance of this plan is that the DES Coordinator, with the support from all agencies and departments having responsibilities in the Plan.

This Plan will be reviewed, revised, and exercised at least annually, unless significant changes warrant earlier revision. Continued and regular revision and updating will keep this document valid and useful.

Plan Organization

The EOP consists of a basic plan that employs an ESF (Emergency Support Function) approach. This approach identifies sources for direct assistance and operational support through the EOC (Emergency Operations Center) that the county may need in order to address hazard mitigation, preparedness, response and recovery from any emergency or disaster. In this plan you will find the basic plan, annexes, appendices, and attachments.

Section I: The Basic Plan is an overview of the jurisdiction's emergency response organization and policies. It cites the legal authorities for emergency operations, summarizes the situations addressed by the plan, explains the general concept of operations, and how the county will conduct mitigation, preparedness, response, and recovery activities.

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Section II: Functional Annexes are plans organized around the performance of a broad task. Each annex focuses on one of the critical emergency functions that the jurisdiction will perform in response to an emergency.

Section III: Hazard Specific Annexes provide additional detailed information applicable to the performance of particular functions in the face of a particular hazard.

Attachments are found throughout the plan in the form of templates, charts, maps and other information.

Plan Activation

The Stillwater County EOP is in effect as such time as:

An incident, emergency or disaster occurs or is imminent or;

An incident, emergency or disaster is declared by the jurisdiction's Chief Elected Official(s) or;

An incident, emergency, or disaster is declared by the Governor or;

A Presidential or federal agency declaration or designation is issued.

Hazard Analysis

The analysis of potential accidents and hazards to public safety are important components of emergency planning. The County may be exposed to a wide variety of hazards. Although experience has shown that 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. Responses to hazard-specific emergencies are found in the annexes to this EOP.

Through a process that first started in 2006, and reviewed and revised in 2009-2010, Stillwater County LEPC (Local Emergency Planning Committee) with the help of Big Sky Hazard Man, LLC came together to develop the Stillwater County PDM (Pre-Disaster Mitigation Plan.) This document which is under a separate cover and is available for the DES Coordinator, focuses on mitigation for the most significant and/or recurring hazards experienced here in Stillwater County; *Wildfire, Severe Weather, Flooding, and Hazardous Material.*

Primary Hazards

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Wildfire: Wildland fire is no stranger to Stillwater County. Lightning, trains, careless people and arson are the common causes of wildfires which can threaten people, homes and property in the county, particularly those living in what is considered WUI (Wildland-Urban Interface.) Over the past several years, Stillwater County and its partners have been very active in the development and completion of various wildfire mitigation projects such as fuel hazard reduction projects, community outreach and education, and assistance to home owners near and in the WUI in creating “defensible space” around their property by the use of the home audit system. Sources of funding for such projects have been the National Fire Plan (USFS, BLM), Western Wildland Interface Grant Program (DNRC), Hazard Mitigation Grant Program (DES), even private funding.

Severe Weather: From Winter Storms, to High Wind events are common in Montana and Stillwater County is no exception to it. Winter storms with snow, ice, and freezing temperatures in various combinations are commonplace in Stillwater County. Heavy snow fall, below-zero temperatures, and high winds can combine to close roads, threaten disruptions like utilities, limit access to rural homes, impede emergency services delivery, and close businesses. Such storms also create hazardous travel conditions, which can lead to increased vehicular accidents and threaten air traffic. Additionally, stranded motorists due to closed roads and highways may present a shelter problem. The majority of prevailing winds blow from the west, northwest direction. Approximately 34% of the prevailing winds are less than 3 mph, which is considered officially to be calm or no wind. However, occasional strong winds are common to the county. When combined with blowing dirt, debris, or snow the winds cause a threat to traffic and can damage homes, businesses, crops and utilities. Although they are historically insignificant, the threat of small tornadoes and microburst remain and should be considered in emergency planning.

Flood: Most floods occur in Stillwater County during the rainy season, which occurs during the late spring, or in February, when rapid snowmelt floods have occurred. May is the wettest month of the year with June a close second.

Flooding has historically been more of a hazard for the upper Stillwater River Valley than up and down the Yellowstone River valley except at Columbus where the two meet. Due to East and West Rosebud Creeks,

The other concern with flooding would be the failure of the dam located at Mystic Lake. Mystic Lake Dam is managed by PP and L of Montana. Their EOP is located in the Stillwater County Sheriff’s Office and DES Office.

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Hazardous Materials: Stillwater County has a significant threat from a release of hazardous materials from both fixed site and transportation incidents. “HazMat” has become an ordinary part of our life, with its transport, storage and use in all parts of our county. Hazards range from a small spill on a rural farm road to a major release in a populated area. Fortunately, one of the six State Hazardous Materials Incident Response Teams (SHMIRT) are located just the next county over in Yellowstone County in Billings. They have trained technicians to HazMat incidents. Additionally some of the Hazards located in this county have developed their own HazMat teams to assist the County.

Earthquake: South Central Montana is part of the Northern Intermountain Seismic Zone. Stillwater County is within a 100 mile radius of Yellowstone National Park, which has a very high seismic activity. Although the county’s population is relatively small, an earthquake could disrupt major transportation routes.

Other Natural Disasters: Hazards such as high temperatures, drought, volcanic ash fall-out, infestation, and blight could also impact county residents, the local economy, and the environment.

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Situations and Assumptions

SITUATION:

- **Demographics:** Stillwater County is located in south-central Montana and consists of 1,793 square miles with geographic features that range from the Beartooth Mountains at the southern end of the county, to the Stillwater and Yellowstone River Valleys in the central section, to the lake basins and coulees at the northern end. Elevation ranges from 3,400 feet above sea level near Park City, in the east-central part of the county, to over 12,000 feet above sea level near Granite Peak, on the southern boundary of Stillwater County. Columbus is the County Seat, the only incorporated city within the county. The balance of the county's population resides in either the unincorporated towns of Absarokee, Park City, Reed Point, Fishtail, Molt, and Rapelje, or on rural farms and ranches. Additionally, thousands of tourists are attracted to the county, particularly during the summer months, to visit historic sites and recreate along the Yellowstone and Stillwater Rivers, and the numerous mountain lakes in the nearby Absaroka-Beartooth Mountains. Through Stillwater County, is one of the scenic byways to Yellowstone National Park.
- **Government and Agencies:** Any disaster within the boundaries of Stillwater County may require the coordination, communication, and cooperation of several government and agencies.
- Stillwater County is governed by a three-member county commission. There are three political subdivisions or districts within the county, each represented by a commissioner.
- The City of Columbus is governed by a 5 member council, chaired by an elected mayor who manages the daily operations of the city and appoints the various department heads.
- **Emergency Management and Organization:** According to MCA-10-3-201 the chief elected official (CEO) of a political subdivision is legally responsible for appointing a person and agency to be responsible for emergency management within that jurisdiction. Stillwater County DES Coordinator fulfills that roll for all three political subdivisions in the county. The purpose of the coordinator is to assist agencies and the public with disaster preparedness and to be a resource for their emergency needs. The DES Coordinator also serves as the Emergency Operations Center (EOC) Manager. The EOC provides a facility where response and recovery activities can be coordinated. This facility can provide working space for those required for full activation and shift operations in a major disaster or emergency.

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- Law Enforcement services are provided to the unincorporated towns and the county by the Stillwater County Sheriff's Office. This department is comprised of 15 employees including sheriff, under-sheriff, sworn deputies, and professional support staff. The Sheriff's Office provides general law enforcement, detention functions, and rural fire support, and search and rescue operations for the service area of the 1793 square miles.
- The city of Columbus maintains its own police department. The Columbus Police Department is comprised of approximately 4 personnel including the Chief, Assistant Chief, patrol officers, and special assignment officers.
- There is a 24-hour 911 Dispatch Center housed in the Stillwater County Courthouse in Columbus. All city and county emergency calls and emergency services dispatching is routed through this center except for the Montana Highway Patrol, which has a statewide dispatch center. The Montana Department of Natural Resources (DNRC,) the US Forest Service (USFS).
- Fire Service in the county is provided by Absarokee/Nye, Columbus, Park City Volunteer Fire Departments which provide fire protection for their respective districts. Wildland fire suppression is also assisted by Molt, Reed Point, and Rapelje Fire Departments, with the assistance as necessary for DNRC, the USFS, and mutual aid agreements within the county and with nearby counties.
- Ambulance service is provided 24 hours a day through the county by Absarokee Fire, Columbus Fire, Park City Ambulance, Molt Quick Response, by volunteer certified EMT's. When an individual has a medical emergency, both agencies get dispatched through the 911 system at the same time. Medical Service is provided by the 20 bed Stillwater Community Hospital, and clinics within the county.
- Stillwater County Health Department has completed the Public Health All-Hazards Annex which is a separate document and is considered an annex to this plan. It outlines the responsibilities of the County Health Officer and the Health Department Divisions throughout the four phases of emergency management.
- Public Works services such as engineering, streets, solid waste, shop and fleet services, water/wastewater treatment and utility maintenance are provided to the city of Columbus and the rest of the county by County Public Works.
- Other key agencies in the county's emergency management structure include; Search and Rescue, the Coroner, County Attorney's Office, and Geographic Information Services, and many private businesses and volunteer organizations.

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ASSUMPTIONS:

- Stillwater County will continue to experience natural, technological, or man-caused incidents, emergencies, or disasters requiring a county government response.
- The county's resources may be required to assist other local governments, counties, or the State of Montana.
- Incidents, emergencies, or disasters will require varying levels of response. The development of plans identifying the county's response will be based on the worst-case scenario. 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."**
- At times, the government elected officials, 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 Constitution and the MCA. County department heads and administrators will identify the lines of succession for key positions in their respective agency. There is also a reference key listed in Appendix 20.
- The county's response during incidents, emergencies, or disasters is based on the availability of county resources. If the response requirements go beyond the county capabilities, state assistance will be requested.
- All efforts will be made to coordinate with our sister agencies, local, state, federal, private, volunteer, neighboring county or state entities to effectively manage the consequences of any incident, emergency or disaster.
- When the Stillwater County Emergency Operations Plan 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.
- Each department has sufficient training in this plan and in their normal duties and second and third tier supervisors can function if the primary supervisory levels are not available.
- Normal transportation routes will be available.

Concept of Operations

GENERAL:

1. Disaster or emergency operations should, to the greatest degree possible, reflect the daily operational responsibilities of an agency or department.
2. Tasks and responsibilities should be assigned and conducted at the lowest level of each organization. Management and control of personnel will remain with the specific agency.

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3. Local governments and officials are ultimately responsible for disaster and emergency operations.
4. Requests for assistance for another jurisdiction should be made in accordance with existing mutual aid or other written agreements or SOPs.
5. State or federal aid will be requested when local resources have the potential of being exhausted.
6. All requests for assistance from state or federal agencies will go the County DES Coordinator or his designee.
7. County DES will process requests and coordinate state and federal assistance.

PHASES OF EMERGENCY MANAGEMENT

This plan is concerned with all types of emergency situations. It also deals with activities that occur before, during, and after emergency operations. These activities are accomplished by dividing emergency management activities into the following phases: mitigation, preparedness, response and recovery.

1. Mitigation. Mitigation activities are any actions taken to prevent or reduce the occurrence of any emergency or risk to human life and property. Examples of mitigation efforts include, but are not limited to:
 - Building Codes
 - Disaster Insurance
 - Public Education
 - Procurement and integration of equipment
 - Identifying resources
 - Proactive, targeted projects to reduce a known risk
2. Preparedness. Preparedness activities are any actions taken prior to the emergency that facilitate the implementation of a coordinated response. Examples of preparedness efforts include, but are not limited to:
 - Continuity of government
 - Testing and maintaining equipment
 - Establishing, equipping and maintaining the EOC
 - Developing emergency plans and procedures
 - Participation in the training, drills and exercises
 - Coordination of Emergency Alert System (EAS) utilization
 - Hazard identification
3. 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:

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- Emergency medical services
 - police services
 - fire and rescue services
 - public works
 - protective actions
4. 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
 - Could include some mitigation efforts

Information concerning mitigation, preparedness, response, and recovery is addressed in the annexes of this plan.

OPERATIONS:

The county concept of operations is based on the Incident Command System (ICS) and the Emergency Operations Center (EOC) Team utilizing the Emergency Support Function (ESF) model. The ICS, in accordance with the National Incident Management System (NIMS), is used to manage all incidents in the county, minor and major. The Incident Commander (IC) is responsible for the immediate tactical actions to control the incident. The EOC is made up of personnel with varied skills and functions from county, city, and private organizations and groups, managed by the DES Coordinator, who is appointed by the County Commission.

While the Incident Command System is employed at almost every response event in this county, 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, or even a severe winter storm 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.

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2. Event requires multiple agency response.
3. EOC is activated upon request of the IC, DES Coordinator, or the County Commissioners.
4. DES Coordinator decides and notifies what staffing is required for support of 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 deactivates

The capabilities of the responders, number of casualties or amount of property damage, and the magnitude and duration of the event dictates 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 of when executive guidance and authorities is required. The success of the EOC and the ICS is dependent upon the teamwork, training, and exercising together.

Specific functions and response to specific hazards associated with the county are described and detailed in the *functional* and *hazard-specific* annexes.

Organization and Assignment of Responsibilities

The following are tasked with primary and support responsibilities. More specific assignments can be found in annexes and appendices to this plan and in detailed emergency Standard Operating Procedures (SOP) developed by each organization. It should be remembered that all tasking are “as capable”. *It is understood that agency capabilities will be affected by available resources and the size and scope of the incident.*

LOCAL ORGANIZATIONS AND AGENCIES

The departments or organizations should prepare their own internal checklists or Standard Operating Procedures (SOP's) to accomplish these tasks.

County Commissioners/Mayor

1. Provides overall command and control of emergency response by establishing and evaluating policy decisions throughout the incident.
2. Reviews legal responsibilities and authorities and makes local declarations.

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City/County Attorney(s)

1. As requested, review or draft executive orders, emergency proclamations, and prepare emergency legislation.
2. Coordinate with appropriate bar associations to provide legal counseling to disaster victims under Public Law 93-288 as amended.
3. Assist disaster victims in avoiding unlawful and unfair practices during response and recovery phases.

Emergency Management Staff (DESC/EOC)

1. Activates and manages the EOC.
2. Coordinates EOC response and recovery operations.
3. Coordinates information with adjacent Counties and State EOC.
4. Ensures 24-hour staffing of emergency organizations to include liaison requirements.
5. Assists EOC staff in resolving operational problems.
6. Obtains additional resources needed for response.
7. Ensures EOC staff is updated on events.
8. Coordinates activation of public alerting and EAS.
9. Coordinates implementation of protective actions.
10. Coordinates relocation to alternate EOC, if necessary.
11. Develops and maintains the EOP and EOC Standard Operating Procedures.
12. Provides for EOC staff training and participation in drills and exercises.
13. Assists in coordinating all County emergency management training and exercises.
14. Activates, and manages EOC communications.
15. Coordinates the assistance provided by private organizations, groups or volunteers, in conjunction with the ARC and other government agencies.
16. Reviews PIO Releases for accuracy.

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17. Activates EAS, if directed.

Law Enforcement/County Coroner

1. Maintains law and order.
2. Investigates criminal activities and incident.
3. Collects, tracks, and processes evidence.
4. Conducts route alerting/door to door knocking as necessary.
5. Notifies hearing impaired.
6. Establishes primary and alternative evacuation routes.
7. Provides traffic control.
8. Provides instructions for those persons without transportation for evacuation from public areas (in conjunction with PIO/EOC)
9. Identifies road impediments.
10. Provides security at EOC, reception centers, and mass care centers.
11. Controls access to affected areas.
12. Provides security for evacuated areas and any areas containing contaminated personal items or valuables.
13. Supervises orderly movement control of evacuee's back into the area, when it is safe.
14. Within the county, the Coroner has authority over all human remains, claimed and unclaimed, as well as their personal effects.
15. Responsible for body identification and removal of dead from the scene.
16. Determines locations of temporary morgues.
17. Coordinates internment with all area funeral homes.

Public Health

1. Assists in making protective action recommendations.

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2. Provides health advisories, to Public Information Officer.
3. Verifies minimum sanitation standards.
4. Coordinates with appropriate agencies on the handling, storage and disposal of contaminated personal items and waste.
5. Monitors water supplies and identifies source of safe drinking water during disaster situations.
6. Assists in sampling and control of food, water, and livestock food supplies.
7. Conducts damage assessment in licensed food facilities for contamination and refrigeration failures.
8. Public Health nurse to assist ARC at Shelters
9. Inspects shelters for sanitary conditions, including food and water supplies, wastewater and garbage disposal.
10. Provides information on probable sewage contamination, identifying sources for portable toilets when needed, and providing information on appropriate clean-up.

Public Information Officer

1. Serves as spokesperson to the Media.
2. Provides news statements on emergency response.
3. Exchanges information with the spokespersons (IO's) from other organizations/jurisdictions.
4. Develops EAS announcements.
5. Collects data from other EOC staff.
6. Coordinates information release among the EOC, the Joint Information Center, the State PIO, and any facility PIO/PAO personnel.
7. Ensures that all media releases are approved before release and recorded/logged after release.

911 Emergency Dispatch Center

1. Serves as the 24 hour contact point of emergency notification
2. Notifies City and County department/agencies.

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3. Monitors all law enforcement, fire department, and emergency services radio traffic.

Fire/Rescue Services

1. Conducts fire fighting, rescue, and HazMat operations.
2. Assists in route alerting and door to door notification.
3. Assists with the provision of emergency medical services/first aid to evacuees at reception centers, and mass care centers.
4. Assists with providing trained personnel for monitoring and decontamination.

Emergency Medical Services (EMS)

1. Assists in route alerting and door to door notification.
2. Assists with the provision of emergency medical services/first aid to evacuees at reception centers, and mass care centers.
3. Provides transport of injured, exposed, or contaminated individuals (after deCon.)
4. Assist in evacuations by providing ambulances.

American Red Cross (ARC)

1. Establishes mass care centers in designated buildings.
2. Provides mass care center capacities to DESC.
3. Provides ARC personnel to staff mass care centers, to include shelter managers.
4. Provides food, comfort items, and in appropriate cases, clothing for evacuees.
5. Provides for evacuee registration and locator service.
6. Addresses inquire concerning evacuees.
7. Records all mass care center costs.

Hospital

1. Provide for the handling and treatment of injured, contaminated, or exposed members of the public and emergency response personnel.

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2. Provides medical guidance to EMS units and field triage teams.
3. Provides qualified medical personnel, supplies and equipment.
4. Implements mass casualty plan.

Public Works Department

1. Assists in route alerting
2. Provides traffic and access control equipment.
3. Maintains evacuation routes in passable condition.
4. Assists in establishing alternate evacuation routes.
5. Provides impediment removal.
6. Provides emergency sanitation facilities.
7. Provides an emergency potable water supply.
8. Provides transportation support for emergency workers and supplies.
9. Supervises and coordinates emergency resources, to include assistance from public, private, and volunteer resources.
10. Provides for damage assessment of public property and certain non-profit organizations.
11. Liaisons with major industries.

School Districts

1. Notifies all public of any emergency and coordinates transportation needs and capabilities with the EOC.
2. Implements protective actions (e.g. evacuation or shelter-in-place) for public school populations.
3. Appoints building managers for each facility used during an emergency operation.
4. Provides personnel for the preparation of food, if able and requested.
5. Provides custodial services for evacuees housed in school buildings.

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6. Provides clerical and administrative assistance for the operation of mass care centers.

Utility Companies

1. Restore essential services.
2. Restore secondary services.
3. Assists other utility companies, as able and necessary.

STATE ORGANIZATIONS AND AGENCIES

The State government is responsible for providing resources to support community response, and for some emergencies, performing technical response on behalf of the communities.

Montana Disaster and Emergency Services (MTDES)

1. Activates and manages the State Emergency Coordination Center (SECC.)
2. Coordinates State Resources.
3. Assists county and other State agencies in coordination of protective actions.
4. Montana Department of Environmental Quality (MTDEQ.)
5. Provides personnel, equipment, and materials to participate directly in the mitigation of hazardous materials incidents.
6. Depending upon the emergency recommends or directs protective actions.
7. Performs environmental monitoring and sampling.
8. Provides technical assessment advice.

Montana Highway Patrol (MHP)

1. Assists in route alerting along State highways.
2. May be able to provide aircraft, as needed.
3. Assists in selecting primary and secondary evacuation routes.

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4. Assists in staffing and providing equipment for access control points on state highways.
5. May assist in providing security for evacuated area.
6. Assists in staffing traffic control points during evacuations and for re-entry of the public.

Montana Department of Transportation (MDOT)

1. Provides traffic and access control equipment.
2. Ensures State roads are clear of snow and debris.
3. Assists in impediment removal.

Montana Army National Guard

At the request of the Governor, the Guard can:

1. Assist with access control and security for evacuated areas.
2. Transport emergency supplies
3. Deploy Civil Support Teams to assist with HazMat and WMD incidents.
4. Provide other resources and support as requested within the capabilities and as authorized by law.

FEDERAL ORGANIZATIONS AND AGENCIES

The Federal government is responsible for providing both technical and operational support to the communities throughout the state. Some of the key agencies of the Federal Response and their respective response functions are:

Federal Emergency Management Agency (FEMA)

1. Coordinates overall Federal response.
2. Provides Federal resources and assistance to State and County governments.
3. Ensures Federal support exists for recovery operations.

U.S. Department of Agriculture

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1. Provides advisories to the PIO concerning agriculture.
2. Provides advisories to the PIO concerning food, water, milk, and livestock feed control.
3. Provides guidelines to allow farmers access to restricted areas.
4. Provides a representative to the EOC, if requested.

U.S. Coast Guard

1. Provides On-Scene Coordinators for transportation and fixed facility HazMat incidents, as required.
2. Provide for notification and evacuation of navigable waterways during emergency situations.
3. Provide resources and support as requested within its capabilities and as permitted by law.

U.S. Environmental Protection Agency (EPA)

1. Provides On-Scene Coordinators for transportation and fixed facility HazMat incidents, as required.
2. Provides resources and support as requested within its capabilities and as permitted by law.

Coordinating Instructions

1. This plan is effective immediately upon receipt.
2. As much as possible, all agencies and organizations involved in the execution of this plan will be organized, equipped, and trained to perform all designated responsibilities contained in this plan and its implementing instructions for both response and recovery operations.
3. All organizations are responsible for the development and maintenance of their own internal operating and notification procedures. No part of this plan is intended to supplant agency SOP's.
4. All organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and, alerting those who are absent due to other duties or assignments.

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5. The military time system (24-hour clock) will be used as the standard for all activities involved with the execution of this plan with the exception of communications with the public or media, which will employ civilian time system.
6. Unless directed otherwise, the release of information to the public or media will be handled through the County's Public Information Officer using the concepts outlined in the Public Information Annex.
7. Personnel designated as representatives to the EOC will make prior arrangements to ensure that their families are provided for in the event of an emergency, to ensure prompt, worry-free response and subsequent duty.
8. The safety of both the affected population and response or recovery personnel will be of the utmost consideration throughout an emergency. All actions contemplated will take safety into consideration prior to any implementing decision, and safety will be constantly monitored during the operation itself.

Administration and Logistics

Administration

Reports are required from involved agencies/departments and local governments to provide elected officials, the DES Coordinator, and other government officials with information concerning the nature, magnitude, and impact of a disaster, and for use in evaluating and providing the most efficient and appropriate response. Reports required include, but are not limited to:

- Situation Reports
- Proclamation of Emergency
- Request for Assistance
- Damage Assessment Reports.

Financial Management

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Emergency expenditures are not normally integrated into the budgeting process of the County. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.

Stillwater County will incur disaster-related obligations and expenditures in accordance with the provisions of applicable County and State policies and statutes.

Records will be kept by all participating organizations/agencies; in order to separately identify disaster related expenditures and obligations from general programs and activities.

Emergency Procurement

In an emergency which requires immediate purchase of supplies or contractual services (equipment, materials, rentals, etc), local codes provides for rapid response. The Logistics Section is authorized to secure at the lowest obtainable price, either by open market purchase or a single source, any supplies, equipment or services, when such purchases are necessary to prevent delays in the work of the using organization/agency which may vitally affect the life, health or general welfare of citizens (also see MCA 7-2304).

Upon receipt of notification of an emergency and the activation of the County Emergency Operations Center, Budget Office representatives will, when specifically requested, report to the EOC Finance Section.

Upon receipt of requirements, either verbally or in writing, the Logistics Section will order the required supplies or services and provide the vendor with a purchase order number (issued by the Finance Section) for confirmation at a later date. The vendor will provide the items ordered and make billing against the purchase order number assigned at the time the order was placed.

If an emergency occurs during regular business hours, and procurement personnel have not been directed to report to the EOC, the using organization or agency of EOC personnel (if activated) should immediately contact the finance/human resource department.

Requisition and delivery records for emergency purchases must be documented to explain the necessity of the emergency purchase and to provide accurate data to the finance department.

Legal Liability and Protection

a. Liability

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Government employees may be subject to legal action because of injuries or damages resulting from their acts or omissions. Employees may be personally liable for any of their acts or omissions that involve gross negligence, malice or unlawful conduct. An emergency does not justify improper or unlawful conduct.

b. Protection

An employee may request legal representation for the City/County Attorney's Office.

Logistics

- a. County Disaster and Emergency Services (DES) will develop and maintain current resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery operations.
- b. Emergency resource information will include procedures and points of contact to facilitate rapid acquisition of needed resources.
- c. DES will establish priorities of allocation of emergency resources, coordinating as deemed necessary with the CEO or designated representative.
- d. Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside of Stillwater County unless approval is granted by the County Executive or designated representative.
- e. The CEOs have the authority to appropriate services and equipment from citizens as necessary in response to a disaster.

Protective Response

General Information

The fundamental objective of Stillwater County emergency management operations is to protect the public from harm. Basic emergency protective actions include evacuation, sheltering, access control, and food, water, milk, and livestock feed control. Considerations as to what protective actions to take include the nature of an emergency, weather conditions, type, size, and density of the nearby population; expected duration of the emergency; time required to implement one or more protective actions; and, the potential for a dangerous escalation of the emergency.

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a. Sheltering-in-Place

This protective action, which involves shielding the public from a dangerous situation or hazard, can be accomplished by instructing the public to remain inside their homes or other buildings. Some structures may provide higher levels of protection because of the construction. Expedient measures also may be applied, such as taping doors and windows, and shutting off ventilation systems to reduce airflow, thus significantly reducing outside smoke or vapor exposure. Since sheltering-in-place may be followed by an evacuation, the public should be directed to monitor the local EAS radio stations. See Evacuation Annex for additional information.

b. Evacuation

In some emergencies, evacuation may be the best protective action, with people moved from the area of actual or potential danger to a safer area. A “precautionary evacuation” is most effective since it occurs before the public is at risk. A “responsive evacuation” by comparison, takes place during an emergency and may expose some or all people to the source of the emergency. Transportation of evacuees may include private and public vehicles. Depending on the number of people being evacuated, mass care centers may be established. In most cases, the public will be asked to provide its own transportation and to visit friends or relatives outside of the endangered areas. See Evacuation Annex.

c. Access Control

This protective action involves the rapid establishment of roadblocks, barriers, and/or detours to restrict public entry into hazardous or evacuated areas. Such control increases public safety, reduces public exposure to risk areas, promotes security of property, and assists in the efforts of emergency response personnel.

d. Health Advisories

Under some types of emergency situations, portions of the county environment may be exposed to contamination. As a protective action, food, water, milk, and livestock feed control measures restrict the consumption of such commodities and identify alternative sources until the contamination has decreased, decayed to safe levels, or is eliminated. See Health, Medical Annex.

Special Considerations

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Transportation Dependent

During an emergency evacuation, persons in this category may be transported by neighbors, emergency transportation vehicles and school buses on designated routes and pick-up points, and, on occasion, by law enforcement vehicles.

Individuals with Special Needs and Mobility Impaired

Such persons are expected to use expedient sheltering until evacuated. When an emergency evacuation is implemented, neighbors, ambulances, wheelchair equipped vehicles, and buses will provide transportation as able. Pre-emergency planning is of particular importance for this group. Appropriately equipped care facilities are essential at mass care centers.

Hearing Impaired

Providing for alerting and warning of hearing impaired persons is an important aspect of emergency planning. Lists of such individuals need to be maintained, and methods developed to contact them prepared prior to the on-set of emergencies.

Recreational Areas

Recreational areas within the county will be posted with signs which provide emergency instructions. Staffs personnel from the State's DNRC, Forest Service, Fish, Wildlife and Parks Services will, if able, augment public alerting and warning means.

Major Employers

At the time of an emergency situation, employers of large numbers of workers must be prepared to implement in-place expedient sheltering. Decisions to shut down industrial operations must be made quickly if necessary. Evacuation of personnel will be accomplished by private vehicle, supplemented by specialty vehicles as required.

Special Facilities

All special facilities must be prepared to implement the protective actions of expedient sheltering and/or evacuation. Pre-planning is needed to enhance effectiveness.

- **Schools**

Section I: Basic Plan

Control of local public schools is an emergency generally rests with the superintendent of Public Schools and school principals. School officials will implement protective actions as they deem necessary, or as directed by the Superintendent. Established procedures are available at each school, and parents are informed of the emergency arrangements through normal school orientations and brochures. Emergency alerting and warnings will be supplemented by EAS broadcast announcements.

- **Day Care Facilities**

Day care facilities will receive alerting and warning from previously described means or, in the case of extreme emergencies, from a representative of the EOC. Should evacuation be required, day-care facilities will use all available private transportation. The EOC is to be notified of additional transportation requirements by each facility.

Before and After-School Programs

Such programs, whether in the form of childcare programs, athletic contests, or cultural events, will require alert and warning using route-alerting procedures in addition to other means.

Health Care Facilities

- **Hospitals**

Although capable of sheltering in place for many emergency scenarios, highly detailed hospital plans will facilitate a successful evacuation. Of significant importance is the routine classification of patient needs so that such data is readily available.

- **Nursing Homes**

Like hospitals, nursing home evacuation requires pre-planning regarding residents' needs for ambulances, buses, automobiles, and wheelchair-equipped vehicles.

- **Boarding/Group Homes**

Such facilities will use expedient sheltering or evacuate as directed, using their own assets. Transportation shortfalls, beyond private transportation assets will be reported to the EOC.

Damage Assessment

Assessments

After all types of emergency events, it is important to determine what has occurred, who is affected, and, what essential services need immediate attention and restoration. Although the ultimate responsibility for damage assessment lies with local government, extensive damage assessment is an integral part of recovery aid and grant programs from state and federal levels. The Stillwater County DES will coordinate with County, State, and Federal agencies, the private sector and non-profit organizations and consolidate County support and assessment efforts. Specific damage assessment responsibilities for local agencies may be found in the Damage Annex.

Reports

Reports will be consistent with those required by Federal and State plans and directives and the provisions of this EOP.

Recovery

Recovery is that phase of operations that focuses activities on returning to the pre-emergency status. For large-scale emergency events, the Governor or a State Secretary receives advice from appropriate Federal and State agencies, and determines if a relaxation of protective measures can be accomplished. The CEO(s), will provide overall coordination within the county for small scale events, and coordinate local needs, support, and reports to Federal and State agencies, as may be required by larger-scale events. More specific recovery responsibilities may be found in the annexes and appendices of this plan.

Training and Exercises

Training and exercises are important functions in the Stillwater County emergency preparedness program. Through comprehensive individual and team training, both full and part-time emergency operations personnel develop the necessary knowledge, and skills to effectively prepare for crisis situations. Exercises provide opportunities to learn and to demonstrate the ability of the emergency organization to implement plans and accomplish checklist requirements.

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The local emergency operations community, under the leadership of the CEOs and agency heads along with the DESC, participates in a wide variety of training and exercise opportunities generated by Federal, State and local requirements. Such participation allows for continual evaluation and fine-tuning of emergency plans and checklists.

Basic Plan Attachments

Signature Pages

Section I: Basic Plan

SIGNATURES OF CONCURRENCE
TO THE EMERGENCY OPERATIONS PLAN
FOR STILLWATER COUNTY AND THE TOWN OF COLUMBUS

By our signatures, we know that we or our representative have reviewed this plan, and agree to perform the tasks and responsibilities identified for our jurisdiction to the best of our abilities and resources.

Board of County Commissioners

Dennis Shupak, Chair Date

Gerald W Dell Date

Maureen Davey Date

Mayor, Town of Columbus Date
Gary Woltermann

Columbus Public Works Department

(Signature) Date

Section I: Basic Plan

Columbus Police Department

Bill Pronovost
Police Chief

Date

DEPARTMENT/AGENCY

SIGNATURES OF CONCURRENCE

By my signature, I acknowledge that I, or my representative, have reviewed this plan and agree to the facts and responsibilities assigned herein for my department and/or agency. It is furthermore understood that I, or my representative, will review, and as necessary, upgrade this Emergency Operations Plan as it relates to our designed responsibilities on an annual basis.

STILLWATER COUNTY

Stillwater County Sheriff

Clifford Brophy

Date

County Fire Warden

(Signature)

Date

Columbus Rural and City Fire Department

Rich Cowger

Date

Section I: Basic Plan

Columbus Road & Bridge Superintendent

Calvin Clark

Date

Stillwater County Environmental Health Department

Stephanie Moodry

Date

Stillwater County Public Health

Jill Grim

Date

Stillwater County Office of Disaster and Emergency Services

Eric Frank

Date

Stillwater County Extension Agent

(Signature)

Date

By my signature, I knowlege that this has been reviewed and is in compliance with Section 10-3-401, Montana Code Annotated.

Section I: Basic Plan

Dist V Rep
Charlie Hanson
Montana Disaster and Emergency
Services Division

Date

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Introduction

Given the number of elected officials and departments in Stillwater County, and the private and volunteer organizations who become involved, it doesn't take long for the question of “who's in charge?” to arise. The chief elected officials (CEO) are in charge of the overall or comprehensive response because they have ultimate responsibility for the health, safety, and welfare of the public as the principal elected executives of their jurisdictions. The primary responsibility of the chief elected officials in a disaster is the allocation of resources and the implementation of policy. Operational control is in the hands of the agency(s) responsible for that incident.

Direction and control is a critical emergency management function. During the applicable phases (pre-, trans-, and post-) of the emergency response effort, it allows jurisdictions to:

- ❖ Analyze the emergency situation and decide how to respond quickly, appropriately, and effectively.
- ❖ Direct and coordinate the efforts of the jurisdiction's various response forces.
- ❖ Coordinate with the response effort of other jurisdictions.
- ❖ Use available resources efficiently and effectively.

The manner in which the situation is managed will determine the effectiveness of the overall operations. Field forces (e.g., fire, law enforcement, public works, medical, etc.), can and usually do perform admirably in emergency situations. Where problems often arise is in the overall management of the operation: the merging of varying disciplines, organizations, and agencies not accustomed to working together on a day-to-day basis.

It is widely believed and accepted that the most effective way to manage an incident, particularly a large one, is through the use of the Incident Management System (IMS). With this in mind, President Bush signed HSPD-5 which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). HSPD-5 also requires adoption of NIMS by State, tribal, and local organizations as a condition for Federal preparedness assistance beginning in FY 2005. One of the key components of NIMS is the Incident Command System (ICS).

The ICS is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. A basic premise of ICS is that it is widely applicable. It is used to organize both short-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government – Federal, State, Local, and Tribal – as well as by many private sector and nongovernmental organizations. ICS is also applicable across disciplines.

ICS is designed around sound business practices that provide a common framework for emergency response. ICS places a high degree of importance on responder safety. The ICS system provides a standardized means to command, control, and coordinate the use of resources and personnel at the scene of an emergency. Concepts and principles for ICS include: common terminology, modular organization, integrated communications, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

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ICS concentrates direction and control actions on the **field operations** of the emergency services organizations that have responded to the scene of an emergency. ICS uses a top-down direction and control structure that include five functions: Command, Operations, Planning, Logistics, and Finance/Administration.

- **Incident Command:** The function of the IC is to provide overall management at the incident site, including public safety and public information actions. The IC directs, controls, and orders resources, including people and equipment. (When more than one scene is involved, the ICs coordinate activities with the EOC.) The IC will develop a management structure based on the needs of the incident as articulated in the Incident Action Plan (IAP). A small, simple incident will have a small management structure. As the incidents grow in size, and complexity, the management structure grows accordingly.

- **Operations:** The operations function is coordinated by the Operations Section Chief who reports to the IC. Operations are responsible for the tactical actions at the incident site. All tactical actions are performed in accordance with the IAP.

- **Planning:** The planning function is coordinated by the Planning Section Chief who reports directly to the IC. The Planning function is responsible for the collection, evaluation, documentation, dissemination, and use of information about the incident, as well as the status of resources used or needed at the scene. The Planning Section is also responsible for the preparation of the Incident Action Plan (IAP). For small incidents of short duration this plan may be oral or written. Written action plans should be used: when resources from multiple agencies are being used, when several jurisdictions are involved, or when the incident will require changes in shifts of personnel and/or equipment.

- **Logistics:** The logistics function is coordinated by the Logistics Chief who reports to the IC. The logistics function is responsible for providing facilities, services, personnel, equipment, and materials for the incident.

- **Finance/Administration:** The finance/administration function is coordinated by the Finance Section Chief who reports to the IC. This function is responsible for the tracking of all incident costs, evaluating the financial considerations of the incident, and/or any administrative duties not handled by the other functions.

- **Command Staff:** The IC's staff may include:
 - A *Safety Officer* who is responsible for assessing the hazards response personnel may be exposed to and developing measures to ensure personnel safety.
 - An *Information Officer* who is responsible for developing accurate and complete information applicable to the incident, including cause, size, current situation, resources committed, and other matters of general interest. This person also serves as the point of contact for the media and other governmental agencies which desire information directly from the incident scene.
 - A *Liaison Officer* who is responsible for serving as a point of contact with organizations that are supporting the response effort, but not part of the command structure located

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at the incident scene.

- **Incident Command Post (ICP):** From the ICP the Incident Commander directs all operations. The ICP can take various forms from a specially designed vehicle to an identified emergency response vehicle and is located as close to the scene as practical.

It is vital to understand that only one person can be “in charge” during response and recovery operations. Sometimes it is appropriate for an IC to be that person; at other times the critical decisions must be made away from the site or before a defined incident site or sites are established, at the EOC.

Large scale disasters such as earthquakes, floods, wildfires, and acts of terrorism such as witnessed on 9/11, represent particular challenges for the traditional ICS structure. Events that are not site specific, are geographically dispersed, or evolve over longer periods of time will require extraordinary coordination between Federal, State, local, tribal private sector, and nongovernmental organizations. This annex was written with this need for coordination in mind.

Purpose

This annex provides for personnel, facilities, general concepts and requirements for Incident Command Posts, for activating Stillwater County Emergency Operations Center (EOC), and for directing and controlling the conduct of emergency operations from that center or from an alternate facility in large-scale emergency situations. Hazard-specific annexes to this plan contain additional information for such specific emergencies.

Situations and Assumptions

1. Situation

- A. Most emergency situations are handled routinely by the Public Safety agencies of Columbus, and Stillwater County, using the Incident Command System. The ICS concentrates direction and control activities on the field operation of the emergency services organizations that have responded to the scene of an emergency. ICS uses top-down direction and control structure that includes five functions: Command, Operations, Planning, Logistics, and Finance/Administration.
- B. The County Emergency Operations Center (EOC), located in the Courthouse provides a secure and protected headquarters for the direction and control of emergency and disaster operations in the county. Emergency services' dispatching is accomplished by the 911 Dispatch Center, also located at the Courthouse.
- C. A number of the hazards which exist in, near, or transit to the County have the potential to cause disasters of such magnitude as to make centralized command and control essential.
- D. It may be necessary to establish additional sub or area ICPs, depending on the degree of direction and control required. Public safety organizations may have to establish their own

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command posts to accomplish their missions. These facilities may be planned for, in advance, or established when necessary.

- E. Information in this annex addresses emergency activities and operations in the Incident Command Post, the main EOC, the Mobile Command Post, and the other command posts. Information on the alternate EOC, the Mobile CP, sub or area ICPs will be addressed in hazard-specific annexes, or as specific procedures developed by the organizations.

2. Assumptions

- A. An Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) will ensure that the appropriate response leader will assume proper command of all response groups without questioning of that individual's authority.
- B. In "extreme," and certain "abnormal" emergency situations, most emergency management activities can be accomplished through coordination at the EOC, thus allowing field forces to concentrate on essential on-scene tasks. Mobile Command Posts (MCP) may be utilized to increase coordination and communication capabilities at an emergency scene. (limited MCP capability exists in the County, but through mutual aid agreements with surrounding counties, and State DES, they can be requested by the IC through DES channels.)
- C. In large-scale disaster situations, centralized direction and control, provided by a Unified Command and activation of the EOC, is the most effective approach to management of emergency operations.
- D. Capacity limitations and resource shortfalls may require the use of personnel resources from outside the jurisdiction, (mutual aid) to augment the Jurisdiction's response organization.

Concept of Operations

1. General

Emergency services dispatching is accomplished at the County 911 Dispatch Center on a 24-hour basis.

Emergency situations vary markedly in speed of onset and in their potential for escalation to disaster proportions. The extent to which emergency facilities, such as an Incident Command Post, or the EOC are activated, and when such facilities assume command of emergency operations depend on the type of emergency situation, escalation potential, the geographical extent, and other factors.

The EOC ordinarily will be fully activated and a Unified Command will assume control of emergency operations in any emergency situation of such magnitude as to require mobilization of elements of local government other than those primarily involved in emergency services on a day-to-day basis or of mutual aid resources.

In any emergency situation of such magnitude as to require emergency services personnel to establish an Incident Command Post, and to initiate control under ICS Procedures, some activities may be

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carried on at the EOC in support of the ICP.

Upon full activation of the EOC and, if required, the Joint Information Center, security measures will be established at these locations in order to ensure a smooth and orderly operating environment.

2. Command Structures

Depending on the severity of the emergency, one of two command systems is implemented:

- **Incident Command System (ICS)**

The Incident Command System will be used by all responding fire, law enforcement, and emergency management organizations and will provide the incident with common terminology, modular organization, integrated communications, unified command structures, consolidated incident action plans, manageable span of control, and comprehensive resource management.

- **Unified Command (UC)**

The unified command concept is the method by which local, state, and federal agencies work with the incident commander to:

- a. Determine roles and responsibilities for a given incident;
- b. Determine their overall objectives for management of an incident;
- c. Select a strategy to achieve agreed upon objectives;
- d. Deploy resources to achieve agreed upon objectives.

Multi-Jurisdictional Scenarios

The Unified Command concept is applied during major emergencies or disasters affecting two or more jurisdictions. Such scenarios vary, but there are two basic types, described below.

- a. **A City and the County.** In a scenario involving both the city and the county, a unified command system may be implemented for the EOC. In this situation, the city maintains responsibility for its citizens. The County is responsible for requests for assistance to and communications with the state, federal and other agencies with which the city has no preexisting agreements.
- b. **A City, the County, and Federal Agency.** Certain disasters, such as acts of terrorism, call for the direct involvement of federal agencies such as the Federal Bureau of Investigation. Local Emergency services from the affected community provide immediate response to the event. The county provides backup response, as well as assistance with media, logistics, and other coordination. The federal agency has legal authority to act as lead agency under such a scenario and relies on the cooperation of local emergency management organizations.

- **Incident Command Post (ICP)**

An Incident Command Post represents the on-scene direction and control point for an Incident Commander using the Incident Command System. The Incident Commander should establish an ICP as soon as possible and ensure that the location of the ICP and identity of the IC is

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disseminated to all responders. The ICP should be located as close to the incident as safety permits.

The Incident Commander, with law enforcement assistance, should establish an inside and outside security perimeter, and provide criteria for access to them. Security of the inner perimeter shall be the responsibility of the lead emergency response agency; security of the outer perimeter shall be maintained by law enforcement. The outer perimeter should allow for the potential escalation of the hazard, thus ensuring an ample margin of safety for emergency personnel. The ICP should be established within the Outer perimeter, and only personnel meeting Command criteria for access should be allowed to enter this area. To assure continuity of operations, it is important that the Incident Command Post be established at a safe location and at a distance appropriate to response.

The Incident Command System provides for effective and efficient management of facilities, equipment, personnel, and communications operating with a common organizational structure. The use of the ICS is the preferred method for emergency response personnel to operate during an emergency. The IC will adapt the management structure of the ICS to reflect the need and complexity of the incident. In accordance with other annexes, this may include, but is not limited to activating the EOC, establishing unified command, and requesting mutual aid support from neighboring jurisdictions.

The initial on-scene Incident Commander may be relieved by an official who has the experience and legal authority to do so. The 911 Dispatch Center will be notified of this change in command so that it may be properly documented.

- **Emergency Operations Center (EOC)**

Although direction and control in most emergency response situations will be exercised by the on-scene Incident Commander, emergencies of wide scope may require that direction and control be assumed by a Unified Command at the EOC.

The EOC is the key successful emergency response and recovery operations. It provides centralized direction and control for local, State, and Federal government organizations during emergency operations.

The EOC setting allows for face-to-face communication among the members of the EOC team and others asked to participate in the decision making process. It also provides a setting in which all decision-makers receive the most current status on the emergency situation.

The EOC will provide support to an on-scene in such areas as communications, alert and warning, transportation, evacuation, shelter, and additional resources.

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Primary EOC: The primary EOC is located at:
Stillwater County Courthouse 1st Floor
Columbus, MT

It is equipped such that county officials can receive relevant information on the emergency and provide coordination, direction, and control of emergency operations. The EOC has auxiliary heat and power and is easily secured.

Alternate EOC:

There are times when the primary EOC is not necessarily the most appropriate facility to use. The alternate EOC will be activated at those times. The alternate EOC is located in the:

Columbus Fire Station
Training Room
Columbus, MT

The Alternate EOC has sufficient area for the ICS groups to function. Maps and display equipment is available, and anything else needed can easily be relocated from the primary EOC, if necessary.

If environmental conditions do not allow direction and control functions to be conducted from either of the above facilities, alternate locations will be identified, selected and announced.

EOC Activation:

The EOC will be activated as appropriate, and staffed to the extent and duration required. Any time law enforcement, fire, or public works responds to a request for emergency assistance, there is potential for EOC activations. The responder becomes the Incident Commander and in charge of the incident until it has been resolved, or until he/she is relieved by a higher ranking official from his/her agency or by an officer from the designated lead agency. The decision to activate the EOC may be made at the direction of the:

1. Disaster & Emergency Services Coordinator or Deputy
2. City/County Executives
3. Incident Commanders

There are three levels of EOC activation in response to a local emergency. They are Standby, Partial Activation, and Full Activation. EOC procedures and checklists are included in the EOC Functional Annex.

Standby

This is the lowest level of activation. EOC members are notified of a situation that could develop into an emergency requiring EOC partial or full activation. They monitor the situation and are

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ready to report to and staff the EOC, if needed. Examples of situations that trigger standby are: issuance of a flood watch; severe winter storm watch; level orange risk of terrorism; and a wildland fire with no risk to structures.

Partial Activation

Partial activation occurs when the emergency situation is one that reoccurs on a relatively regular basis that requires response of multiple agencies. Examples of emergencies that trigger activation are: Closures of Interstate 90 during snowstorms; minor flooding; severe storm warnings; and the evacuation of multiple residences.

Full 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 large scale wildland fire.

ICP and EOC Relationship

1. The Incident Command Post (ICP) is in charge of tactical operations.
2. The EOC is in charge of strategic operations.
3. The ICP works in cooperation with the EOC.

3. Operational Roles and Responsibilities

▪ Incident Commanders

- Designate an individual who will provide coordination between the EOC and the ICP (Liaison Officer).
- Relay regular reports to the EOC.
- Directs implementation of protective actions for public safety.
- When appropriate, terminates response operations and releases personnel.

▪ DES Coordinator/EOC Manager

- See EOC Manager Position Checklists in the EOC Operations Annex.
- Manages EOC resources and directs EOC operations. Duties may include ensuring the following activities/actions are done:
 - a. Information processing
 - i. Maintaining a significant/major events log.
 - ii. Messaging handling.
 - iii. Aggregating damage information from all available sources.
 - iv. Identifying resource needs.
 - v. Preparing summaries on status of damage.
 - vi. Preparing briefings for senior management officials.
 - vii. Displaying appropriate information in the EOC.
 - viii. Preparing and submitting necessary reports when required (e.g. situation, critical resource status, etc.)

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- b. Coordinating logistical support for response personnel and disaster victims.
- c. When directed by CEOs, or when conditions warrant such action, relocating staff to the alternate EOC in order to continue response operations.

d. When directed, or when appropriate, terminates operations and closes EOC.

- Notifies key officials and staff. When directed by CEO, or when circumstances dictate, notifies all tasked organizations, informs them of the situation, and requests them to send a representative to the EOC.
- Serves as the primary point of contact with MTDES.
- Provides for coordination with MTDES and neighboring jurisdictions.
- Assists with recovery operations as appropriate.

- **City and County Departments**

- If appropriate, send a representative to the EOC.
- Department and agency representatives should have the authority to commit the resources of their organization and to make decisions on behalf of their organization.
- Each department and agency of local government is responsible for:
 - Designating lines of succession
 - Delegating authorities for the successor to key personnel
 - Making provisions for the preservation of records
 - Developing SOPs for the relocations of essential departments
 - Developing SOPs to deploy essential personnel, equipment, and supplies, and to identify damage to organizational resources and facilities
 - Providing the EOC with round the clock staffing
 - Assisting with recovery operations as appropriate

- **Fire/Rescue Services**

- When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other location, as appropriate.
- Identifies an IC and establishes an ICP, if appropriate; assigns appropriate personnel to IC staff.
- Performs IC duties at the emergency scene, if appropriate.
- Sends a senior representative to the EOC and Unified Command center when the EOC has been activated during an emergency.
- Notifies the EOC of the situation if the original notification did not come from the EOC.

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- Manages fire/rescue resources, directs fire operations, rescues injured people during emergency operations, and determines the need, as appropriate, for evacuation of the immediate area in and around the emergency scene.
- Assists as appropriate in the evacuation of people at risk in the immediate area in and around the emergency scene.
- Alerts all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations.
- **Law Enforcement**
 - Identifies an IC and establishes an ICP if appropriate; assigns appropriate personnel to IC staff.
 - Performs IC duties at the emergency scene, if appropriate.
 - Notifies the EOC of the situation if the original notification did not come from the EOC.
 - Sends a senior representative to the EOC and the Unified Command center when the EOC has been activated during an emergency.
 - Manages law enforcement resources and directs law enforcement operations. Duties may include:
 - Directing and controlling traffic during emergency operations.
 - Assisting in the evacuation of people at risk in and around emergency scene.
 - Controlling access to the scene of the emergency or the area that has been evacuated.
 - Providing security in the area affected by the emergency to protect public and private property.
 - Assist with Search and Rescue operations.
 - Assist with public warning.
- **Public Health**
 - Inspect public shelters.
 - Monitors air and water quality.
 - Assists in coordinating shelter for animals.
 - Coordinates distribution of potable water.
 - Inspects food facilities.
 - Inspects health care facilities for infectious waste problems.
 - Provides information and advice on emergency sewage disposal methods.
 - Applies vector control measures.
 - Coordinates emergency solid waste disposal.
- **Public Works**

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- When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency scene, staging area, or other location, as appropriate.
- Identifies IC and establishes ICP, if appropriate; assign appropriate personnel to IC staff.
- Performs IC duties at the emergency scene, if appropriate.
- Notifies the EOC of the situation if the original notification did not come for the EOC.
- Sends a senior representative to the EOC and the Unified Command center when the EOC has been activated during an emergency.
- Manages public works resources and directs public works operations. Duties may include:
 - Performing debris removal operations.
 - Coordinating with utility companies to restore power to disaster victims.
 - Assists with recovery operations.

▪ **County Public Works**

- The Road/Bridge Department is responsible for:
 - Protection of life, property and the environment as it relates to the transportation infrastructure;
 - Damage assessment of the public transportation system including road surfaces, signs, pavement, markings, bridges, and drainage facilities.
 - Developing criteria for deciding how, when, and where the public transportation system will be restored.
 - Managing County Public Works (i.e. personnel, equipment, supplies); and
 - Tracking expenses related to recovery activities; and
 - Restoration of services and programs existing prior to the disaster.
- The Solid Waste Division is responsible for:
 - Protection of life, property and the environment as it relates to debris removal and solid waste disposal;
 - Work concurrently with the Town of Columbus for restoration of transfer station.
 - Developing criteria for deciding how when, and where solid waste services will be restored;
 - Managing County Public Works (i.e. personnel, equipment, supplies); and
 - Tracking expenses related to recovery activities; and
 - Maintain existing services and programs.

4. Authorities and Limitations

1. The Incident Commander (IC) has authority to coordinate the use of resources and personnel at the scene of the emergency.
 - Incident Command provides overall management at the incident site including public safety and public information actions.

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- Incident Command directs, controls and orders resources including people and equipment.
 - When more than one scene is involved, the IC's coordinate activities with the EOC.
2. The CEO's have the authority to declare a State of Emergency within their jurisdiction and the responsibility to request a state or federal declaration if appropriate.
 3. CEOs have the authority to enter into mutual aid agreements between their jurisdictions and other jurisdictions. These agreements may provide for the support of the activities of these other jurisdictions during the state of emergency. However, they may not provide for the assumption of control over non-county personnel, equipment, or other resources.
 4. MCA 10-3-104 and 10-3-406 give the Governor and local chief elected officials the authority to “direct and compel the evacuation of all or part of the population from an emergency or disaster area... when necessary for the preservation of life or other disaster mitigation, response, or recovery;” and to “control the ingress and egress to and from an emergency or disaster area, the movement of persons within the area, and the premises therein.”
 5. Law Enforcement had the authority to order evacuations and close roads in emergent circumstances.
 6. The MTDOT and the Federal Highway Administration have the authority to close state and federal highways and bridge structures.
 7. The City/County Health Officer has broad authority over matters of public health to include air and water quality concerns, food supplies, wastewater systems, and disease prevention.
 8. City officials have the authority to condemn a building in the city as unsafe to occupy.

5. Warning and Notification

See the Alert and Warning Annex in Section II: Functional Annexes.

The EOC will be responsible for all emergency public education and information.

Once appointed, the Public Information Officer (PIO) will be responsible for public coordination and dissemination during the emergency and will clear all press releases through the Incident Commander or DESC. All approved press releases will be logged and a copy saved for the disaster records.

During the event, the PIO, in conjunction with the IC, will continue to provide pertinent information over radio and TV. The public will be reminded to remain calm, stay tuned for more information, and to follow the instructions of emergency management personnel. Such instruction may include guidelines for returning to homes, shelter accommodations, sanitation, and where and how to report damages.

The normal alert and warning system may be down or limited following a major quake. It may be

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necessary to augment these systems with mobile public address systems, door-to-door contacts, and posting notices on bulletin boards in designated public gathering places such as shelters. The PIO may also participate in a Joint Information Center (JIC), staffed by the PIOs from various jurisdictions, to address the media with a single, coordinated voice.

Receiving Information from the Public

Providing adequate communications means to receive information from the public, such as damage reports, sanitation problems, health issues, offers for donated goods, and other public safety-related problems, is the responsibility of the Communication Unit Leader and the PIO. This will probably be done by staffing public information lines and publishing the telephone number and website on the county web page and through the local media. The PIO must also ensure the information received is communicated to the appropriate EOC section to deal with it.

Considerations and Implementation Responsibilities

Continuity of Operations

Slowly Developing Disasters

If it is foreseen that the County EOC will become unusable, operations will be shifted to the alternate EOC. If time permits, this will be a phased relocation with the off-duty shift moving to the safer location, making preparations, and assuming control from that site so that the personnel remaining at the primary EOC can evacuate, without a pause in operations.

Disaster with Immediate Onset

If the County EOC is destroyed, severely damaged, or isolated by the loss of communications, all direction and control of county-wide emergency operations activities will be relocated in accordance with this annex.

Lines of Succession

COUNTY

A County Commissioner is replaced by an appointment by District Court Judge.

MCA 7-4-106, 10-3-603

The County Sheriff is succeeded by the Under Sheriff.

MCA 7-3-4331, 7-32-2101' 7-32-2122

The District Court Judge is replaced by an appointment by the Governor, or Chief Justice. During a period until appointment, most likely a District Court Judge from neighboring District would fill in.

Constitution VII, 8; MCA 3-1-1010, 3-1-1014, 10-2-227

The County Clerk and Recorder is replaced by the Deputy Clerk and Recorder.

MCA 7-4-434

The County Treasurer is replaced by the Deputy Treasurer

MCA-7-4-2602

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The County Coroner is replaced by the Deputy Coroner, or a Coroner of another county.

MCA-4-2902

The County Attorney is replaced by an appointment by the County Commissioners or by the Deputy County Attorney if such contract has been entered into.

MCA-7-3-432

The County Fire Warden is succeeded by the Assistant Fire Warden

The Rural Fire Chiefs are succeeded by Assistant Chiefs.

The DES Coordinator is succeeded by the Deputy Coordinator.

The Public Works Director is succeeded by the Department Coordinator.

The Health Officer is succeeded by an appointee of the Health Board.

COLUMBUS

The Mayor is succeeded by the President of the City Council

MCA 7-4-4112, 10-3-605

The City Council Members are succeeded by

MCA 7-4-4112, 10-3-604

The City Court Judge is replaced by

MCA 3-1-1503, 7-3-1342, 7-3-4254, 7-4-4462, 7-4-4102

The Police Chief is succeeded by the Sergeant.

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Purpose

This annex provides the concepts, systems and organizations used to alert and warn the public of any highly probable and immediate danger or disaster. Hazard-specific annexes to this plan contain additional information for such specific emergencies.

Situations and Assumptions

1. Situation

- A. When the public is threatened by an immediate or potential emergency situation, it is essential that timely alerting and warning be accomplished to protect the public. The alerting process draws the public's attention to a threat or danger. The warning process provides accurate information and instructions to guide public response in taking appropriate protective actions. Pre-scripted Emergency Alert System (EAS) may be utilized to pass initial information and instructions to the media and the general public.
- B. The Emergency Alert System (EAS) is the primary digitized warning system for South Central Montana including Stillwater County. The system is designed to provide a 24-hours warning point to the public for emergencies and disasters.
- C. Hazards vary in both predictability and speed of onset. The time available for warning varies from ample to none.
- D. Effective public response relies on public education measures taken prior to an emergency.

2. Assumptions

- A. A warning period will be available for most emergency situations although the amount of lead-time will vary from hazard to hazard. Proper use of adequate warning will save lives, reduce injuries, and protect property.
- B. A higher authority (State and /or Federal Government) may initiate warning whenever large-scale threat or emergency exists. Incident falling into this category include earthquake, terrorist attacks, and biohazards or severe weather conditions.
- C. Certain hazard-specific emergencies may require automatic emergency alerting, warning and notification of the general public and emergency response organizations. (See Section III: Hazard Annexes for further information.)
- D. Telephone communications may be disrupted or overloaded. Regional radio/television stations without emergency power may be off the air for lengthy periods of time.
- E. The broadcast media will be considered the primary system for providing warning and emergency information to the public, through news broadcasts and the EAS.

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Concept of Operations

1. General

The concept of warning typically includes the activation of all or part of the emergency management organization and communicating with the general public and organizations such as schools, industry, employers, etc. to ensure that they are aware of a dangerous situation.

When designated authorities determine that it is necessary to warn the citizens of Stillwater County of a potential or imminent threat to public safety, a strategy appropriate to the situation will be implemented. This strategy will involve the coordinated use of many of the facilities, organizations, and techniques described in the following paragraphs, to ensure complete coverage of the affected area.

Sources of Emergency Information

Reports of situations that may endanger the public may come from a variety of sources, including private citizens, responding emergency services personnel, the National Warning System, the National Weather Service, major news wires services, government agencies, industries, and utilities.

Dissemination of Alert and Warning

- A. Public alerting and warning can be accomplished through one or a combination of means. These include:
 - B. Selected indoor alerting/warning systems.
 - C. Door-to-door alerting and warning, and route alerting and warning performed by law enforcement, fire fighter, or other designated emergency personnel utilizing vehicle, boat, or aircraft -mounted public address systems. (Written warnings should be used to warn the hearing-impaired on non-English speaking persons.)
 - D. Telephone fan-out calls to schools, major employers, the hospital, nursing homes, day-care centers, etc.
 - E. Pagers carried by key emergency response personnel, and people who usually work outside.
 - F. Mass media, i.e., radio and television, through public announcements, and/or the Emergency Alert System (EAS).

2. Direction and Control

- See Direction and Control Annex in Section II: Functional Annexes.
- The 24-hour, 911 Emergency Dispatch Center, is Stillwater County's primary contact point for the receipt and dissemination of emergency alert and warning.
- When time permits, e.g., in slowly developing disasters such as floods, the decision to disseminate the alert and warning to the general public will be made by the Disaster and Emergency Services Coordinator (DESC), or his/her designee, in coordination with the Chief Elected Officials (CEOs), or their designee(s).
- In some situations, an Incident Commander may initiate alerting and warning. Any such

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situation requiring warning of a substantial number of private citizens will be reported to the EOC in sufficient detail to permit them to evaluate the action that has been taken and to determine any additional actions to be initiated.

- Incident Commanders are authorized to carry out area, community, etc warning and evacuation on their own in fast-developing situations, e.g., hazardous materials incidents, in accordance with the Incident Command Procedures and this plan.
- The activation of the EAS normally will be authorized by the DESC or designated representative, or as described in hazard-specific appendices.
- The DESC or his deputy will activate the EAS by contacting the NWS (406-652-3214 or 1-800-240-4596) to initiate the public broadcast message.

3. Operational Roles and Responsibilities

Stillwater County DES Coordinator:

- ❖ Establish an effective County emergency alert and warning system
- ❖ Conduct vigorous public awareness campaigns to educate the public of how alerts and warnings will be disseminated throughout the jurisdiction. Stress hazard awareness and personal preparedness in presentations with the media, schools and service clubs.
- ❖ Exercise warning and notification procedures at least annually.
- ❖ Involve the media and the local ARES groups in exercises and critiques.
- ❖ Test the EAS and emergency communications at least annually.
- ❖ Review and update this annex.
- ❖ Ensure the warning of key personnel had been accomplished by contacting the dispatch center.
- ❖ When notified of an emergency situation, reports to the EOC.
- ❖ Ensure radio equipment is working and appropriate agencies and groups are contacted.
- ❖ Inform the public through the EAS. Ensure that the EAS is not overly used to cause undue public concern.
- ❖ Ensure that special needs populations in the affected areas are being warned of the situation and taking recommended protective actions.
- ❖ Implements contingency plans to provide warnings if established warning systems fail to work.
- ❖ Appoints a PIO. If the primary PIO is not available, the new PIO should be experienced in the roles and responsibilities of a Public Information Officer.
- ❖ Hold a post-response evaluation to assess effectiveness of alert and warning process.
- ❖ Stress mitigation efforts, structural and non-structural, to department heads involved in the recovery efforts.

Stillwater County Public Information Officer:

- ❖ Reports to the EOC, upon activation.
- ❖ Contacts the media to inform them about the emergency.
- ❖ Supervises the preparation of emergency announcements for the EAS broadcasts.
- ❖ Coordinates all public announcements with the Incident Commander.
- ❖ Issues news media releases from the EOC, or, if activated, establishes and coordinates all

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actions with the Joint Information Center (JIC).

- ❖ Provides for briefings with the participation of the CEO and other involved in an emergency and the State PIO.
- ❖ Verifies the authenticity of incoming information.
- ❖ Verifies that duplicate or contradictory releases are not being made.
- ❖ Takes action to maintain control of rumors.
- ❖ These or similar responsibilities will apply to any PIO working in the Stillwater County JIC.

4. Consideration and Implementation Responsibilities

• Rumor Control

Rumor control is vital during emergency operations. Sensitive or critical information must be authorized and verified before release. Unconfirmed rumors or information from unauthorized sources may be responded to in the following manner:

“We will not confirm until we have been able to check out the information through authorized sources. Once we have confirmed information, we will release it to all members of the press at the same time.”

Do not release information that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety. Examples include:

- Personal conjecture about the course of the emergency or the conduct of response.
- Speculation.
- Demeaning information/statements.
- Information that might compromise the effectiveness of response and recovery.

• Public Emergency Alert Notification Systems

Various systems exist for mass public notification through the telephone system. If phones are working, computerized systems can call thousands of residences at the same time to deliver pre-recorded warning messages. These systems are capable of making calls on a continuous basis until shut down. Two national-level systems that exist are:

- Reverse 911
- A child is Missing Alert System (Amber Alert System)

Currently, activation of such systems must be made by designated law enforcement officials.

5. Administration and Logistics

A. General

- 1) The maintenance of the EOC and associated alert and warning equipment is the responsibility of the DESC. These responsibilities further include all procedures, personnel staffing and training related to EOC operations.
- 2) Administration associated with normal emergency services alert and warning dispatching is

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accomplished by SSD Director in the Dispatch Center.

B. Emergency Alert System (EAS)

- 1) The Emergency Alert System had replaced the Emergency Broadcast System as the primary digitized warning system for several counties in south eastern Montana, including Stillwater County. The system is designed to provide a 24-hour warning point to the public for emergencies and disasters. The EAS is composed of commercial AM and FM radio and television broadcast stations authorized by the FCC to remain on the air during a declared emergency and to broadcast announcements as directed by local emergency management officials.
- 2) KEMC Radio Station (91.7 FM) is the primary station, with simulcast capability to the other participating local stations. The local dispatch center has generators, to enable broadcasting during power outages. This makes it essential for people to have battery-powered radios to receive these important messages during times of emergency.
- 3) The DESC or his deputy should activate the EAS by contacting the NWS (1-800-240-4596) to initiate a public message.
- 4) Priorities for the EAS are:
 - a) Presidential Message
 - b) Local (County)
 - c) State Programming
 - d) National Weather Service and Regional
- 5) because of the large area served by EAS, its use must be restricted to situations in which all four of the following emergency criteria apply:
 - a) The situation is imminent (time is critical).
 - b) The situation is life threatening to the public.
 - c) The public must be provided with instructions.
 - d) Other warning methods would be ineffective.

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Appendix 1: Sample EAS Messages

EAS Message #1 Home Shelter

The following message has been released by Stillwater County DES and the Emergency Operations Center:

1. The _____ has announced that an emergency presently exists at _____. Persons living or working within an approximate _____ mile radius of this location are requested to take sheltering actions.
2. There is no need for residents to leave the area in order to take sheltering action.
3. Persons who have taken their shelter should observe the following procedures:
 - a. Close all doors and windows.
 - b. Disconnect air conditioners or fans.
 - c. Lower the thermostat setting of any heater or turn off air conditioner/evaporative cooler to minimize the intake of external air.
 - d. Keep pets inside, and to extent possible, bring farm animals under covered facilities.
4. People living, working, or traveling in the following areas are affected by this request:
(Repeat the list of areas on time, then continue the message.)
5. Persons living, working, or traveling in this area should take sheltering action. Persons traveling to home or work should proceed to their destination in an orderly fashion obeying all traffic regulations. Non-residents traveling in motor vehicles should clear the area in an orderly fashion.
6. All persons traveling in the area in motor vehicles should roll up windows, close air vents, and turn off air conditioners. If in an automobile, or when sheltering is not immediately available, improvised respiratory protection may be taken. Place a handkerchief, towel, or other similar item snugly over the nose and mouth until indoors.
7. You are **not** to do the following:
(Read statement A., if school is in session.)
 - A. You are requested not to telephone or go to the school your children are attending. They are in a covered protected environment and will be bused home when it is safe to do so.
 - B. Do not telephone town, county state, or federal officials directly involved. They will keep you informed of the situation through this station. Do not use the telephone except for medical emergencies.
8. The preceding has been an announcement from the Stillwater County Emergency Operations Center. It calls for all persons living or working within a _____ mile radius of _____ to take shelter. For further information, stay tuned to this station.

(Thereafter, this message should be repeated ***every five minutes*** until the station is informed by the EOC to end transmission.)

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EAS Message #2: Evacuation

The following message had been released by Stillwater County DES and the Emergency Operations Center:

1. The Stillwater County Emergency Operations Center had announced that an emergency condition exists at _____ and recommends the evacuation of all persons living or working within an approximate _____ radius of this location.

2. This advisory affects persons living in the following area:

(Repeat the list of affected areas one time, then continue with message.)

3. Please use the following evacuation routes for your neighborhood. If you will need a place to stay, report to the mass care center located at _____.

(Repeat the list of affected areas one time, then continue the message.)

4. If you have housebound persons or invalids in your home and require assistance in moving them, contact Stillwater County Emergency Operations Center at _____.

5. Please cooperate by checking on persons who may live alone in your neighborhood. If they have no way of providing for their own transportation, please assist them if possible.

6. Persons affected by this evacuation advisory should prepare to spend a minimum of three days (72 hours) away from home and should have with them sufficient quantities of clothing, sleeping bags, or blankets, personal care items and prescription drugs for at least this period. Persons evacuating to mass care centers will be provided with food and sanitary facilities. Pet will **not** be allowed inside the mass care centers.

7. Farmers/ranchers affected by this evacuation advisory should shelter their animals and contact the County agricultural extension agent at _____ for further instructions regarding protection of livestock, foodstuffs, and regaining access to the evacuated area.

8. Persons planning to evacuate are reminded to take the following steps prior to leaving:

- A. Secure your home and property.
- B. Turn off all lights and electrical appliances.
- C. Turn down any heating systems (or turn off air conditioning systems.)
- D. Proceed calmly to your destination, obeying all traffic laws and driving carefully.
- E. Please obey law enforcement officers and others who will be directing traffic along the evacuation routes.

9. The preceding has been an announcement from the Stillwater County Emergency Operations Center regarding recommendation by the _____ for the evacuation of all persons living within a _____ mile radius of _____. For further information, please stay tuned to this station.

(Thereafter, this message should be repeated ***every five minutes*** until the station is informed by the EOC to end transmission.)

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EAS Message #3 School Evacuation

1. The following message had been released by the Stillwater County Emergency Operations Center. It supplements instructions given to the public concerning the evacuation announcement for an approximate _____ mile radius of _____.
2. Parents with children attending schools within a _____ mile radius of _____ are advised that their children are subject to a separate evacuation plan while school is in session. These schools are _____. Children at these schools will be taken directly to shelter areas. Parents are to meet their children at these shelter areas outside the emergency zone. ***I Repeat, children will be taken directly to areas outside the risk area where parents are to meet their children.*** Parents are not to report to their children's schools.
3. Children attending the schools in the risk area will be taken to the following areas where they may be picked up:

School:

Evacuation Area:

(Repeat list one time and continue the message.)

4. Parents are urged not to telephone or to go to the schools their children attend. To do so will only create confusion. Parents are to meet their children at the previously announced evacuation areas. ***I repeat***, parents are urged **not** to telephone or to go to the schools that their children attend, but to meet their children at the evacuation areas.
5. The preceding had been an announcement from the Stillwater County Emergency Operations Center giving instructions on where to meet their children who are attending schools within an approximate _____ mile radius of _____.

(Please repeat entire message one time.)

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EAS Message #4 HazMat Incident

Stillwater County Disaster and Emergency Services brings you the following message:

An accident involving a hazardous material has occurred at the following location:

_____.

Due to the nature of the chemical involved, it is important that those living or working in the following areas evacuate immediately. Those people between _____ (north/south) and _____ (east/west) should leave the area immediately.

Before leaving, evacuees are asked to lock their homes and businesses and go to a location outside the affected area. Or you may go to the following reception center, _____.

Those needing assistance can call the following number: _____.

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EAS Message #5 Street Closures/ Flooding

The Stillwater County Emergency Operations Center announces the current storm had caused severe/moderate flooding in several areas of the town/county.

As of _____ today, the following roads/streets are closed:

_____.

Please avoid these roads/streets. If you must travel, use alternative routes. Avoid low-lying roads near streams, creeks, and rivers. Do not drive over a flooded road or bridge. If your car stalls, abandon it immediately and get to higher ground. Be careful of attempting to walk through flood waters. If floodwaters are moving swiftly, as little as six inches of water can knock you off your feet. Roadblocks will be set up to prohibit access into affected areas.

Again the following roads/streets are closed:

_____.

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EAS Message #6 Flooding Evacuation

The Stillwater County Emergency Operations Center announces the following message:

The flooding situation may worsen in parts of the town/county. For your own safety, you are strongly urged to evacuate the following areas as soon as possible:

If time permits, take essential items such as – **medicine, special foods, personal items, baby supplies, money, and valuable papers** – do not overload your vehicle. Secure your home or business before you leave. Check on neighbors who might need assistance.

If you cannot stay with relatives or friends outside the evacuation area, go to the following shelter location: _____.

If you have no form of transportation, or are physically unable to evacuate on your own, ask a neighbor to assist you, or call the following number: _____.

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EAS Message #7: Snow Emergency

The Stillwater County Disaster and Emergency Services, in cooperation with the National Weather Service, announce a snow emergency has been declared due to the current weather conditions.

A Winter Storm Warning is effective until _____ for the following areas:

At least _____ inches of snow is expected with the storm. All persons are advised to stay indoors and travel only if necessary. If you must travel, take an emergency supply kit with you.

Again, a winter storm warning is in effect until _____ for the following areas:

Appendix 2: Sheltering-in-Place

AMERICAN RED CROSS: FACT SHEET FOR CITIZENS

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow the instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems.
- Close the fireplace damper.
- Get your family's disaster supply kit and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

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At Work:

- Close the business.
- Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is a danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building’s mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed or disabled.
- Gather essential disaster supplies, such as non-perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use Duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call you business’ designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local official may call for evacuation in specific areas at greatest risk in your community.

At School:

- Close the school. Activate the school’s emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave.

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When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.

- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone numbers available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and they are safe.
- If the school has voice mail, or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until the authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turned off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed or disabled.
- Gather essential disaster supplies, such as non-perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room, shut and lock the door.
- Use Duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call you schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

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In Your Vehicle:

If you are driving a vehicle and hear advice to “shelter-in-place” on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.
- If you are unable to get to a home or a building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid overheating.
- Turn off engine. Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.
- Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice.
- Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

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Purpose

The Purpose of this annex is to establish public awareness of hazards and to provide active channels for informing and advising the public on appropriate actions before, during, and after a county emergency;

- ❖ To provide for effective collection, and dissemination of information, to control rumors and to minimize uninformed public response.

It is not intended to define or supplant Standard Operating Procedures (SOP) for any particular agency, but provide a framework for operations in the event of mutual aid between agencies. Special emphasis is placed on the use of mitigation, phased planning, and public education before an incident to increase the safety of the citizens of Stillwater County.

Situation and Assumptions

1. Situation

- A. The Hazard Analysis concluded that the top dangers in the county were Wildfire, Severe Weather, Flood, Hazardous Materials, and Earthquake.
- B. An emergency situation may occur with little or no warning. Therefore, the public must have advance understanding of the potential hazards affecting them and the protective actions to be taken. Pre-scripted Emergency Alert System (EAS) messages may be utilized to pass initial information and instructions to the media and the general public.
- C. During an emergency situation, it is essential that the public be provided with timely, accurate and easily understood information on the protective measures to be taken to save lives and protect property.
- D. Centralized county/state coordination and dissemination of factual, official information is necessary to assure a well-informed public, to avoid or minimize the release of misinformation, and to deflate rumors.
- E. Should the Joint Information System (JIS) concept be activated, it may operate out of a Joint Information Center (JIC). Stillwater County Disaster and Emergency Services (DES) and other responding agencies should operate and develop their emergency public information out of the JIC.
- F. Billings has 21 and Red Lodge has 1 commercial radio stations, providing coverage countywide.
- G. Stillwater County uses NOAA and the NWS to send out all alerts, which then hit all regional media outlets in the area.
- H. Stillwater County does not have a daily newspaper and relies on the Billings Gazette for daily printed news. The Stillwater County News provides weekly news information for most of the county, with maybe the exception of Park City which relies more on the Laurel Outlook for weekly news information in print.
- I. The Stillwater County News is distributed throughout the county.

2. Assumptions

- A. A public education and information program will help save lives and property during

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- emergencies and disasters if the public knows how to prepare for them.
- B. Information is one of the first casualties of a disaster. Rumors abound and information is sketchy at best. It may be hours before officials know the facts. The lack of information or contradictory information will cause confusion.
 - C. In an emergency situation, the public will demand information about the emergency. The local print and broadcast media will perform an essential role in providing emergency instructions and status information to the public.
 - D. Depending on the severity of the emergency or the media's conception of the severity of the emergency, regional and national media also will demand information, and may play a role in reassuring, or alarming, distant relatives of the disaster area population.
 - E. Telephone communications may be disrupted or overloaded. Local and regional radio/television stations without emergency power may be off the air for lengthy periods of time.

Concept of Operations

1. General

The Town of Columbus/Stillwater County is committed to a proactive public information program during a disaster or emergency.

Notification of citizens should be made as soon as possible via the Automated Emergency Alert System (EAS), the "E911" system, mobile PA systems, and local radio/TV broadcasts. The DESC or his deputy should activate the EAS by contacting the **NWS (1-406-652-3214/ 1-800-240-4596)** to initiate a public broadcast message.

- ❖ **EAS (Emergency Alert System):** The Emergency Alert System has replaced the Emergency Broadcast System as the primary digitized warning system for the South Eastern Regional Area, which includes Stillwater County. The system is designed to provide a 24-hour warning point to the public for emergencies and disasters. Stillwater County uses NOAA and the NWS as its contact which then sends out all alerts to the mass media. They have generators and backup power to enable broadcasting during power outages. This makes it essential for people to have battery powered radios to receive these important messages during times of emergency.

At the earliest convenience, updates and important information should also be placed on the County Website.

- Stillwater County public information and education program should:
 - A. Provide support during the four phases of emergency management: mitigation, preparedness, response, and recovery operations.
 - B. Provide the public with accurate, timely, and easily understood event-related information concerning protective actions, route restrictions, health notices, and emergency assistance information.
 - C. Control rumors.
 - D. Coordinate information releases with all participating public and private agencies, emergency

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responders, and all levels of government to support public officials and media representatives in satisfying the public's demand for accurate and consistent information.

- E. Limit public information activities to County-specific events and actions. Federal and State governments are responsible for information related to their jurisdiction.
- The County's Incident Command System (ICS), Emergency Operations Center (EOC), and Joint Information Center (JIC) should support public information.
 - A. The County DES PIO or an alternate may serve as spokesperson for the EOC and Incident Commander (IC) during an emergency situation. Organizations not represented by the EOC may use their own PIO.
 - B. The DES PIO should issue news releases on behalf of the county after coordinating current information with other agencies. Member(s) of the EOC and cooperating partners should receive copies of all releases. EOC and/or IC approval is required before issuing policy-related news releases. All press releases should also be posted to the city/county web site.

Direction and Control

- See the Direction and Control Annex in Section II: Functional Annexes.
- The DES Coordinator is responsible for all pre-emergency education and information programs. Tasks may be delegated to the PIO as necessary.
- The overall responsibility for public information in an incident rests with the Incident Commander (IC) acting through the IC's Information Officer (IO), when designated. In the absence of such a public information officer, information should be made available from the EOC.
- For larger-scale emergencies, the EOC should provide public information through its appointed PIO.
- All information releases should be coordinated with the IC, (or designated representative) for approval prior to release to the public/media.
- News releases from other facilities, counties or state-level events should be coordinated with their appropriate representatives.
- **Joint Information Center (JIC):**
 - Preceding or during extreme emergency situations, a Joint Information Center may be activated. The JIC is established to provide a single coordinated focal point for all current official public information.
 - The JIC should be organized and activated by DES in the EOC.
 - Once a JIC is established, news releases, instructions, or official information originated by the various participating organizations should be channeled and verified through the JIC to ensure less risk of conflicting statements.
 - A Media Center should be organized at the JIC where media staff (television, radio, and print) can receive up-to-date information regarding the incident.
 - Visitors to the JIC should be limited to County, State, Federal, or other appropriate organizations, and members of the media.
 - Briefing schedules and news statements should be made available to the media.

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- The JIC should be declared operational when the DES PIO, or alternate, is present, as well as sufficient personnel to perform incoming inquiries and administrative functions. The county JIC Initiating Checklist is found at Appendix 2.
- The JIC, when operational, should serve as a location where most incident-related inquiries from the citizenry may be directed. Some inquiries, such as those involving claims, may be routed to another location.
- **Public Inquiry:**
 - If a JIC is not operational, a Public Inquiry Center (PIC) should be established to provide a single point of contact for the general public to call and receive current, accurate information regarding a specific event or threat. The DESC also manages and coordinates staffing of the PIC using trained volunteers.
 - Currently, the Stillwater County PIC consists of three “informational hotline” telephones manned by volunteers in the EOC as available.
 - The PIC serves a dual purpose. It disseminates information by responding to requests from the public and gathers information by identifying trends, inaccurate information, misunderstandings, or misconceptions reported by the public or reflected by their inquiries. If the misunderstandings indicate an isolated concern, the PIC staff should address the matter directly with the caller. If a pattern of confusion emerges, they should notify the JIC (if operational), which then addresses the situation through the news media using traditional tools such as news releases and news conferences. If the JIC is not operational, the operator should notify the DESC to take action.
 - Until the EOC is activated and the PIC Hotlines are operational, answers to queries from the public should be provided by the DESC, coordinating with the ICP.
 - The telephone numbers for the PIC Hotlines should be released to the local news media for dissemination to the public by the EAS.
 - Emergency information should also be posted and updated regularly on the County and City Websites.

Operational Roles and Responsibilities

▪ Stillwater County DES Coordinator

Mitigation Phase

- Establish an effective County emergency public information and education organization.
- Conduct vigorous public awareness campaigns to educate the public of dangers from potential hazards and provide them with information on the actions necessary to save lives and protect property.
- Stress hazard awareness and personal preparedness in presentations with the media, schools and service clubs.
- Stay current or familiar with the latest techniques for emergency management information.
- Meet regularly with members of the media to foster a close working relationship.
- Familiarize the media with this annex. Consider their recommendations to improve it.

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- Identify private resources to assist in the public education and information process.
- Include the media in the planning process.
- Conduct a Disaster Preparedness Month annually in September. Publicize disaster preparedness that month in the media and in speeches to service clubs and schools.
- Conduct an Earthquake Preparedness Month each October in commemoration with the state of the great earthquakes that have struck the state.
- Stress winter safety in November.
- Stress flood preparedness in April to remind the public to mitigate flooding and to buy flood insurance.

Preparedness Phase

- Disseminate emergency information and instructions to the public, to include, if necessary, twenty-four hour telephone numbers.
- Plan and coordinate with the local news media to assure assistance in disseminating emergency information and instructions.
- Designate a facility where media representatives can be briefed.
- Involve the media in exercise critiques.
- Test the EAS at least annually.
- Prepare situation status boards to record information on disasters or emergencies.
- Review and update this annex.
- Maintain office and home telephone numbers of key contact personnel for each radio and TV station, and the newspapers in Billings, Columbus and Laurel.

Response Phase

- Inform the public through the EAS. Ensure that the EAS is not overly used to cause undue public concern.
- Ensure the media has access to the EOC.
- Appoint a PIO. If the primary PIO is not available, the new PIO should be experienced in the roles and responsibilities of a Public Information Officer.
- Determine the need for and activate JIC.
- When the JIC is activated, organize a sufficient group of personnel to permit extended hours of operation during an emergency or disaster, if needed.

Recovery Phase

- Continue public information operations as long as required by the IC/EOC.
- Provide news releases with major emphasis on:
 - Types and locations of emergency assistance available including contacts, phone numbers, location(s) (e.g. food and water points), information concerning disaster claims application centers, and trash and debris disposal instructions;
 - Public Health Notices;
 - Restricted areas;
 - Movement or travel restrictions;
 - Contacts and phone numbers for missing person information;

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- Contacts and phone numbers for local non-emergency assistance; and
- Public safety notices.
- Stress mitigation efforts, structural and non-structural, to department heads involved in recovery efforts.
- Assess effectiveness of public information and education program.

▪ **Stillwater County Public Information Officer:**

Mitigation Phase

- Stay current of familiar with the latest techniques for emergency management information.
- Meet regularly with members of the media to foster a close working relationship.
- Conduct public education and media programs as needed.

- Preparedness Phase
- Maintain close liaison with local, state, and federal PIO's as well as the media to enhance public preparedness and awareness prior to an emergency, and to facilitate dissemination of actual incident information.
- Participate in emergency drills and exercises to test plans for effective and consistent information release.
- Attend PIO conferences and training sessions.
- Compile and prepare emergency information for the public in case of an emergency.
- Become aware of the procedures to utilize the Emergency Alert System. Persons designated as PIOs may assist in preparation of EAS messages and should monitor all EAS announcements.
- Coordinate public education/awareness campaigns with the DES office.

Response Phase

- Reports to the EOC, upon activation.
- Contact the media and informs them about the emergency.
- Serves as an official Stillwater County spokesperson and the sole source for dissemination of official emergency related materials to the public. Remind agency heads to clear all releases through you.
- Supervises the preparation of emergency announcements for EAS broadcast.
- Activates the Public Information web site and regularly updates it with the latest information.
- Coordinates all public announcements with the Incident Commander.
- Issues news media releases from the EOC, or, if activated, establishes and coordinates all actions at the Joint Information Center (JIC).
- Provides for briefings with the participation of the CEO and other involved officials.
- Coordinates news releases with parties involved in an emergency and the State DES PIO.
- Verifies the authenticity of incoming information.
- Verifies that duplicate or contradictory releases are not being made.
- Takes action to maintain control of rumors.

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- Coordinates with the American Red Cross to establish a single point of contact for the public to obtain information concerning missing relatives.
- Public Information Officers should provide news releases that emphasize the following:
 - A clear identification of the affected area
 - Timely, accurate and easily understood information on the situation.
 - Recommended or ordered protective actions.
 - Descriptions of local, State and Federal response to the emergency.
 - Identification of stations and times for information updates.
- At the end of an emergency situation, request that broadcast media announce the end of the emergency at regular intervals to ensure complete dissemination to the public.

- After an emergency is terminated, continue to provide information to the media concerning recovery operations.
- Maintains current files and accurate records of all information released to the public and media which should include, but not be limited to:
 - Name, agency, and phone number of the release initiator.
 - Text, tape, or video of the news release.
 - Substantiating information for the release.
 - Date and time information received.
 - Date and time information released.
 - How and to whom the news release was issued.
- These or similar responsibilities should apply to any PIO working in the Stillwater County JIC.

Recovery Phase

- Maintain status board.
- Continues to brief the media about continuing developments.
- Critique the public information response to the emergency with the media, DESC and agency heads.
- Incorporate appropriate recommendations to revise the plan.
- Release available statistics on disaster damage, injuries and fatalities.
- Inform the public on available assistance – and the location of shelters and disaster assistance centers.
- Provide the media information on the progress of recovery efforts.

- Considerations and Implementations Responsibilities
- Rumor Control
- Rumor Control is vital during emergency operations. Sensitive or critical information must be authorized and verified before release. Unconfirmed rumors or information from unauthorized sources may be responded to in the following manner:
 - “We will not confirm until we have been able to check out the information through authorized sources. Once we have confirmed information, we will release it to all members of the press at the same time.”

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- Do not release information that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety. Examples include:
 - Personal conjecture about the course of the emergency or the conduct of response.
 - Speculation.
 - Demeaning information/statements.
 - Information that might compromise the effectiveness of response and recovery.

- Confidential Information
 - Confidential information is not to be released. This includes:
 - The names of victims or fatalities prior to notification of next-of-kin. (Identification and cause of death shall not be released without authorization from the Coroner).
 - Home phone numbers of city/county personnel and volunteer emergency workers, fire station numbers, and unpublished city/county numbers.

- Media Access to the Scene
 - Every effort should be made to allow the media access to the disaster area, consistent with safety.

- In cooperation with the EOC and on-scene personnel, the Incident Commander may allow media representatives restricted access to the scene, accompanied by a member of the Public Information staff. This should be done with regard to the safety of media personnel, the impact on response, and the wishes and concerns of the victims.

- The Public Information Officer should not allow media to the Emergency Operations Center (EOC) except under limited, controlled circumstances, and only with prior approval of the Incident Commander or EOC Manager. Before being admitted to the EOC, media representatives shall display appropriate identification and shall be escorted by a member of the Public Information staff.

- If it is not safe or practical to admit all media representatives to the scene, a media “pool” may be created, where media representatives select one camera crew to take video footage for all. If even such controlled access is impractical, a “staged” photo opportunity to tape response vehicles or support activities may satisfy the media's need for video footage.

- Response personnel must be protected from unwanted media intrusion. Off-shift personnel should be provided uninterrupted rest. It may be necessary to provide security to facilities where response personnel are housed and disconnect the telephones to ensure privacy.

- Victims and families should have access to public officials without having to face media.

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Try to provide a secure entrance to the city/county administrative offices, or arrange a briefing/interview room away from the media.

- Then media may be allowed access to response personnel at the discretion of the Incident Commander, only if such an interview does not interfere with the response efforts.
- Response personnel should not comment on the incident without knowledge and consent of the Public Information Officer or IC.
- Administration and Logistics.
- The DESC is responsible for the acquisition of appropriate equipment and supplies to support the public information and education program, and to ensure rapid activation of the JIC if necessary.
- Selection and training of persons to provide emergency information support services to the EOC and the JIC will be under the direct supervision of the DESC.

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Appendix 1: Sample EAS Messages

EAS Message #1 Home Shelter

The following message has been released by Stillwater County DES and the Emergency Operations Center:

1. The _____ has announced that an emergency presently exists at _____. Persons living or working within an approximate _____ mile radius of this location are requested to take sheltering actions.
2. There is no need for residents to leave the area in order to take sheltering action.
3. Persons who have taken their shelter should observe the following procedures:
 - a. Close all doors and windows.
 - b. Disconnect air conditioners or fans.
 - c. Lower the thermostat setting of any heater or turn off air conditioner/evaporative cooler to minimize the intake of external air.
 - d. Keep pets inside, and to extent possible, bring farm animals under covered facilities.
4. People living, working, or traveling in the following areas are affected by this request:
(Repeat the list of areas on time, then continue the message.)
5. Persons living, working, or traveling in this area should take sheltering action. Persons traveling to home or work should proceed to their destination in an orderly fashion obeying all traffic regulations. Non-residents traveling in motor vehicles should clear the area in an orderly fashion.
6. All persons traveling in the area in motor vehicles should roll up windows, close air vents, and turn off air conditioners. If in an automobile, or when sheltering is not immediately available, improvised respiratory protection may be taken. Place a handkerchief, towel, or other similar item snugly over the nose and mouth until indoors.
7. You are **not** to do the following:
(Read statement A., if school is in session.)
 - A. You are requested not to telephone or go to the school your children are attending. They are in a covered protected environment and will be bused home when it is safe to do so.
 - B. Do not telephone town, county state, or federal officials directly involved. They will keep you informed of the situation through this station. Do not use the telephone except for medical emergencies.
8. The preceding has been an announcement from the Stillwater County Emergency Operations Center. It calls for all persons living or working within a _____ mile radius of _____ to take shelter. For further information, stay tuned to this station.

(Thereafter, this message should be repeated **every five minutes** until the station is informed by the EOC to end transmission.)

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EAS Message #2: Evacuation

The following message had been released by Stillwater County DES and the Emergency Operations Center:

1. The Stillwater County Emergency Operations Center had announced that an emergency condition exists at _____ and recommends the evacuation of all persons living or working within an approximate _____ radius of this location.

2. This advisory affects persons living in the following area:

(Repeat the list of affected areas one time, then continue with message.)

3. Please use the following evacuation routes for your neighborhood. If you will need a place to stay, report to the mass care center located at _____.

(Repeat the list of affected areas one time, then continue the message.)

4. If you have housebound persons or invalids in your home and require assistance in moving them, contact Stillwater County Emergency Operations Center at _____.

5. Please cooperate by checking on persons who may live alone in your neighborhood. If they have no way of providing for their own transportation, please assist them if possible.

6. Persons affected by this evacuation advisory should prepare to spend a minimum of three days (72 hours) away from home and should have with them sufficient quantities of clothing, sleeping bags, or blankets, personal care items and prescription drugs for at least this period. Persons evacuating to mass care centers will be provided with food and sanitary facilities. Pet will **not** be allowed inside the mass care centers.

7. Farmers/ranchers affected by this evacuation advisory should shelter their animals and contact the County agricultural extension agent at _____ for further instructions regarding protection of livestock, foodstuffs, and regaining access to the evacuated area.

8. Persons planning to evacuate are reminded to take the following steps prior to leaving:

- A. Secure your home and property.
- B. Turn off all lights and electrical appliances.
- C. Turn down any heating systems (or turn off air conditioning systems.)
- D. Proceed calmly to your destination, obeying all traffic laws and driving carefully.
- E. Please obey law enforcement officers and others who will be directing traffic along the evacuation routes.

9. The preceding has been an announcement from the Stillwater County Emergency Operations Center regarding recommendation by the _____ for the evacuation of all persons living within a _____ mile radius of _____. For further information, please stay tuned to this station.

(Thereafter, this message should be repeated ***every five minutes*** until the station is informed by the EOC to end transmission.)

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EAS Message #3 School Evacuation

1. The following message had been released by the Stillwater County Emergency Operations Center. It supplements instructions given to the public concerning the evacuation announcement for an approximate _____ mile radius of _____.
2. Parents with children attending schools within a _____ mile radius of _____ are advised that their children are subject to a separate evacuation plan while school is in session. These schools are _____. Children at these schools will be taken directly to shelter areas. Parents are to meet their children at these shelter areas outside the emergency zone. ***I Repeat, children will be taken directly to areas outside the risk area where parents are to meet their children.*** Parents are not to report to their children's schools.
3. Children attending the schools in the risk area will be taken to the following areas where they may be picked up:

School:

Evacuation Area:

(Repeat list one time and continue the message.)

4. Parents are urged not to telephone or to go to the schools their children attend. To do so will only create confusion. Parents are to meet their children at the previously announced evacuation areas. ***I repeat***, parents are urged **not** to telephone or to go to the schools that their children attend, but to meet their children at the evacuation areas.
5. The preceding had been an announcement from the Stillwater County Emergency Operations Center giving instructions on where to meet their children who are attending schools within an approximate _____ mile radius of _____.

(Please repeat entire message one time.)

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EAS Message #4 HazMat Incident

Stillwater County Disaster and Emergency Services brings you the following message:

An accident involving a hazardous material has occurred at the following location:

_____.

Due to the nature of the chemical involved, it is important that those living or working in the following areas evacuate immediately. Those people between _____ (north/south) and _____ (east/west) should leave the area immediately.

Before leaving, evacuees are asked to lock their homes and businesses and go to a location outside the affected area. Or you may go to the following reception center, _____.

Those needing assistance can call the following number: _____.

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EAS Message #5 Street Closures/ Flooding

The Stillwater County Emergency Operations Center announces the current storm had caused severe/moderate flooding in several areas of the town/county.

As of _____ today, the following roads/streets are closed:

Please avoid these roads/streets. If you must travel, use alternative routes. Avoid low-lying roads near streams, creeks, and rivers. Do not drive over a flooded road or bridge. If your car stalls, abandon it immediately and get to higher ground. Be careful of attempting to walk through flood waters. If floodwaters are moving swiftly, as little as six inches of water can knock you off your feet. Roadblocks will be set up to prohibit access into affected areas.

Again the following roads/streets are closed:

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EAS Message #6 Flooding Evacuation

The Stillwater County Emergency Operations Center announces the following message:

The flooding situation may worsen in parts of the town/county. For your own safety, you are strongly urged to evacuate the following areas as soon as possible:

If time permits, take essential items such as – **medicine, special foods, personal items, baby supplies, money, and valuable papers** – do not overload your vehicle. Secure your home or business before you leave. Check on neighbors who might need assistance.

If you cannot stay with relatives or friends outside the evacuation area, go to the following shelter location: _____.

If you have no form of transportation, or are physically unable to evacuate on your own, ask a neighbor to assist you, or call the following number: _____.

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EAS Message #7: Snow Emergency

The Stillwater County Disaster and Emergency Services, in cooperation with the National Weather Service, announce a snow emergency has been declared due to the current weather conditions.

A Winter Storm Warning is effective until _____ for the following areas:

At least _____ inches of snow is expected with the storm. All persons are advised to stay indoors and travel only if necessary. If you must travel, take an emergency supply kit with you.

Again, a winter storm warning is in effect until _____ for the following areas:

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Appendix 2: JIC Initiating Checklist

COMPLETED	TASK	DATE/TIME/INITIALS
_____	Incident Notification Received	_____
_____	Initial EAS Message Issued	_____
_____	EOC Activation Decision Made	_____
_____	JIC Activation Decision Made	_____
_____	JIC Location Selected	_____
_____	JIC Staff Call-Out Begun	_____
_____	JIC Staffing Call-Out Completed	_____
_____	JIC Operational	_____
_____	Initial Media Release Issued	_____
_____	Initial Media Briefing Begun	_____
_____	Initial Media Briefing Completed	_____

Primary EAS Station

KEMC – 91.7 FM

1500 University Drive

Billings, MT 59101

(the EAS is initiated by contacting the NWS (1-800-240-4596))

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Appendix 3: Sheltering-in-Place

AMERICAN RED CROSS: FACT SHEET FOR CITIZENS

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow the instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems.
- Close the fireplace damper.
- Get your family's disaster supply kit and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

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At Work:

- Close the business.
- Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is a danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed or disabled.
- Gather essential disaster supplies, such as non-perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use Duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call you business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local official may call for evacuation in specific areas at greatest risk in your community.

At School:

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.

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- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone numbers available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and they are safe.
- If the school has voice mail, or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until the authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turned off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed or disabled.
- Gather essential disaster supplies, such as non-perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room, shut and lock the door.
- Use Duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call you schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In Your Vehicle:

If you are driving a vehicle and hear advice to “shelter-in-place” on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside.

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Follow the shelter-in-place recommendations for the place you pick described above.

- If you are unable to get to a home or a building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid overheating.
- Turn off engine. Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.
- Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice.
- Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

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Purpose

The purpose of this plan is to provide guidance for the activation and operating procedures for the 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. History has shown that effective, well-coordinated response to disaster situations are conducted best when all decision-makers and emergency service chiefs are located in one place.

Situation and Assumptions

1. Situation

- A. The Stillwater County EOC is on the main floor of the County Courthouse. The EOC is designed to accommodate members of the EOC staff from public and private agencies in the county, and Columbus. An emergency generator has a two-week fuel supply for the EOC and Dispatch Center. Although the EOC is used on a day-to-day basis as a conference room, and multi-use room, its use as an EOC takes precedence over all other uses. Activation and set-up of the EOC can be accomplished with 15 minutes after the appropriate officials are in place. Key individuals can be contacted through the 911 Dispatch Center.
- B. The dispatch center for law enforcement, fire and ambulance is attached to the north side of the county courthouse and has positions for two dispatchers. There is no communication between the center and the EOC Operations Room on the first floor, except for telephone or messenger.
- C. The Operations Room has outlets for five telephones, its serves as the coordination center for the EOC staff. Hand held portable radios are available for direct communication with the Sheriff's Office, Police Department, Town and County public works departments, and the fire and ambulance services.
- D. The training room at the Columbus Fire-station is the designated alternate EOC.
- E. Mobile Emergency Operating Center (MEOC)
- F. The county also has at its availability a trailer known as the MEOC to coordinate and support the needs of a disaster in the county.
- G. The mobile trailer has five base radios, two rooms, satellite for internet, and a generator to fully run any support operations if it is deemed more desirable to have the EOC elsewhere than in Columbus at the request of the Incident Commander.
- H. Mobile Command Posts:

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- a. Search and Rescue and Stillwater County Fire Departments have mobile command post vehicles that can be utilized if needed.
- b. Carbon County and Red Lodge Fire have a mobile command bus that can be utilized through Mutual Aid.
- c. MTDES has a mobile command post vehicle that can be requested by calling 406-324-4777.

2. Assumptions

- A. 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.
- B. Department or agency heads will send to the EOC a designated representative if the department head is absent from the EOC.
- C. All responding departments and agencies will bring to the EOC the personnel, SOP's and special items like maps, wall displays and resource lists that they will need to operate effectively.
- D. Each Department will be able to staff the EOC around the clock with 12-hour shifts if needed.
- E. 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 wildfire incident and a catastrophic earthquake.

Concept of Operations

1. General

The EOC will be the meeting place for designated key officials to respond to a disaster and emergency. The Operations Room will be the nerve center of the EOC. There are other office spaces in the Courthouse including the DES office on the 4th floor that can be used if additional space is needed.

EOC personnel and agencies may change throughout the course of an emergency. The usual emergency service agencies (law enforcement, fire, EMS ...) will be actively involved at the site during the initial and post impact stages of the incident.

During recovery, reconstruction, and renewal, these emergency services will be phased out of direct action and others will become the leading agencies.

2. EOC Activation

The activation of the EOC will normally come as a result of a request from the on-site Incident Commander of any first responding agency. The following people can activate or authorize activations of the EOC.

- County Commissioners
- DES Coordinator or Deputy

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- Any Incident Commander from a jurisdictional department

A declaration of a state or local emergency is not required to activate the EOC. However, it must be activated once a local declaration has been made.

The EOC will be activated as appropriate, and staffed to the extent and duration required. Any time law enforcement, fire, or public works responds to a request for emergency assistance, there is potential for EOC activations. The responder becomes the Incident Commander and is in charge of the incident until it has been resolved, or until he/she is relieved by a higher ranking official from his/her agency or by an officer from the designated lead agency. There are three levels of EOC activation in response to a local emergency. They are Standby, Partial Activation, and Full Activation. EOC procedures and checklists are included in the EOC Functional Annex.

1. Standby

This is the lowest level of activation. EOC members are notified of a situation that could develop into an emergency requiring EOC partial or full activation. They monitor the situation and are ready to report to and staff the EOC, if needed. Examples of situations that trigger standby are: a flood watch; severe winter storm watch; level orange risk of terrorism; and a Wildland fire where more than 2 fire departments have been paged out.

2. Partial Activation

Partial Activation occurs when the emergency situation is one that occurs on a relatively regular basis and requires the response by multiple agencies. Examples of emergencies that trigger partial activation are: minor flooding; severe storm warnings; the evacuation of multiple residences - and wildland fires with some structures at risk.

3. Full 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 major swift moving wildfire where all departments in the county are involved; an earthquake; a major flood. (See attachment 1 for the organizational chart for a fully activated EOC.)

Direction and Control

The EOC is managed by the EOC Manager, which usually is the DES Coordinator. In some events, a Unified Command may be utilized in the EOC. Unified Command is an ICS management process that allows organizations and agencies with jurisdictional or functional responsibility for the incident to jointly develop a common set of incident objectives and strategies. Applying Unified Command in the EOC means that any combination of organizations may work cooperatively to manage the EOC activities. In other words, the EOC Manager position may be filled by consensus among two or more members in the unified command, but, it is rare. Unified Command is more often seen for on-site operations.

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Depending on the size and type of incident, the Incident Commander(s) may use the EOC as the Incident Command Post. These options most likely would be used if the Mobile EOC is requested. This does not necessarily change the operations of the EOC; however it may require additional coordination on the part of the EOC staff to maximize the use of space and resources. If the ICP is set-up at the EOC, many of the Command and General Staff functions for the EOC and the incident response structures could be combined (for example, Planning, Logistics, Finance, PIO, Liaison.)

Organization and Assignment of Responsibilities

The EOC staff will be broken into 6 main functional areas:

1. Policy Group
2. Management Staff
3. Operations Section
4. Planning Section
5. Logistics Section
6. Finance/Administration Section

1. Policy Group

The Policy Group consists of the chief elected officials (County Commissioners, and Mayor of affected jurisdictions.) This group is responsible for all major policy decisions and overall operations. This group does not have responsibility for direct emergency management at the site during the incident that responsibility rests with Incident Command.

2. EOC Management Staff

The EOC Manager supports all EOC operations and ensures that the facility and resources required for EOC support are provided. This position works closely with the Policy Group and ensures that proper emergency and disaster declarations are enacted and documented. The EOC Manager usually will be the DES Coordinator or his deputy. The EOC Manager will set up the EOC and activate it using the positions and personnel to support field operations and to accomplish the mission. The EOC Manager reports directly to the chief elected officials of the affected jurisdiction(s). The EOC Manager will fill the other ICS slots on an “as needed” basis.

The Public Information Officer prepares and clears all press releases. The PIO should provide accurate information to the media on a timely basis from the EOC. The PIO will need to ensure that the three EOC Information Hotline Telephones are staffed and provide the public with the latest and most accurate information.

The Liaison Officer will coordinate with other agencies in the EOC that are normally not a part of the EOC staff, such as volunteer organizations or the private sector to make sure they are incorporated into EOC operations as appropriate.

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3. Operations Section

The Operations Section is responsible for coordinating all jurisdictional operations in support of the emergency response.

Once the Emergency Operations Center has been activated, organizational and agency representatives will:

- Initially, check in with the Operations Chief immediately upon arrival at the EOC for an update on the situation and to confirm table/telephone assignments.
- Ensure that their organizations/agencies are kept constantly informed of the situation, including major developments, decisions and requirements.
- Maintain coordination with other appropriate organizations/agencies.
- Thoroughly brief incoming relief personnel and inform the Operations Chief of the changeover prior to departing. The briefing will include as a minimum, information on what has happened; problems encountered; actions pending; and, the location and phone number of the person being relieved.

4. The Planning Section

The Planning Section is responsible for collecting, evaluating, and disseminating information; developing plans and situation reports in coordination with other functions, and for maintaining all EOC documentation.

5. Logistics Section

The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials.

6. Finance/Admin Section

The Finance/Admin Section is responsible for financial activities and other administrative aspects of the EOC not covered by other sections or units.

◆ American Red Cross (ARC)

Mitigation:

- 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.
- Coordinate planning activities with local Disaster and Emergency Services Office.
- Provide training to personnel on disaster response and shelter management procedures.
- Participate in training exercises conducted by the County's Disaster and Emergency Services Office.

Response:

- Provides a representative to the EOC to coordinate ARC operations.
- Activates sheltering and feeding operations as required.
- Compiles records of evacuees in their facilities and provides list to the EOC at the earliest possible time.
- Coordinates with the Logistics Section and other disaster relief agencies for procurement of

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food and other supplies for the evacuees, as necessary.

- Coordination of special care requirements for unaccompanied children, the aged, the handicapped, and others, requiring special considerations.
- Compiles list of missing persons reported by evacuees in their facilities and provides list to EOC at the earliest possible time. For extended disasters, provides periodic updates, as the situation warrants.

◆ Chief Elected Officials

- Report to the EOC
- Declare an emergency and/or a disaster with up to a 2-mill levy, if appropriate. Separate declarations are required for each affected jurisdiction (County, Columbus). A disaster declaration will allow a request to the MTDES for assistance.
- Work closely with the EOC Manager.
- Support field operations through resource acquisition approval and policy decisions.
- Ensure that recovery operations are carried out.
- Assist businesses with their recovery.
- Work with Finance Section Chief to ensure that all departments are tracking costs during the response and recovery phases and that an agent is appointed to recover these costs from the state and federal government.

◆ Coroner's Office

The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects. The Coroner has sole authority over the dead and their disposal within the county boundaries. No one will remove bodies or divulge any information concerning the dead without the Coroner's permission. Only the Coroner may release names of the dead. Home addresses will not be released by the Coroner unless approved by the family.

- The Functions of the Coroner are to: locate, identify, record, transport, and dispose of all human remains, notify next of kin, and administer funds for indigent burials.
- The Coroner will report to the EOC immediately after a destructive earthquake or upon request in any disaster to:
 1. Determine the number of fatalities and their location.
 2. Maintain a log with the following information:
 3. Identified dead
 4. Unidentified dead
 5. Location of the dead
 6. Missing persons
 7. Names, sex, age, city and state. No addresses will be on the public log.
- Assign temporary deputy coroners (morticians) to recover the dead. The Coroner and his deputy can process about seven (7) bodies without assistance.
- Both Billings Clinic and St. Vincent's Hospital have morgues.
- The Coroner has verbal agreements with various businesses to utilize equipment for temporary morgues in an emergency.
- Various departments and agencies have vehicles that can be utilized for transportation of

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remains as needed. The coroner maintains a list of such agencies.

- The Coroner will brief the EOC staff periodically to inform them of the current situation.

◆ **County Attorney's Office**

- The County Attorney serves as the attorney for County government, including all agencies and board and provides legal advice to the Commissioners. During emergencies and disasters, the County Attorney may also advise the CEOs and DES Coordinator on such things as official declarations, evacuations, quarantine, and other matters concerning legal authority.

◆ **DES Coordinator (DESC)**

Mitigation Phase:

- Establish an effective County emergency public information and education organization.

Preparedness Phase:

- Hold EOC Exercises annually to familiarize staff with their duties.
- Maintain an adequate supply of wall displays and office supplies for the staff.
- Maintain the radios in the DES Office and ensure the readiness of the EOC.

Response Phase:

- Establish and manage the Emergency Operations Center
- Act as a Liaison between IC and other agencies.
- Ensure preparation of local emergency/disaster declaration for local chief executive.
- Keep local elected officials informed.
- Provide public information if the PIO is not available.
- Ensure that damage assessment and major events are being recorded.
- Facilitate mutual aid.
- Hold Periodic briefings when necessary of the EOC staff to exchange information.
- Act as a liaison with MTDES.
- Other (arrange for sheltering of evacuees, work on recovery issues, etc.)

Recovery Phase:

- Assist with development of Recovery Plans.
- Maintain EOC operation and support as long as needed.
- Manage deactivation of 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.
- Transition to mitigation phase operations.

◆ **Public Health**

- Provide advice to the EOC staff on protective action decisions.
- Develops food, water, and other health advisories, as needed.

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◆ **Public Works**

- Provide personnel to the EOC to assist and advise with regard to damage assessment, debris removal, and restoration of public services.

◆ **GIS EOC Support**

- If requested, report to the EOC with GIS Laptop.
- Note:* All requests for GIS maps during a disaster or emergency should go through the Emergency Operations Center (once opened,) at 322-8065, for coordination and to prevent duplication. Products from other GIS support agencies may also be used as appropriate.

◆ **MT Disaster and Emergency Services (MTDES)**

- Provides initial response assistance at request of local Incident Commander or DES Coordinator in accordance with Local Emergency Operations Plan. (At no cost to the local jurisdiction.)
- DES Advisor (Agency Representative) – knowledgeable about:
 - Local emergency/disaster declaration process.
 - Two-mill emergency levy.
 - State emergency/disaster declaration process.
 - Presidential declaration process.
 - Effects/expectations of declarations.
 - Perform ICS agency representative duties.
- Incident Command System (ICS) Advisor:
 - Experience at complex incidents
 - Duties:
 - Advise/coach on command structure and organization.
 - Advise/coach on logistical needs.
 - Advise/coach on planning and documentation needs.
 - Advise/coach on financial documentation.
- Technical Expert:
 - An experienced operational expert for the type of incident the community is responding to.
- Process to obtain help:**
 - Contact local DES Coordinator (normally through local dispatch.)
 - If unable to contact DESC or deputy, call MT Disaster and Emergency Services at (406)-324-4777 (24 hours a day) and ask for the DES Duty Officer.

◆ **Transportation Coordinator:**

A Transportation Coordinator should be established in the EOC under either the Ground Support Unit (Logistics) or under the Evacuation Group (Operations) depending on availability of personnel.

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Ambulances and other transport vehicles and buses should be staged in the event that a citizen may need transportation to a shelter or other location. Non-ambulatory people must be located and information provided to the transportation Coordinator so that they are not overlooked in the evacuation.

Transportation Coordinator Responsibilities

- Responsible for identifying and assigning emergency transportation to the requesting organizations, or emergency services coordinators, and dispatching these vehicles to work sites or staging areas to provide the emergency transportation as requested.
- Schedule and manage the use of vehicles provided from all sources along with a qualified driver for the equipment.
- Coordinate with the evacuation group to establish pickup points in the area for citizens needing transportation and advise the PIO who will notify the public.
- Assist the Evacuation Group in planning the scheduled evacuation of the hospital and nursing homes in the event of a threat of these institutions.
- Assist the Logistics Section with vehicle and driver requirements during any emergency.
- Work with the Ground Support Unit to provide maintenance service and fuel to all equipment used to support emergency operations.
- Keep records of equipment use, man-hours, and associated costs. Provide this data to the Finance Section during and after the disaster.

Authorities and Limitations

- A. The Incident Commander (IC) has full authority and responsibility to implement and coordinate all small-scale evacuations, sheltering and access control, and exercise on-scene control. In those incidents;
- B. MCA 10-3-104 and 10-3-406 give the Governor and local chief elected officials the authority to “direct and compel the evacuation of all or part of the population from an emergency or disaster area.....when necessary for the preservation of life or other disaster mitigation, response, or recovery,” and to “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.”
- C. Law Enforcement has the authority to order evacuations and close roads in emergent circumstances.
- D. The County has the authority to close roads, and to restrict access to and from all areas of the County.
- E. Law Enforcement has the authority to remove stalled and parked vehicles, which impede the flow of traffic.
- F. Traffic flow direction may be altered, reversed, etc., at the direction of the Incident

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Commander. (Incident managers will coordinate changes in the traffic flow with the County Sheriff's Office, the Montana Highway Patrol, and the MTDOT.)

- G. The Commissioners have the authority to declare a State of Emergency within their jurisdictions and the responsibility to request a state or federal declaration if appropriate. Request for State and Federal assistance must go through the DESC.

1. Warning and Notification

- A. See Annex C in the Section II: Functional Annexes.
- B. The 911 Dispatch Center will make the initial notifications to key individuals and agencies per existing SOP's and alert rosters. Any other agencies that need to be notified can be alerted by the EOC staff or Dispatch as directed by the Incident Commander or EOC Manager.
- C. The immediate danger of a hazardous material spill, wildfire, flood or other incident requires that the public be warned of the danger as quickly as possible.
- Pre-Evacuation Warning:** On slow-moving events, pre-evacuation notices should be given to affected residents if it appears that conditions may warrant such action. Residents should be given warning that they may have to move out upon 30 minute notice. Consideration must be given to hospitals, nursing homes, elderly, handicapped, schools, licensed day care centers, and large gatherings.
 - 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 mitigate public confusion concerning the use of these vehicles.
 - 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, if available, 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.
- D. The DESC or his deputy will activate the EAS by contacting the NWS (406-652-0851) to initiate a public broadcast message. If phones are down, a message may be hand delivered to the primary EAS station. Radio stations and TV stations will copy the message and interrupt regular programming for the broadcast.

2. Public Information

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◆ **Providing Information to the Public**

- A. See Annex D in Section II: Functional Annexes
- B. The EOC will be responsible for all emergency public education and information.
- C. Once appointed, the Public Information Officer (PIO) will be responsible for public coordination and dissemination during the emergency and will clear all press released through the Incident Commander or DESC. All approved press releases will be logged and a copy saved for the disaster records.
- D. During the event, the PIO, in conjunction with the IC, will continue to provide pertinent information over radio and TV. The public will be reminded to remain calm, stay tuned for more information, and to follow the instructions of emergency management personnel. Such instruction may include guidelines for returning to homes, shelter accommodations, sanitation, and where and how to report damages.
- E. The normal alert and warning systems may be down or limited following a major disaster. It may be necessary to augment these systems with mobile public address systems, door-to-door contact, and posting notices on bulletin boards in designated public gathering places such as shelters.
- F. The PIO may also participate in a Joint Information Center (JIC), staffed by PIO's from various jurisdictions, to address the media with a single, coordinated voice.

◆ **Receiving Information from the Public.**

Providing adequate communications means to receive information from the public, such as damage reports, sanitation problems, health issues, offers for donated goods, and other public safety-related problems, is the responsibility of the Communications Unit Leader and the PIO. This will most likely be done by staffing public information lines and releasing the telephone number to the local media. The PIO must also ensure the information received is communicated to the appropriate EOC section to deal with it.

3. Considerations and Implementation Responsibilities

◆ **Communications: Logistics Section**

The EOC's ability to function is directly related to its ability to communicate. The primary function of an EOC in an emergency/disaster is to collect and disseminate information and provide a common location for policy decision from government officials. Information will reach the EOC via the dispatch center, telephone, fax, radio, amateur radio, TV, and messengers.

An EOC staff member may need to be assigned the duty of logging all inbound and out band message traffic (*see Attachment Message Log*). Assign persons to write information on display boards, if needed, assign messengers to carry messages from the EOC and vice-versa. All messages should be logged in and out.

◆ **Display Boards and Procedures: Planning Section**

Because the EOC's major purpose is accumulating and sharing information to ensure a coordinated and timely emergency response, all EOC staff must display information quickly so that decision-makers can have the latest information available. Display needs will vary with the nature and

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scope of the emergency. Charts should be developed as the core of the EOC display system. Display boards, maps, and materials are located in the EOC and DES Office. Some suggested charts and displays include:

- A. Situation Reports
- B. Damage Assessment Charts
- C. Town, County, and State Maps showing such things as:
 - a. Transportation routes closed or impeded.
 - b. Areas of major damage.
 - c. Locations of medical treatment facilities.
 - d. Expected inundations areas.
 - e. Limits of evacuation areas, control points and exit routes.
 - f. Location of response resources and equipment.
- D. Weather Maps
- E. Shelter Status
- F. Resource Status Charts
- G. Major Events Display/Charts

4. Administration and Logistics

◆ Records and Reports

During emergency operations, efforts will be made to document each transaction so that records can be reconstructed and claims properly verified after the emergency period has passed (*Finance Section*).

The Documentation Unit (*Planning Section*) will maintain in chronological order a listing of all public notices given related to evacuation. Additionally, an approximation of people evacuated should be kept as well as the number of and information on evacuees in mass care facilities/shelters.

To the extent consistent with law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

◆ Training

Each person designated to fill an EOC staff position should take at a minimum:

- IS 700: Introduction to NIMS
- IS 800: The National Response Plan
- ICS 100: Introduction to ICS
- ICS 200: Basic ICS

Section II: Functional Annexes

Section II: Functional Annexes

Purpose

This annex provides the concepts, organizations, and responsibilities to ensure a coordinated, orderly, and expeditious evacuation of all or any part of the population of Stillwater County if it is determined that such action is the most effective means available for protecting the population from the effects of a natural hazard, disaster, extreme emergency, or enemy attack. It is not intended to define or supplant Standard Operating Procedures (SOP) for any particular agency, but to provide a framework for operations in the event of mutual aid between agencies. Special emphasis is placed on the use of mitigation, phased planning, and public education to increase the safety of the citizens of Stillwater County.

Situation and Assumptions

1. Situation

- A. Residents of Stillwater County may be advised to evacuate due to various emergency conditions, including, but not limited to flood, earthquake, wildfire, and hazardous materials release.
- B. Specific risk areas for each type of disaster that have been identified are:
 - a. WILDFIRE: Many Wildland Urban Interface (WUI) locations have been identified throughout the county. They are listed in the (WUI) plan.
 - b. SEVERE WEATHER: The entire county is susceptible to severe weather which can occur during any season of the year.
 - c. FLOOD: Yellowstone River Valley, Stillwater River Valley, Rosebud Creek Drainage, Mystic Dam Drainage
 - d. HAZARDOUS MATERIALS: Area downwind of accident site, Stillwater Mine, Stillwater Smelter, Montana Silversmiths, Cenex COOP, Town Pump
 - e. EARTHQUAKE: Stillwater County is located east of the main fault line in Montana. Although chances of damage are unlikely, a major earthquake could cause damage throughout the county.

2. Assumptions

- A. First Responders (fire, police, EMS, rescue) will usually be able to recognize a situation requiring an evacuation and would initiate initial evacuation recommendations and procedures.
- B. Most of the public will act in its own interest and evacuate dangerous areas either spontaneously or when advised to do so by local authorities.
- C. Some people will refuse to evacuate. (Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.)
- D. 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.
- E. The decision to evacuate could occur day or night, and there would be little control over the start time.
- F. Evacuees may have little preparation time and will require maximum support in reception areas, particularly in the areas of food, bedding, clothes, and medicine.
- G. Reception areas may not be fully set up to handle the evacuees.

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- H. Most evacuees will use private transportation means. However, transportation may need to be provided for some evacuees.
- I. Due to constraints imposed by blocked evacuation routes, sheltering of a portion of the populace may be necessary until a safe evacuation can be accomplished.
- J. Highway and roadway evacuation capacities may be reduced significantly because of overload, accidents, stalled vehicles, and weather conditions.
- K. Depending on the type of emergency and available response time, railroad lines may offer an alternative means of evacuation, particularly for persons without transportation means.
- L. Demand for resources may be critical.
- M. Enhanced public awareness via techniques such as citizen handouts, ad campaigns, evacuation routes and mapping information may be helpful.

Concept of Operations

1. General

There are two main types of protective action that can be taken to protect the public: Evacuation and Shelter-in-Place. A “precautionary evacuation”, before the public is at risk, is the primary and preferred protective action. Next in preference is the “response evacuation.” even if some exposure to risk of the evacuating public is possible. (This is a consideration particularly when extended sheltering would expose the affected public to more risk than a relatively rapid evacuation from the source or area of risk.)

Enhanced or expedient sheltering-in-place remains the secondary protective action option in emergencies, and will be accomplished when evacuation is undesirable or impracticable.

The establishment of access control by emergency first responders and law enforcement personnel is standard procedure to protect the public from a hazardous situation. Safety of emergency personnel is always a prime consideration as well.

Food, water, milk, livestock and feed control/health advisories or directives will be broadcast or published depending on the nature of an emergency.

Due to lack of facilities, pets are usually excluded from public shelters and mass care centers.

Area of Evacuation:

The Incident Commander should identify the area of evacuation. The evacuation boundaries should follow streets and established roadways. A map should be utilized and distributed to all officers and agencies involved. Maps need to be provided to law enforcement personnel.

In some situations, sheltering-in-place can be used to protect the public rather than to initiate an evacuation. Sheltering-in-place can be considered during the following circumstances:

- The hazardous material has been identified as having a low or moderate level of health risk.

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- The material has been released from its container and is now dissipating.
- Leaks can be controlled rapidly and before evacuation can be completed.
- Exposure to the product is expected to be short-term and of low health risk.
- Staying indoors can adequately protect the public.

For sheltering in place, instructions should be provided to the affected public regarding the need to stay indoors and the protective measures such as shutting doors and windows and turning off air conditioning systems.

Levels of Evacuation:

There are three levels of evacuation that require different resource commitments. They include:

- A. **Site Evacuation:** Site evacuation involves a small number of citizens. This typically includes workers at a site and nearby homes. Evacuation holding times are typically short, generally less than an hour or two, and citizens are permitted to return to their businesses or homes.
- B. **Intermediate Level Evacuation:** The Intermediate Level involves larger numbers of citizens and /or affects a larger area. This level affects off-site homes and businesses and normally affects fewer than 50 persons. Persons may remain out of the area for two to four hours or more. Evacuation completion times will be somewhat longer but generally rapid. Collecting, documenting, and controlling the evacuees becomes more difficult. Off-site collection sites or shelter areas will need to be determined and managed. Some evacuees will leave the area on their own, or be sent home by employers. Site perimeters become larger and perimeter security requires more resources. Close coordination with law enforcement and other agencies will be required. The Emergency Operations Center (EOC) may be opened to help coordinate activities and provide support.
- C. **Large-Scale Evacuation:** A Large-Scale disaster or release of a hazardous substance may cause a large off-site evacuation. Whole communities could be evacuated. Rapid initiation of the evacuation process may be required. Evacuees may be out of their homes and businesses for many hours, if not days. Evacuation completion time frames will be extended. Evacuation shelters will need to be located, opened, and managed. Documentation and tracking of evacuees becomes more important as well as more difficult. Very close coordination with law enforcement and other agencies will be required. Site and evacuation perimeters become extended and require much more resources to maintain. Security of the evacuated area is always a concern. In most cases, the EOC will be opened to support the evacuation and site operations.

Note: There are no precise parameters differentiating one level of evacuation from another. The Incident Commander must implement a Command Organization that meets the needs of each particular incident.

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Duration of Evacuation:

The evacuation should be sustained as long as the risk continues in the evacuated area. Caution should be taken when deciding to allow residents to return to the homes to ensure that the situation is truly under control. Re-evacuating is difficult to complete, as many residents will not want to go a second time. It can also be extremely hazardous. Evacuees must be updated with information as soon as possible and periodically throughout the incident.

Shelter Sites:

When developing the evacuation plan shelter sites must be identified early. Site selection must occur at the time the evacuation is ordered or very soon afterward. Command may need to send personnel to initially open shelters until other agencies are in-place. (See Mass care ad Sheltering Annex)

Movement:

- A. It is anticipated that the primary evacuation mode will be private vehicles. Actual evacuation movement efforts will be conducted by the law enforcement agencies involved.
- B. Evacuation routes will be selected by the Incident Commander (or Planning Section if activated) at the time of the evacuation decision. Movement instructions will be part of the warning and subsequent public information releases.
- C. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.
- D. Law enforcement will coordinate the use of wrecker services need to clear disabled vehicles.
- E. Traffic control devices such as signs and barricades will be provided by the Logistics Section.
- F. When transportation resources are used, the Logistic Section shall maintain a Vehicle/Equipment Record Form for each vehicle used.

2. Direction and Control

- See Direction and Control Annex in Section II: Functional Annexes.
- Protective action decision making and implementation will be accomplished using the Incident Command System. Decisions will be made based on the scope and “pace” of the incident.
- The Incident Commander (IC) is the overall authority for the evacuation effort. All activities will be coordinated through the EOC.
- Regardless of which agency is IC, the Senior Law Enforcement Official having jurisdiction provides primary coordination of on-scene, large scale evacuations (Operations). The Operations Section will also arrange for the security of evacuated areas to prevent looting.
- In the event of a major evacuation in response to an incident under the overall command of non-law enforcement agency (e.g. fire/hazmat), unified command between that agency and local law enforcement should be considered to facilitate coordination of evacuation operations.
- Upon activation of the EOC for larger-scale emergencies, all emergency transportation resources will be coordinated from that facility by the Transportation Coordinator.

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- The EOC should be informed of the number of evacuees to assist the Red Cross in providing shelter.

3. Phase of Management

Mitigation Phase Actions:

- Identify areas potentially in need of evacuation (i.e. flood plains, areas near hazardous materials, plume zone for fixed hazmat facility, etc.)
- Discourage development in hazard zones, particularly residential development in flood plains, unless prescribed protections are constructed.
- Develop a public information program to increase citizen awareness of reasons for possible evacuation, routes to travel, availability of transportation, reception locations, appropriate food, and clothing and other essential items to pack when evacuating, etc.
- Provide training to personnel on the Incident Command System and evacuation procedures, including working as a member of an evacuation team.
- Develop and maintain standard operating procedures to include a recall roster for essential and /or off-duty personnel.
- Develop and maintain standard operating procedures to include an evacuation notification roster for the Commissioners and department heads.
- Participate in evacuation training exercises.
- Identify population groups who may require special assistance during evacuation.
- Coordinate emergency preparedness planning activities and training.
- Identify traffic capacity estimates for potential evacuation routes.
- Identify potential mass care facilities and shelters.

Preparedness Phase Actions:

- Evaluate evacuation populations and resource requirements for areas surrounding potential high-risk facilities or areas.
- Identify special population groups needing special assistance during evacuation: senior citizens, handicapped, and other special needs populations.
- Evaluate and establish evacuation routes, identify congestion points, areas under construction and repair, etc.
- Identify, evaluate and develop shelter requirements and plans based on known hazards; correct deficiencies as appropriate.

Response Phase Actions:

A. Size-up:

Law Enforcement and the fire department will probably be first on the scene. The fire chief, police chief, sheriff, or their designee may be required to determine if an area needs to be evacuated if there is time – if not, the first responder will have to make that decision and will take immediate steps to ensure the safety and well being of the public. Items to be considered for evacuation include:

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- Identification of substance (if hazardous)
- Extent of the flood, spill, fire, or damage
- Weather conditions
- Area to be evacuated
- Evacuation routes, their capacities and susceptibilities to hazards
- The availability and readiness of shelters
- Modes of transportation for evacuees and for those unable to provide their own.
- The location of special needs populations in the hazard area and whether evacuation could prove more hazardous to them than the initial hazard.

B. Implementation:

- Identify hazard areas and affected populations, including those area that may be impacted if the incident escalates or conditions change.
- Identify the instructions to be given to evacuees. Include specific information about the risk, the actions that they need to take, and the possible risk of non-compliance.
- Direct persons at risk to evacuate or to take shelter or remain inside, as appropriate to the emergency situation.
- Identify evacuation routes, their capacities, and vulnerability to the hazard. Designate rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities.
- Designate centrally located pickup points or bus routes for persons without private automobiles or other means of transportation.
- Establish traffic control points.
- Establish and maintain access control points.
- Establish reception centers where evacuees will be sent prior to moving to shelters or mass care shelters.
- Provide for the evacuation of the handicapped, elderly, and other special-needs groups.
- Provide evacuees with instructional materials showing evacuation routes, reception areas, parking facilities, lodging, food services, campgrounds for families evacuating in recreational vehicles, and medical treatment facilities, if such materials are available.
- Activate mass care shelters that can provide emergency sheltering and feeding of large numbers of evacuees and provide security for them.
- If shelter(s) cannot be set up immediately, in time to receive the evacuees, temporary reception centers or safe areas that provide some measure of protection must be identified.
- Set-up medical aid stations on evacuation routes, at temporary safe areas, and mass care shelters.
- Provide security to evacuated areas to prevent looting and other unauthorized actions. Security personnel must be dressed in appropriate protective gear.
- Leave people alone who refuse to follow evacuation instructions until all who are willing to leave have been provided for. Then, time permitting, attempt to persuade them to evacuate.
- If appropriate to the emergency situation, redirect fuel supplies for service stations along evacuation routes.
- Evacuate those persons initially sheltered to safer areas or mass care shelters as soon as it is

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- prudent to do so.
- Provide food, water, milk, livestock feed control/health advisories or directives as appropriate.
- Communicate plans and procedures with all responders involved.
- Keep the public informed about emergency conditions, evacuation routes, destinations and other vital information.
- Monitor evacuation efforts and provide continuous direction to evacuation assistance personnel.

If time allows, the mayor or a county commissioner should be contacted to make the evacuation decision in conjunction with advice from the Incident Commander. Principal executive officers are authorized by state law (MCA 10-3-406) to order an evacuation after a disaster or emergency has been declared.

Recovery Phase:

- Initiate the return of all evacuees when it is safe to return to evacuated areas. The decision to return evacuees to their homes will be the sole responsibility of the Incident Commander when the EOC is not operating. If the EOC is operating, the decision to return evacuees will be made by the IC in conjunction with the EOC staff.
- The Planning Section will develop a return plan for evacuees.
- Reestablish traffic control points to facilitate a smooth return.
- Provide transportation for the return of the elderly, handicapped, and special needs groups.
- Ensure that transportation is available for those evacuees having no transportation of their own.
- Continue to provide food, water, milk, livestock feed control/health advisories as necessary.
- Continue public information activities.
- Maintain access control over areas unsafe for use.
- Reevaluate the status of evacuees who cannot be returned to their homes, and provide for their continued support.
- Establish Disaster Application Center, if appropriate.
- Participate in post-event debriefing to evaluate the evacuation process.

4. Operational Roles and Responsibilities

Command Staff:

The Incident Commander Shall:

- Decide which areas of the County should be evacuated and which reception area(s) should be used to receive and care for the evacuees; (if sheltering is needed, notify the local Red Cross immediately.)
- Ensure that an official evacuation order is drafted and signed for documentation purposes.
- 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;

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- 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);
- Establish a Disaster Application Center, as needed; and
- Provide reception centers with Liaison Officers to coordinate the needs of the evacuees.

The Public Information Officer shall:

- Prepare public information releases for local EAS messages to advise residents of affected areas and actions to be taken. Such information and instructions will include evacuation routes, pick-up points for those without transportation, reception center locations, sheltering information, and other details related to the emergency.
- Coordinate with area news media for news releases.
- Establish a single phone number that should be released to the public for information.

Note: Some residents may try to re-enter a risk area before it is safe to do so. An aggressive Public Information campaign during the event will help to reduce the number of residents trying to re-enter the risk area by keeping them informed of the dangers and progress of emergency operations.

General Staff:

The Operations Section Shall:

- Organize an Evacuation Group under the Response Branch to coordinate and manage evacuation operations.
- Supervise personnel necessary to support evacuation, including mutual aid and Reserves or Search and Rescue.
- Relay strategic considerations, and develop tactics for evacuation operations.
- Implement evacuation plan.
- Establish and maintain control of outer perimeter, restrict access to those persons properly authorized and protected.
- Supervise and conduct mobile public address system and door-to-door alert and warning.
- Establish and maintain crowd and traffic control.
- Maintain clear evacuation routes.
- Request resources through Logistics Section (if activated).
- Designate neighborhood congregation points for evacuees who need transportation to reception areas or shelters. Notify Command of persons who need assistance in leaving their homes.
- Keep Command, Planning Section, and Public Information Officer apprised of activities.

The Planning Section Shall:

- Identify high hazard areas and number of potential evacuees to include the number of people requiring transportation to reception areas;
- With input from on-scene personnel, determine and mark evacuation routes, safety perimeters, transportation pick-up points, reception areas, and shelters on EOC maps. Long

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evacuation routes, such as might be experienced during a national security crisis, should also designate rest areas, facilities for vehicle fuel and maintenance, and information centers.

- Provide the above information to Public Information Officer, Operations Section, and assisting agencies, such as mutual aid cooperators and the Red Cross.
- Document and track resources assigned to the evacuation effort, including personnel, vehicles, and facilities.
- Track and document progress of evacuation operations, provide contingency planning.

The Logistics Section shall:

- Coordinate all emergency transportation assets to include transportation for groups or individuals requiring assistance or special considerations to evacuate, such as the elderly, disabled, hospital patients, residents of nursing homes, and day cares.
- Coordinate the priority of use transportation assets with the Operations Section.
- Advise Command in the activation of appropriate shelter or reception facilities.
- Provide the PIO with location(s) where people are to go to await needed transportation to the evacuation area in order that the location(s) may be announced to the public;
- As requested, assist the Red Cross in movement of volunteers to reception areas and shelters. A facilities Unit Leader may be assigned to provide liaison and coordination between the EOC and the American Red Cross, Salvation Army and other service organizations for shelter/mass care operations;
- Procure additional personnel needed to support shelter operations. May include, but not limited to, shelter security, Facilities Unit Leader, Ground Support Unit Leader, etc. Provide transportation for essential workers as necessary.
- Coordinate with the School District Superintendents, 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 to receive evacuees;
- Coordinate special requirements for unaccompanied children, the aged, handicapped, and others requiring evacuees;
- Facilitate procurement of additional barricades, signs, etc.

The Finance Section shall:

- Support other Sections as requested;
- Document fiscal resources dedicated to the evacuation effort;
- Provide information on the financial impact of the planning process;
- Manage government disaster assistance programs.

VOAD Organizations (ARC, Salvation Army, etc)

Mitigation:

- 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.
- Coordinate planning activities with Local Emergency Management Offices.
- Provide training to personnel on disaster response and shelter management procedures.

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- Participate in training exercises conducted by the county's Emergency Management Office.

Response:

- Provides a representative to the EOC to coordinate VOAD operations.
- Activates sheltering and feeding operations as required.
- Compiles records of evacuees in their facilities and provides a list to the EOC at the earliest possible time.
- Coordinates with the Logistics Section and other disaster relief agencies for the procurement of food and other supplies for the evacuees, as necessary.
- Coordination of special care requirements for unaccompanied children, the aged, the handicapped and other requiring special considerations.
- Compiles list of missing persons reported by evacuees in their facilities and provides list to the EOC at the earliest possible time. For extended disasters, provides periodic updates, as the situation warrants.

Chief Elected Officials

- Declare an emergency and/or a disaster with up to a 2-mill levy, if appropriate. Separate declarations are required for each affected jurisdiction (County, Columbus). A disaster declaration will allow a request to the MTDES for assistance.

Coroner's Office:

- The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.

DES Coordinator (DESC)

- Manage the EOC, advise the CEO's of response actions, and support field operations.
- Provide public information if the PIO is not available.
- Ensure that damage assessments and major events are being recorded.
- Hold periodic briefings when necessary for the EOC staff to exchange information.
- Acts as liaison with MTDES.

Public Health:

- Provides advice to the EOC staff on protective action decisions.
- Develops food, water, and other health advisories, as needed.

Public Works:

- Provides advice on road conditions and recommend routes to be used for evacuation.
- Marks evacuation routes, positions barricades and other control devices along evacuation routes, and provides personnel to relocate essential resources (i.e., personnel, critical supplies and equipment) to shelter/reception areas and evacuation routes.
- Provides debris removal and disposal for locally maintained roads and bridges and repair damage, as necessary.

Transportation Coordinator:

A transportation coordinator should be established in the EOC under either the Ground Support Unit

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(Logistics) or under the Evacuation Group (Operations) depending on availability of personnel. Ambulances and other transport vehicles and buses should be staged in the event that a citizen may need transportation to a shelter or other location. Non-ambulatory people must be located and information provided to the Transportation Coordinator so that they are not overlooked in the evacuation.

Transportation Coordinator Responsibilities

- Responsible for identifying and assigning emergency transportation to the requesting organizations, or emergency services coordinators, and dispatching these vehicles to work sites or staging areas to provide the emergency transportation as requested.
- (See Bus Resource List)
- Schedule and manage the use of vehicles provided from all sources along with qualified driver for the equipment.
- Coordinate with the evacuation group to establish pickup points in the area for citizens needing transportation and advise the PIO who will notify the public.
- Assist the Evacuation Group in planning the scheduled evacuation of hospitals and nursing homes in the event of a threat to these institutions.
- Assist the Logistics Section with vehicle and driver requirements during any emergency.
- Work with the Ground Support Unit to provide maintenance service and fuel to all equipment used to support emergency operations.
- Keep records of equipment use, man-hours, and associated costs. Provide this data to the Finance Section during and after the disaster.

5. Authorities and Limitations

- A. The Incident Commander (IC) has full authority and responsibility to implement and coordinate all small-scale evacuations, sheltering and access control, and exercise on-scene control.
- B. MCA 10-3-104 and 10-3-406 give the Governor and local chief elected officials the authority to “direct and compel the evacuation of all or part of the population from an emergency or disaster area....when necessary for the preservation of life or other disaster mitigation, response, or recovery,” and to “control the ingress and egress to and from an emergency of disaster area, the movement of persons within the area, and the occupancy of premises therein.”
- C. Law Enforcement has the authority to order evacuations and close roads in emergent circumstances.
- D. The County has the authority to close roads, and to restrict access to and from all areas of the County.
- E. Law Enforcement had the authority to remove stalled and parked vehicles, which impede the flow of traffic.
- F. Traffic flow direction may be altered, reversed, etc., at the direction of the Incident Commander. (Incident managers will coordinate changes in traffic flow with the County Sheriff's Office, the Montana Highway Patrol, and the MTDOT.)
- G. The Commissioners have the authority to declare a State of Emergency within their jurisdictions and the responsibility to request a state or federal declaration if appropriate. Requests for State or Federal assistance must go through the DESC.
- H. Commissioners have the authority to enter into mutual aid agreements between their

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jurisdictions and other jurisdictions.

6. Warning and Notification

- A. See the Alert and Warning Annex in Section II: Functional Annexes.
- B. The DES Coordinator will normally advise the public, through the PIO, to evacuate a hazard area.
- C. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene senior official may advise the public in the immediate vicinity to evacuate.
- D. In the case of hazardous material spills, or fire, the evacuation recommendation will be made by the senior fire official.
- E. During floods, evacuation notice will generally be initiated after evaluation and recommendation of the Incident Commander.
- F. In the event of a CBRNE incident, the extent of the evacuation area will be based on the recommendation of the Unified Command and EOC staff.
- G. The immediate danger of a hazardous material spill, wildfire, flood or other incident requires that the public be warned of the danger as quickly as possible.
 - 1) **Pre-evacuation Warning:** On slow-moving events, pre-evacuation notice should be given to affected residents if it appears that conditions may warrant such action. Residents should be given warning that they may have to move out upon 30 minute notice. Consideration must be given to hospitals, nursing homes, elderly, handicapped, schools, licensed day care centers, and large gatherings.
 - 2) **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.
 - 3) **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, if available, 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.
- H. The DESC or his deputy will activate the EAS by contacting the NWS (1-800-240-4596) to initiate a public broadcast message.
- I. If communications are down, most logical source of communications will be the local ARES organization, which is able to provide portable and self-sustained Ham radio communication that can link critical sites such as the EOC, shelters, hospitals, and others that may be needed.

7. Public Information

Providing Information to the Public

- A. See the Public Information Annex in section II: Functional Annexes

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- B. The EOC will be responsible for all emergency public education and information.
- C. Once appointed, the Public Information Officer (PIO) will be responsible for public coordination and dissemination during the emergency and will clear all press releases through the Incident Commander or DESC. All approved press releases will be logged and a copy saved for the disaster records.
- D. During the event, the PIO, in conjunction with the IC, will continue to provide pertinent information over radio and TV. The public will be reminded to remain calm, stay tuned for more information, and to follow instructions of emergency management personnel. Such instructions may include guidelines for returning to homes, shelter accommodations, sanitation, and where and how to report damages.
- E. The normal alert and warning systems may be down or limited following a major disaster. It may be necessary to augment these systems with mobile public address systems, door-to-door contact, and posting notices on bulletin boards in designated public gathering places such as shelters.
- F. The PIO may also participate in a Joint Information Center (JIC), staffed by PIOs from various jurisdictions, to address the media with a single, coordinated voice.

Receiving Information from the Public

Providing adequate communications means to receive information from the public, such damage reports, sanitation problems, health issues, offers for donated goods, and other public safety-related problems, is the responsibility of the Communications Unit Leader and the PIO. This will probably be done by staffing public information lines and publishing the telephone numbers through local media. The County Website may also be used. The PIO must ensure the information received is communicated to the appropriate EOC section to deal with it.

8. Considerations and Implementation Responsibilities

Access Control:

In an evacuation, the problems of access control and area security become extremely important. Law enforcement agencies will establish a perimeter control to provide security and protection of property left behind.

Evacuation of Animals:

Some people may refuse to evacuate simply because they cannot take their animals/pets with them. As mentioned earlier, time and resources shall not be wasted in attempts to arrest or convince persons who refuse to evacuate. However, if available, representatives from the County Extension office should report to the Evacuation Group in the EOC to provide guidance and coordination for protective actions concerning animals. Depending on time and available resources, some possible actions may include:

- Making an initial estimate of the numbers and types of animals that may be need to be evacuated.
- Arranging travel routes and scheduling the timing for evacuation of pets, farm animals, animals in kennels, veterinary hospitals, animal shelters, etc from the risk area.
- Mobilizing transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.
- Dispatching search and rescue teams to look for animals left behind by their owners, stray

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animals, and others needing transportation to a safe location.

- Locating and establishing shelter/storage facilities for evacuated and stray animals (e.g. Humane Society, Fairgrounds, outlying farms/ranches, etc.).

- **Re-Entry:**

Reoccupation of an evacuated area requires the same consideration, coordination, and control of the actions undertaken in the original evacuation. The re-entry decision and order will be made by the Incident Commander after the threat has passed and the evacuated area has been inspected by fire, law enforcement, and public works personnel for safety. Some specific re-entry considerations are:

- Ensure that the threat which caused the evacuation is over;
- Ensure that homes have been inspected to determine if they are safe to re-occupy;
- Determine the number of persons in shelters who will have to be transported back to their homes;
- If homes have been damaged, determine the long-term housing requirements;
- Coordinate traffic control and movement back to the area; and
- Inform the public, through the PIO, of proper re-entry actions, particularly precautions they should take with regard to reactivating utilities. In addition, issue proper cleanup instructions, if necessary.
- Persons who enter into an evacuated or restricted area in violation of an evacuation order may be arrested for Failure to Obey a Police Officer.

- **Refusal to Leave:**

Some citizens may refuse to leave.

- Ask for next of kin and a phone number.
- Write the next of kin information down.
- Refusals should be noted and reported to the Evacuation Officer by radio.

Evacuations follow somewhat of a triage philosophy. We will evacuate the greatest number for the greatest benefit. Individual refusals will be left to fend for themselves. There simply may be not enough time or resources to initiate forced removal of persons from their homes. However, documentation of the refusal should be done. Use the Evacuation Contact Form to write the address down (or if radio traffic permits, radio the address to the evacuation group).

- **Shelter and Family Referral Services: *American Red Cross***

Roughly 20% of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government provided mass care facilities.

The American Red Cross, (1-800-272-6668), would be in charge of hosting evacuees. An ARC liaison officer should be in the EOC to coordinate the shelter program with the DES Coordinator.

The Salvation Army may also be requested to provide shelters and mass feeding. Army operations will be coordinated through the EOC and Red Cross to prevent duplication of effort. Call (1-800-272-6668) (See Mass Care Annex)

The DES Coordinator will brief the ARC on the number of evacuees, the number of vehicles involved in the evacuation and the destination. The ARC will work with its chapter in the host area to

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establish a reception point(s) and family message center to answer inquiries about the safety of family and friends.

The DES Coordinator will remain in contact with the host area to resolve any problems that might arise.

The number of people involved in an evacuation may be determined by the 2010 census enumeration district maps available in the planning office if time allows.

▪ **Special Needs Populations**

Provisions, to the extent possible, will be made for providing the elderly, persons with motility impairments, help the handicapped, and hospital/nursing/group home patients proper transportation methods, medical assistance, and other related support during emergency situations. These special needs groups present unique concerns because they are difficult to identify and evacuate. EAS message should address this by asking neighbors, families, or friends, to evacuate those who they know need help or to call local law enforcement of the EOC for assistance. The Transportation Coordinator will assist in procurement of transportation resources for assisting those who cannot transport themselves for any reason.

Stillwater Community Hospital would need ambulances for an average of 11 bedridden patients. The remaining patient load (less than 25) would be ambulatory and could be moved with staff vehicles or buses.

Beartooth Manor Nursing Home would typically have 12 patients needing to be moved by ambulance. The rest could be moved by bus. (See Bus Resource List) They would need transportation for an average of 30 patients who are confined to their beds. The remainder could travel by bus. Backboards could be used on top of bus seats to expedite the transportation of patients when enough vans or ambulances are not available. Backboards are available from all Ambulance and Fire agencies in the county and Stillwater Community Hospital.

Vehicles may also be available from the local funeral home, but they will have limited capacity.

Smith Funeral Chapel: 628-6858

More about Special Needs can be found in Section II. Functional Annexes -Special Needs

9. Administration and Logistics

▪ **Records and Reports.**

During emergency operations, efforts will be made to document each transaction so that records can be reconstructed and claims properly verified after the emergency period has passed (Finance Section).

The Documentation Unit (Planning Section) will maintain in chronological order a listing of all public evacuated should be kept as well as the number of and information on evacuees in mass care facilities/shelters.

To the extent consistent with law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

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Appendix 1: Sample EAS Messages

EAS Message #1 Home Shelter

The following message has been released by Stillwater County DES and the Emergency Operations Center:

1. The _____ has announced that an emergency presently exists at _____. Persons living or working within an approximate _____ mile radius of this location are requested to take sheltering actions.
2. There is no need for residents to leave the area in order to take sheltering action.
3. Persons who have taken their shelter should observe the following procedures:
 - a. Close all doors and windows.
 - b. Disconnect air conditioners or fans.
 - c. Lower the thermostat setting of any heater or turn off air conditioner/evaporative cooler to minimize the intake of external air.
 - d. Keep pets inside, and to extent possible, bring farm animals under covered facilities.
4. People living, working, or traveling in the following areas are affected by this request:
(Repeat the list of areas on time, then continue the message.)
5. Persons living, working, or traveling in this area should take sheltering action. Persons traveling to home or work should proceed to their destination in an orderly fashion obeying all traffic regulations. Non-residents traveling in motor vehicles should clear the area in an orderly fashion.
6. All persons traveling in the area in motor vehicles should roll up windows, close air vents, and turn off air conditioners. If in an automobile, or when sheltering is not immediately available, improvised respiratory protection may be taken. Place a handkerchief, towel, or other similar item snugly over the nose and mouth until indoors.
7. You are **not** to do the following:
(Read statement A., if school is in session.)
 - A. You are requested not to telephone or go to the school your children are attending. They are in a covered protected environment and will be bused home when it is safe to do so.
 - B. Do not telephone town, county state, or federal officials directly involved. They will keep you informed of the situation through this station. Do not use the telephone except for medical emergencies.
8. The preceding has been an announcement from the Stillwater County Emergency Operations Center. It calls for all persons living or working within a _____ mile radius of _____ to take shelter. For further information, stay tuned to this station.

(Thereafter, this message should be repeated ***every five minutes*** until the station is informed by the EOC to end transmission.)

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EAS Message #2: Evacuation

The following message had been released by Stillwater County DES and the Emergency Operations Center:

1. The Stillwater County Emergency Operations Center had announced that an emergency condition exists at _____ and recommends the evacuation of all persons living or working within an approximate _____ radius of this location.

2. This advisory affects persons living in the following area:

(Repeat the list of affected areas one time, then continue with message.)

3. Please use the following evacuation routes for your neighborhood. If you will need a place to stay, report to the mass care center located at _____.

(Repeat the list of affected areas one time, then continue the message.)

4. If you have housebound persons or invalids in your home and require assistance in moving them, contact Stillwater County Emergency Operations Center at _____.

5. Please cooperate by checking on persons who may live alone in your neighborhood. If they have no way of providing for their own transportation, please assist them if possible.

6. Persons affected by this evacuation advisory should prepare to spend a minimum of three days (72 hours) away from home and should have with them sufficient quantities of clothing, sleeping bags, or blankets, personal care items and prescription drugs for at least this period. Persons evacuating to mass care centers will be provided with food and sanitary facilities. Pet will **not** be allowed inside the mass care centers.

7. Farmers/ranchers affected by this evacuation advisory should shelter their animals and contact the County agricultural extension agent at _____ for further instructions regarding protection of livestock, foodstuffs, and regaining access to the evacuated area.

8. Persons planning to evacuate are reminded to take the following steps prior to leaving:

- A. Secure your home and property.
- B. Turn off all lights and electrical appliances.
- C. Turn down any heating systems (or turn off air conditioning systems.)
- D. Proceed calmly to your destination, obeying all traffic laws and driving carefully.
- E. Please obey law enforcement officers and others who will be directing traffic along the evacuation routes.

9. The preceding has been an announcement from the Stillwater County Emergency Operations Center regarding recommendation by the _____ for the evacuation of all persons living within a _____ mile radius of _____. For further information, please stay tuned to this station.

(Thereafter, this message should be repeated ***every five minutes*** until the station is informed by the EOC to end transmission.)

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EAS Message #3 School Evacuation

1. The following message had been released by the Stillwater County Emergency Operations Center. It supplements instructions given to the public concerning the evacuation announcement for an approximate _____ mile radius of _____.
2. Parents with children attending schools within a _____ mile radius of _____ are advised that their children are subject to a separate evacuation plan while school is in session. These schools are _____. Children at these schools will be taken directly to shelter areas. Parents are to meet their children at these shelter areas outside the emergency zone. ***I Repeat, children will be taken directly to areas outside the risk area where parents are to meet their children.*** Parents are not to report to their children's schools.
3. Children attending the schools in the risk area will be taken to the following areas where they may be picked up:

School:

Evacuation Area:

(Repeat list one time and continue the message.)

4. Parents are urged not to telephone or to go to the schools their children attend. To do so will only create confusion. Parents are to meet their children at the previously announced evacuation areas. ***I repeat***, parents are urged **not** to telephone or to go to the schools that their children attend, but to meet their children at the evacuation areas.
5. The preceding had been an announcement from the Stillwater County Emergency Operations Center giving instructions on where to meet their children who are attending schools within an approximate _____ mile radius of _____.

(Please repeat entire message one time.)

Appendix 2: Sheltering-in-Place

AMERICAN RED CROSS: FACT SHEET FOR CITIZENS

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow the instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems.
- Close the fireplace damper.
- Get your family's disaster supply kit and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

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At Work:

- Close the business.
- Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is a danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed or disabled.
- Gather essential disaster supplies, such as non-perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use Duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call you business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local official may call for evacuation in specific areas at greatest risk in your community.

At School:

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.

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- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone numbers available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and they are safe.
- If the school has voice mail, or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until the authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turned off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed or disabled.
- Gather essential disaster supplies, such as non-perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room, shut and lock the door.
- Use Duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call you schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In Your Vehicle:

If you are driving a vehicle and hear advice to "shelter-in-place" on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside.

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Follow the shelter-in-place recommendations for the place you pick described above.

- If you are unable to get to a home or a building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid overheating.
- Turn off engine. Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.
- Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice.
- Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

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Appendix 3: Evacuation Templates and Protocols

SAMPLE EVACUATION ORDER

The Town/County of _____ has declared a State of Emergency. An emergency condition exists as a result of _____. There is a need to evacuate portions of the town/county to ensure the safety of the public.

Therefore:

The Town/County of _____ is requesting the immediate evacuation of all residents and businesses in the following boundaries:

North of: _____

South of: _____

East of: _____

West of: _____

Those needing special assistance are requested to call _____. This number has been established to respond to evacuation requests only.

Local Law Enforcement Agencies are restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____ a.m./p.m.

_____ will advise the public of the lifting of this order when safety is assured.

Incident Commander

Date

Elected Official

Date

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SAMPLE EVACUATION CONTACT FORM:

ADDRESS:		
NAME OF CONTACT:		
DATE:	TIME:	
# PERSONS IN BLDG:		
EVACUATING?	YES	NO
DESTINATION:		
SHELTER/RECEPTION?	YES	NO
OTHER:		
COMMENTS:		
OTHER RELEVANT INFORMATION:		
REPORTED BY:		
PHONE:		

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VEHICLE/EQUIPMENT RECORD FORM

Date and time vehicle acquired: _____

Odometer/hour meter reading: _____

Vehicle Type: _____ Vehicle ID # _____

License# _____

Operator Provide? YES _____ NO _____

Operational Status: GOOD _____ FAIR _____ POOR _____

Acquired from: _____

Vehicle Owner (if known) _____

Maintenance performed, (if any)

1. _____

2. _____

3. _____

Date and time vehicle returned: _____

Odometer/hour meter reading: _____

Operational Status: GOOD _____ FAIR _____ POOR _____

Remarks:

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SAMPLE DISASTER AREA PERMIT

Vehicle control into a cordon area has always been a concern to the local law enforcement officials during periods of emergency crisis or a disaster. In an attempt to control this problem, a **disaster area permit** has been developed by the office of Disaster and Emergency Services to be used during these events.

The intent of this disaster area permit is to assist the officer in determining who is authorized to enter the cordon area. Only persons who have been issued a permit will be allowed access into the cordon area.

The distribution of this permit will be through the EOC or at the Field Command Post. The decision to use this permit will be based on the type of crisis and duration of the event.

If the decision is made to utilize the permit, a verbal communiqué will be issued through two-way communications to other agencies involved in the recovery.

Verification of a particular permit may be requested by an officer through either the command post or through the EOC. Verification of the permit may be obtained by giving the verification permit number.

The person who is receiving the request will transmit back to the officer requesting verification:

1. Name
2. Address
3. Make of car and license plate number
4. Date of Issuance

In the event an officer may wish to expel a person from the cordon area, it is requested that this officer notify the command post of EOC of this decision in order that the verification can be removed from the log book.

The recipients of a Disaster Area Permit will fall into these categories:

1. Persons living within a cordon area.
2. Persons requesting admittance into the cordon area to assist friends and/or relatives.
3. Emergency personnel not driving a marked vehicle.
4. Persons not listed above, but with approval of a field supervisor at the command post.

With the development of this disaster area permit, control of vehicular traffic into the cordon area can be maintained. This type of control method will lessen the possibility of unauthorized persons and certainly restrict the possibility of looting.

Any questions concerning the use of this permit may be directed to the DESC.

The disaster area permit is a 8 ½ "X 4 "card. It shall be affixed to the upper left hand corner of the front windshield. This permit will display the following information:

1. Name of person to whom the permit is issued
2. Address within the cordon area
3. Date of Issuance
4. License plate number of vehicle to which the permit will be affixed
5. Permit number

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Disaster Area Permit		Permit #
Issued to:		
Address within the Cordon area:		
Date/Time Issued:	Expires:	
Vehicle Make:		
Vehicle Color:	Issued By:	
License Plate #		

Disaster Area Permit		Permit #
Issued to:		
Address within the Cordon area:		
Date/Time Issued:	Expires:	
Vehicle Make:		
Vehicle Color:	Issued By:	
License Plate #		

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EVACUATION ALERT PROCEDURES

Door-To-Door Evacuation Alert Procedures

Door-to-door contact is an effective, but time- and labor-intensive method of alerting, warning, and evacuating an area. More detailed information can be shared with the population; and positive confirmation can be made that the individual received the warning, understood the instructions, and knew the potential consequences of his/her actions. When making door-to-door evacuations, personnel should be in uniform.

- Receive assignment from officer supervising the evacuation. This should include a prepared statement of:
 1. Type of incident, expected duration, and available time to evacuate.
 2. Recommended protective actions to be taken by the public.
 3. Implications of not following actions.
 4. Evacuation route(s).
 5. Reception/shelter location(s).
 6. Neighborhood congregation point(s) for those needing transportation.
 7. Telephone number to call for more information.

- Assemble Door-to-Door Evacuation Supplies
 1. Copies of prepared statements
 2. Copies of Evacuation Contact Form
 3. Plastic flagging materials in two colors (to mark contacted homes)
 4. Means of communicating transportation needs (e.g., radio or cell phone)

- Conduct Door-to-Door Evacuation Alert
 1. Knock, ring bell, etc. Allow at least one minute for response during the day; allow more time at night.
 2. If no answer, document time and address, then move to the next facility.
 3. If answered, read prepared statement and:
 - a. Determine how many persons are in the building.
 - b. Determine whether they intend to leave, have a place to go, and have adequate transportation. If yes to all, document time and address on Evacuation Contact Form.
 - c. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Go to the next facility.
 - d. If occupants do not intend to leave, ensure they understand the possible dangers if they stay, then document time, address, and number of people remaining.
 - e. Using a different color of plastic flagging that indicates that a person is present, mark the building in a conspicuous place to indicate that contact has been made. Move to next facility.
 - f. If they intend to leave, but do not have transportation, document the number of people needing assistance, the time and address, and special transportation requirements (ambulance, handicapped van, etc.); and report this information **immediately** to your supervisor. Advise citizens who are able to walk to proceed to the nearest designated

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congregation point. Do not stop your activities to remove them from the area.

- g. If they intend to leave, but do not have a place to go, refer them to the nearest shelter or reception point. Document time and action taken. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Move to the next facility.

Report Results

1. After clearing a portion of your assigned area (this may be block-by-block in a residential area, by store in a shopping center, by floor in an office building or hospital, or by apartment building in a complex), report information collected to your supervisor.

Because of the extra time needed to arrange transportation, information on people needing evacuation assistance should be transmitted at the time of receipt of such information.

Mobile Public Address Evacuation Alert Procedures

Mobile public address alerting is more time efficient than door-to-door contact, but it is able to convey only a limited amount of information. It is most effectively used in combination with the Emergency Alert System and door-to-door contact. It may be used to alert and warn the public prior to the request to evacuate, or to advise of protective actions short of evacuation.

- ### Receive assignment from officer supervising the evacuation. This should include a prepared statement of:

1. Type of incident, expected duration, and available time to evacuate.
2. Recommended protective actions to be taken by the public.
3. Implications of not following actions.
4. Evacuation route(s).
5. Reception/shelter location (s).
6. Neighborhood congregation point(s) for those needing transportation.
7. Telephone number to call for more information.
8. TV or radio station to tune to for more information.

Conduct alert

1. Repeat message at each intersection and at least once mid-block.
2. Do not stop to give information, etc.

Report Results

Once the assigned area has been covered, note date and time and report completion to your supervisor. Your supervisor should advise the IC or Operations Section Chief, and the Planning Section.

Reverse 911 Evacuation Alert Procedures

Reverse 911 Evacuation Alerting is the newest tool capable in Stillwater County. By using a computer based system that relies on address' in the 911 system data base, within a couple of minutes of the time the activation is requested, and started, up to 500 phone numbers can be called instantly and at the same time per minute and alerted. The system will try the number up to three times in delivering the message that a hazard is in the area and residents are requested to evacuate.

- ### Receive assignment from IC or from officer supervising evacuation (most likely this will come as a phone call from dispatch to one of the persons trained and certified to manage this system).

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1. Call IC to request details of:
 - a. Area to be evacuated
 - b. Reason for evacuation
 - c. Time frame to be out
 - d. Where persons evacuating need to check in/out at
 - e. A number of where they can call for information
 - f. Any special instructions or requests of evacuees
- Conduct Alert
 1. Record the message to be sent out
 2. Launch the message for evacuation
- Report Alert

Once the assigned alert has been launched, note date and time and report completion to your supervisor. This should advise IC or Operations Section Chief, and the Planning Section.

Open reception/shelter area for those that are asked to evacuate. Log in those that may check getting all information including a contact number until American Red Cross arrives to manage shelter/reception area.

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Purpose

The purpose of this annex is to describe organizations, procedures, and responsibilities for providing mass care for victims of an emergency or disaster. Hazard-specific appendices to this EOP contain additional information for certain specific emergencies. It is not intended to define Standard Operating Procedures (SOP) for any particular agency, but to provide a framework for operations in the event of mutual aid between agencies.

Situation and Assumptions

1. Situation

- A. The County's Hazard Identification process identifies hazards that could cause an evacuation of some portions of the towns within the county. The most likely scenarios requiring sheltering range from a few families to a large segment of the population. This could occur with severe weather storms, severe flooding, wildland fires, earthquake, or hazardous materials incidents in or near a community.
- B. The location and type of facility used as a mass care shelter (MCS) will vary depending on the nature of an emergency and the size of the population to be evacuated. Groups of evacuees with special needs such as hospital patients, or nursing home residents will need to be sheltered in a facility which meets the special needs of the group.
- C. Provisions must be made at each mass care shelter to provide for the basic human needs, such as emergency medical care, emergency supplies of water, food, medicine, and recreational activities. Those not housed in public shelters may experience similar needs, and require emergency supplies of food and water.

2. Assumptions

- A. Although the ultimate responsibility for providing reception, sheltering, and mass care rests with local government, the American Red Cross (ARC) will manage and coordinate shelter and mass care operations within their capability.
- B. Until such time that the Red Cross arrive on-scene, local government will have to manage and coordinate all shelter and mass care activities.
- C. Under emergency conditions requiring evacuation, most evacuees will seek shelter with friends or relatives, leaving as much as 30% of the population to be sheltered in established mass care shelters.
- D. Evacuation to reception centers for processing prior to transfer of evacuees to more suitable shelters may be required because of the urgency of the situation and to control mass care shelter allocations.

Concept of Operations

1. General

- A. Reception Centers (RC) will be used as a gathering place for evacuees to provide initial processing. These areas will be located along predetermined evacuation routes and sufficiently distant from the affected areas to provide ease of public access and to preclude possible relocation of the area. Guidance, information, and if necessary, transportation will be provided

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to move the evacuees to an appropriate mass care shelter. Depending on the nature of the emergency, contamination will also be conducted at the reception center.

- B. Mass care shelters will be located sufficiently far from the affected area that re-evacuation of its occupants would not be required.
- C. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local government will assist and coordinate post-disaster housing needs of the homeless.
- D. Shelters may be mutually supporting. For example, food may be prepared in one shelter and delivered to others.

Direction and Control

- See Direction and Control Annex in Section II. Functional Annexes.
- The ARC will coordinate and manage all mass care shelter activities in Stillwater County.
- Because of potential shortages of trained and experienced MCS management personnel, particularly during the early hours of an emergency situation, selected evacuees may be asked to assist in center management. (In large scale events, such as the flooding that followed Hurricane Katrina in New Orleans, Incident Management Teams (IMT) and private contractors were brought in to assist with shelter management).
- If phones are out, volunteer amateur radio organizations may be used to provide communications between mass care shelters, the ARC District Office, and the EOC.
- For small-scale emergencies, such evacuation-related sheltering decisions and activities may be accomplished near the scene of an incident, after coordination with the Incident Commander.
- Sheltering activities will be activated upon the request of the IC, EOC, or CEO.
- Coordination of reception and mass care activities will be accomplished by the ARC among their headquarters, mass care shelters, and the EOC.
- Phase of Management
- Mitigation:
 - Pre-plan sheltering agreements
 - Identify and organize volunteer groups within the community
 - Encourage shelter considerations in architectural design

Preparedness:

- Identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters
- Obtain cooperation of facility owners for use as a mass care facilities and protective shelters
- Identify emergency feeding supplies
- Coordinate responsibilities with other agencies and volunteer groups
- Identify projected sheltering requirements of “special needs” groups.

Response:

Pre-evacuation Phase Actions:

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- The following actions will be taken by the American Red Cross (ARC) and those appropriate State, County, and local agencies to support reception, sheltering, and mass care activities during a period of potential or imminent threat of disaster or emergency:
- Notify key personnel to allow immediate review and implementation of plans and checklists.
- Partially or fully activate the Stillwater County Emergency Operations Center (EOC), if necessary.
- Open designated mass care shelters and begin to stock those facilities with food, water, medical supplies, cots, blankets, and administrative supplies.
- Notify Health Department Officials of potential staff needs to assist ARC personnel at mass care shelters.
- Coordinate the release of public information announcements and advisories regarding:
 - the need to evacuate,
 - evacuation routes,
 - reception center locations, and
 - Personal items to be brought to the shelters (pets are excluded).
- Arrange transportation to shelters for those having special needs, and for those without transportation.
- Alert hotels and motels in neighboring unaffected jurisdictions, so that those facilities can prepare for an influx of evacuees not wishing to utilize public mass care shelters.

Implementation Phase Actions:

- The following actions will be taken after the on-set of a disaster or emergency:
- Take actions listed above, if not previously accomplished.
- Maintain communications between reception centers, mass care shelters and the ARC District Office.
- Advise the EOC of the number and condition of the evacuees housed in each shelter.
- Provide the following for those in the affected area who are not housed in mass care shelters:
 - Emergency supplies of food, water, clothing, and first aid.
 - Temporary congregate feeding facilities, if necessary.
 - Provide food and water for emergency workers.
- Coordinate release of public announcements concerning:
 - The condition and whereabouts of persons in, or evacuated from disaster areas;
 - the availability of emergency supplies of food, water, and clothing; and
 - the location of reception centers and mass care shelters.
- Provide assistance with registration of evacuees and victims.

Recovery:

- Assess continued human needs of victims
- Keep reception centers operating as long as required, and continue other mass care activities, as necessary. Provide food, water and medical assistance to the affected

Section II: Functional Annexes

- population and emergency workers.
- Arrange for the return of evacuees to their homes, or for transportation to long-term shelters, as the situation dictates.
- Provide for communications at shelters to permit evacuees to advise family and friends of their whereabouts.
- Deactivate unnecessary reception centers and mass care shelters.
- Clean and return shelters to original condition; keep detailed records of any damages.
- Consolidate mass care shelter(s) costs, and submit these statements to the appropriate authorities for possible reimbursement.
- Coordinate with State and Federal officials on location of a Disaster Application Center (DAC).
- Operational Roles and Responsibilities

Incident Command:

The Incident Commander should:

- Coordinate with the ARC in the development of the shelter and mass care program;
- Notify the ARC of the need to shelter (how many) persons, and the evacuation routes the evacuees may use; and
- Keep the public informed of disaster and mass care issues.
- The Operations Section should:
 - Ensure law enforcement security at shelters and mass care facilities where possible;
 - Ensure the inspection of shelter and mass care sites for safety.
- The Logistics Section should:
 - Assist evacuees with transportation to shelters;
 - Assist in providing/coordinating public transportation to emergency feeding sites and food distribution sites.
- American Red Cross (ARC)
 - Develops and maintains a list of facilities in the County which can be utilized as mass care shelters.
 - Develops a list of resources necessary to provide for the needs of those sheltered in coordination with DES.
 - Identifies, in coordination with DES, the supplies, food, water, clothing, medicines, and personal items that evacuees should take with them to a shelter.
 - Staffs and equips shelters on activation, or, given warning time, prior to activation.
 - Coordinates with the DESC for the use of cots, blankets, or other equipment.
 - Recruits and trains mass care shelter workers, to include “shelter managers.”
 - Registers those housed in mass care shelters and makes this information available to the EOC.
 - Provides meals for both victims and workers.
 - Provides dispersal orders for clothing only to victims of a natural disaster when it is determined that clothing was lost or destroyed. In other types of disasters, assists designated agencies in collecting/coordinating used clothing for use in mass care shelters.
- May support emergency first aid services at MCSs.

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- Coordinates crisis counseling.
- Coordinates with private and government officials to solve unmet needs and reconcile any problems at mass care shelters.
- Provide continuous representation at the County's Main EOC, when it is activated.
- Coordinates with all volunteer service organizations, such as Salvation Army.
- Provides a locator service to answer inquiries about people in the disaster area.

Fire/Rescue Service

- Surveys MCS sites for fire safety, as needed.
- Provides advice on fire security during operations.
- Provides first aid teams to mass care shelters as able.
- Trains selected evacuees to serve on MCS fire suppression teams, when an extended stay is anticipated.
- Provides fire protection.

Law Enforcement

- Provides security and law enforcement for reception centers.
- Provides traffic control during movement to/from reception centers and MCSs.
- Helps provide communications for reception centers through mobile units.

Stillwater County DES

- Support the ARC, ensuring that effective coordination exists between the ARC and the Stillwater County Departments, schools, and other appropriate agencies that provide personnel, equipment, facilities, and supplies.
- Identifies areas that may require evacuation and subsequent sheltering of population.
- In coordination with the ARC, selects suitable sites to be used as mass care shelters.
- Coordinates with the ARC to develop and maintain shelter utilization plans.
- Coordinates with the jurisdiction law enforcement and fire services to develop procedures to support shelter plans.
- As necessary, make arrangements with the Public School Districts for the use of facilities and available equipment.
- Designate shelters within commuting distance of vital facilities or an incident area for essential workers and their families.
- Manage the EOC; advise the CEO's and support field operations.
- Provide public information if the PIO is not available.
- Remain in contact with the host area to resolve any problems that might arise.
- Hold periodic briefings when necessary for the EOC staff to exchange information.
- Act as liaison with MTDES.

Public Health

- Public health nurse assists the ARC at shelters.
- Inspects shelters for sanitary conditions, including food and water supplies, wastewater and garbage disposal.

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- Coordinates for provision of medical services at the shelter locations, and provide advice on the requirements for “special needs” sheltering (e.g. Doctors, Nurses, links to pharmacies for prescription drugs, links to home health care organizations that might be employed in a disaster, etc.)

Public Schools

- Enters in to agreements with the ARC or DES for the use of school facilities and food supplies.
- Provides personnel, particularly maintenance, cooks, teachers and school counselors, to assist in reception center and mass care shelter activities.
- Provides close coordination with an ARC Shelter Manager, when a school facility is used for a MCS.

Authorities and Limitations

- The Incident Commander (IC) had authority to coordinate the use of resources and personnel at the scene of the emergency.
- The ARC was designated by Congressional Charter (Act of Congress of January 5, 1905, as amended, 36 U.S. Code 3, fifth) as the agency to operate shelter facilities and provide mass care during natural disasters.
- The Commissioners have the authority to declare a State of Emergency within their jurisdiction and the responsibility to request a state or federal declaration if appropriate.
- Commissioners have the authority to enter into mutual aid agreements between their jurisdictions and other jurisdictions.
- Law Enforcement has the authority to order evacuations and close roads.
- The County Health Officer has broad authority over matters of public health to include air and water quality concerns, food supplies, wastewater systems, and disease prevention.

Warning and Notification

- See the Alert and Warning Annex in Section II: Functional Annexes.
- The DESC or his deputy will activate the EAS by contacting the NWS (##) to initiate the message. If phones are down, a message may be hand delivered to the primary EAS station.
- If communications are down the most logical source of communications will be Amateur Radio (ARES) organizations, which is able to provide portable and self sustained Ham radio communications that can link critical sites such as the EOC, shelters, hospitals, and others that may be needed.

Public Information

Public Information to the Public

- See Public Information Annex in Section II: Functional Annexes
- The EOC will be responsible for all emergency public education and information.
- Once appointed, the Public Information Officer (PIO)j will be responsible for public coordination and dissemination during the emergency and will clear all press releases through

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the Incident Commander or DESC. All approved press releases will be logged and a copy saved for disaster records.

- During the event, the PIO, in conjunction with the IC, will continue to provide pertinent information over the radio and TV. The public will be reminded to remain calm, stay tuned for more information, and to follow instructions of emergency management personnel. Such instructions may include guidelines for returning to homes, shelter accommodations, sanitation, and where and how to report damages.
- The normal alert and warning systems may be down or limited following a major disaster. It may be necessary to augment these systems with mobile public address systems, door-to-door contact, and posting notices on bulletin boards in designated public gathering places such as shelters.
- The PIO may also participate in a Joint Information Center (JIC), staffed by PIOs from various jurisdictions, to address the media with a single, coordinated voice.
- Receiving Information from the Public
- Providing adequate communications means to receive information from public, such as damage reports, sanitation problems, health issues, offers for donated goods, and other public safety-related problems, is the responsibility of the Communications Unit Leader and the PIO. This will probably be done by staffing public information lines and publishing the telephone number through the local media. The PIO must also ensure the information received is communicated to the appropriate EOC section to deal with it.

Considerations and Implementation Responsibilities

Human Services

- In addition to the provision of shelter and mass care, unique demands will be placed upon the delivery of human services to include crisis counseling. The American Red Cross will coordinate for these and other services.

Administration and Logistics

Records and Reports

- All evacuees housed in MCSs will be registered.
- The designated shelter manager will maintain shelter occupancy forms and shelter event log forms. This information should be made available on a daily basis to the local Red Cross chapter, and the EOC Manager through the Red Cross representative at the EOC.
- The ARC should maintain records on the sources and expenditures for food used for mass feedings.
- MTDES is responsible for maintaining the “National Facility Survey” and the “Reception and Care Survey” inventories of public shelters across the State, and providing assistance to local jurisdictions with evaluating facilities for use in all hazards, on request.
- Each governmental agency should keep comprehensive records reflecting its efforts and expenditures and forward this information to the appropriate County, State or Federal officials for reimbursement purposes, upon request.

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Appendix 1: Minimum Mass Care Shelter Requirements

FACILITIES AND EQUIPMENT

1. Sufficient space for their occupants. There may be some initial overcrowding, depending upon the circumstances and time involved, but this should be corrected as soon as possible
2. Sanitary facilities for both men and women. This includes toilets and toilet paper
3. Shower facilities for both men and women. This includes soap and towels
4. One or more telephone
5. Heating, ventilation and air conditioning (HVAC). However, it should be noted that, depending on the type of disaster, HVAC may be interrupted for prolonged periods of time
6. Lighting
7. A capability for mass feeding, which includes that preparation and distribution of food.
8. Water
9. At least one radio transmitter and receiver, since telephone systems can be disrupted or overloaded.
10. A commercial radio and TV
11. Blankets and Cots
12. First Aid Equipment.

MANAGEMENT

Management of each shelter involves, but is not limited to, the following:

1. Registration
2. Reporting periodically to a higher level, such as American Red Cross of Montana
3. Keeping shelter occupants informed periodically, by any means, of the situation outside of the shelter.
4. Feeding
5. Clothing occupants
6. Sanitation
7. Providing for special needs
8. Counseling
9. First Aid

ADMINISTRATION

1. Shortfalls in facilities, equipment, or management capacity will be filled as soon as practical.
2. It is important that close liaison be maintained at all times with the owners of each shelter for the protection of shelter property and equipment. Certain areas may be declared off limits, if deemed necessary by the owners.
3. If necessary, coordination will be effected with law enforcement for the maintenance of law and order in shelters.

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Purpose

This annex provides the foundation for emergency operations by County health officials, local medical services, and the County coroner in accomplishment of lifesaving, transport, evacuation, and treatment of injured; disposition of the dead; disease prevention and control; and other health-related measures. Hazard specific appendices to this plan contain additional information for such specific emergencies.

Situation and Assumptions

1. Situation

- A. One of the primary concerns of public health officials is disease control. 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.
- B. Disaster and mass-causality incidents take many forms. Proper emergency medical response must be structured to provide optimum resource application without total abandonment of day-to-day responsibilities.

2. Assumptions

- A. Emergency medical and public health services will be an extension of normal duties. Health/medical care will be adjusted to the size and type of disaster.
- B. In mass casualty situations, funeral home directors can be extremely useful for counseling victims of a disaster and the personnel conducting the response and recovery operations.
- C. County resources are capable of meeting most emergencies, however during large-scale disasters; assistance from state and federal agencies is expected. Further, catastrophic situations, relocation of hospital facilities may be required.
- D. 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.

Concept of Operations

1. Potential Health Threat – Preparation Phase

- Depending on the type of threat, actions taken during this phase range from monitoring the situation to partial mobilization of emergency resources. As appropriate, the following actions should be taken:
- Notify and brief the appropriate County and State officials, emergency response agencies, and health and medical facility operators.
- Review plans and procedures.
- Verify the readiness of the emergency health services system.
- Emergency medical services and hospitals will: Determine which normal activities and facility accommodations can be curtailed or shifted to allow for increases emergency capacity.
- Assure that all available medical personnel within the County are adequately trained to handle mass care casualties/scenarios, especially those outlined in the hazard specific appendices to this annex.
- Coordinate the release of public health information with County and State Public

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Information Officers. This would include adequate information for disease prevention, accurate information about disease and incidence of disease; and adequate information for individuals to evaluate their risk of exposure.

2. Imminent Threat – Response Phase

- **The following actions should be accomplished as appropriate:**

- Activate emergency plans and mobilize emergency health personnel. Hospitals may decide to begin notification and callback of available staff members.
- Provide emergency public information on the health aspects of the situation in conjunction with EOC/JIC.
- Based on the scope of the threat, consider requesting activation of the Emergency Operations Center.
- Establish communications among hospital, County and State health departments and the DESC, or his designated representative.
- Implement disease control and prevention measures.

3. Response Phase

- *For non-mass casualties' situation:*

- A. **Initiate actions above.**

- B. Determine the need for additional resources.

- C. Determine and implement protective actions in coordination with state health officials, the County Executives, and DESC.

- D. If the County Health Officer and the medical advisory team determines that the health and medical needs exceed county capabilities, assistance from state and federal agencies may be requested by the DESC, through MTDES.

- E. In cooperation with the American Red Cross, provide health and medical care at shelter and congregate care facilities as health department staffing and responsibilities permit.

- *For mass casualties' situations:*

- 1. County Fire, EMS, Police and rescue services responding first to the incident will determine the number and type of casualties, requesting additional assistance, establish staging and initiate triage procedures.

- 1) Establish and operate emergency medical care centers for essential workers in the hazardous area following the evacuation of the general population.

- 2. The hospital should:

- 1) Obtain crisis augmentation of health and medical personnel, e.g. nurses' aides, paramedics, American Red Cross personnel and other trained volunteers.

- 2) Consider reducing the patient population in hospitals, nursing homes, and other health care facilities if evacuation is necessary, and continue medical care for those that cannot be evacuated.

- 3) Coordinate with the County Public Information Officer (PIO) to provide information to friends and relatives of the injured were taken.

- 3. The American Red Cross, with assistance from EMS transportation resources, will maintain information concerning the medical facilities to which the injured were taken.

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4. When the emergency involves significant health hazards, the County Health Officer will, as appropriate, carry out the following activities:
 - 1) Initiate control measures as needed to prevent and reduce the incidence of disease.
 - 2) Identify safe food, and water supplies and emergency measures to prevent illness, provide information on emergency measures to prevent illness, provide information on emergency wastewater control measures, provide information on air quality concerns and provide information on vermin and vector control measures.
 - 3) Assist in the identification of disaster areas to which access should be restricted.

4. Recovery Phase

Health authorities will determine if a continuing health problem exists requiring an on-going commitment of resources; or if there is a potential for new problems developing.

If the emergency involved mass casualties:

- A. Crisis counseling for disaster workers or victims should be implemented.
- B. County Health Officials will provide guidance to the Coroner for determining suitable sites for temporary cemeteries or mass graves, as necessary.

If the emergency involved a specific health hazard, the following actions should be taken to protect the health of the public.

- A. Assist the Department of Environmental Quality and the HAZMAT Team in determining suitable sites and acceptable procedures for the disposal of hazardous materials.
- B. Assist EMS (with appropriate State Agencies) in determining suitable sites and acceptable procedures for caring for the injured.
- C. Health officials will provide public health awareness information regarding the hazard.
- D. Information on sewage and waste control, food and water supplies, insect, and rodent control will be obtained through the County Health Department.

5. Direction and Control

- ◆ See the Direction and Control Annex in Section II: Functional Annexes.
- ◆ The Incident Command System will be implemented at all incidents.
- ◆ The County Health Officer is the primary authority for all health matters.
- ◆ The CHO initially may establish overall coordination, direction and control of health matters at the EOC. However, the CHO had the option to shift activities to another location for greater efficiency. In that event, the County's Main EOC should be provided with a liaison representative from the City/County Health Department.
- ◆ The Incident Commander will establish an Incident Command Post (ICP) as soon as possible and ensure that the location of the ICP and identity of the IC is disseminated to all responders.
- ◆ The IC will adapt the management structure to reflect the need and complexity of the incident. In accordance with other annexes, this may include, but is not limited to activating the EOC, establishing unified command, and requesting mutual aid support from neighboring jurisdictions.
- ◆ At localized emergencies the on-scene Incident Commander (or designee) will coordinate the emergency medical care and transport of the critically ill and injured to the appropriate specialty referral centers, and the less seriously injured to the nearest available medical facility

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unaffected by the emergency.

- ◆ The County Health Officer will coordinate all health assistance or directives from state and federal agencies or authorities.
- ◆ In addition to the County Health Officer, there are other public officials who can implement certain actions which take priority. These officials are as follows, based on legal authority:
 - 1) The Governor
 - 2) a State Secretary,
 - 3) a Federal Health Official.

6. Operational Roles and Responsibilities

◆ All Agencies/Departments

- Maintain a personnel alerting and call-up roster.
- Maintain primary and secondary communication systems which should be tested twice a year, (backup system may include ARES radio groups)
- Provide decision-makers and dispatchers, empowered to make decisions, for the Emergency Operations Center (EOC), as required.
- Prepare to escalate to full and sustained operational status on short notice.
- Obtain and ensure operational condition of equipment necessary for 24-hour operations.
- Arrange for necessary supporting resources, for example; medical supplies including procurement of antibiotics, personal protective equipment (PPE), and manpower.
- Maintain records as accurately as possible for legal, historical, and monetary purposes.

◆ American Red Cross (ARC)

- Provides blood upon request of the CHO or hospital. (Coordinated through United Blood Service.)
- Sets up shelters.
- Provides for crisis counseling for disaster workers and victims, particularly in mass casualty situations

◆ Chief Elected Officials

- Declare an emergency and/or a disaster with up to a 2-mill levy, if appropriate. Separate declarations are required for each affected jurisdiction (county, Columbus.) A disaster declaration will allow a request to the MTDES for assistance.

◆ Coroner's Office:

- The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.
- Designates and supervises permanent and temporary morgues, supervises the collection, identifications, release and/or interment of the dead.
- Takes charge of all bodies or parts of bodies, and provides for the identification and disposition of the deceased.
- Ensures that supplies, equipment and resources necessary to deal with the deceased are available, to include mass casualty situations.

◆ DES Coordinator (DESC)

- Manage the EOC; advise the CEO's and support field operations.

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- Provide public information if the PIO is not available.
- Hold periodic briefings when necessary for the EOC staff to exchange information.
- Act as liaison with MTDES.
- ◆ **Emergency Medical Services (EMS)/Hospital:**
 - EMS will transport and Stillwater Community Hospital will treat casualties. The emergency room can take up to 2 seriously injured patients. It has 25 beds with an emergency capacity of 36 beds and a 30-day stockpile of medicine. An emergency generator is available.
 - Provide liaison to the EOC, if requested.
 - Provides mobile emergency medical teams in cooperation with the local hospitals, and local fire and rescue organizations.
 - Assesses the emergency medical needs of current event.
 - Curtail elective surgery during mass casualty incidents in order to prepare to assist disaster victims.
 - Develop appropriate plans for mass care situations and establish agreements with area hospitals for the routine transfer of patients and the receipt of patients, in the event of a hospital evacuation.
 - Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or biological agents to other patients and staff.
 - Depending on the situation, deploy medical personnel, supplies, and equipment to other patients and staff.
 - Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster sites(s) or retain them at the hospital for incoming patients.
 - Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
- ◆ **Emergency Operations Center (EOC):**
(See the EOC Annex for more information)
 - The EOC will provide support to the Incident Commander(s) in such areas as evacuation, communications, transportation, shelter, and any other resources required.
- ◆ **Fire Services:**
 - City and county fire departments will fight fires, rescue victims, respond to hazardous materials incidents, provide emergency medical services, assist law enforcement with evacuation and assess damage. Damage reports will be reported to the EOC for collection and assessment.
- ◆ **Law Enforcement:**
 - Law Enforcement will be in charge of evacuation, perimeter security, and traffic control.
 - Damage assessment will be reported to the EOC.
- ◆ **Public Health:** (Refer to Public Health All-Hazard Annex for more information.)
 - Provide for first aid and other medical needs at mass care shelters and reception centers as staffing permits.

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- For environmental restoration, evaluates methods of disinfection and disposal with the agent of concern and determine if the facility is safe. The Health Officer will issue reentry authorization when a structure has been evaluated and deemed safe.
- Issue directives and/or support the State's DPHHS and any other State organizations in prohibiting the entry of contaminated foods and liquids into the market place for human consumption.
- Keeps hospitals, clinics treatment centers and nursing homes advised of public health emergency situation.
- Supervises all environmental health activities to assure the safety of the citizens and the protection of the environment. This would include wastewater systems, water supplies, food supplies, and air quality.
- Provides for disease prevention measures including mass prophylaxis, when necessary.
- The County Health Officer provides adequate information for disease prevention, accurate information about disease and incidence of disease; and adequate information for individuals to evaluate their risk of exposure.

7. Authorities and Limitations

- ◆ The Incident Commander (IC) has the authority to coordinate the use of resources and personnel at the scene of the emergency.
- ◆ The Commissioners have the authority to declare a State of Emergency within their jurisdiction and the responsibility to request a state or federal declaration if appropriate.
- ◆ Commissioners have the authority to enter into mutual aid agreements between their jurisdictions and other jurisdictions.
- ◆ MCA 10-3-104 and 10-3-406 give the Governor and local chief elected officials the authority to *“direct and compel the evacuation of all or part of the population from an emergency or disaster area.... when necessary for the preservation of life or other disaster mitigation, response, or recovery,”* and to *“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.”*
- ◆ Law Enforcement has the authority to order evacuations and close roads in emergent circumstances.
- ◆ The MTDOT and the Federal Highway Administration have the authority to close state and federal highways and bridge structures.
- ◆ The County Health Officer has broad authority over matters of public health to include air and water quality concerns, food supplies, wastewater systems, and disease prevention, and control measures.
- ◆ City officials have the authority to condemn a building in the city as unsafe to occupy.

8. Warning and Notification

- A. See the Alert and Warning Annex in Section II: Functional Annexes.
- B. The DESC or his deputy will activate the EAS by contacting the NWS (1-800-240-4596) to initiate the message. If phones are down, a message may be made by hand delivered to the

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Primary EAS station, KEMC at 1500 University Drive, Billings MT 59102. Radio and TV stations will copy the message and interrupt regular programming for the broadcast.

- C. If communications are down, the most logical source of communications will be the local ARES organization, which will be able to provide portable and self-sustained Ham radio communication that can link critical sites such as EOC, shelters, hospitals and others that may be needed.

9. Public Information

◆ Providing Information to the Public

- See the Public Information Annex in Section II: Functional Annexes
- Once appointed, the Public Information Officer (PIO) will be responsible for public information coordination and dissemination during the emergency and will clear all press releases through the Incident Commander or DESC. All approved press releases will be logged and a copy saved for the disaster records.
- During the event, the PIO, in conjunction with the IC, will continue to provide pertinent information over the radio and TV. The public will be reminded to remain calm, stay tuned for more information, and to follow the instructions of emergency management personnel.
- Then normal alert and warning systems may be down or limited following a major disaster. It may be necessary to augment these systems with mobile public address systems, door-to-door contact, and posting notices on bulletin boards in designated public gathering places such as shelters.
- The PIO may also participate in a Joint Information Center (JIC) staffed by PIOs from various jurisdictions, to address the media with a single, coordinated voice.

◆ Receiving Information from the Public

Providing adequate communications means to receive information from the public, such as damage reports, sanitation problems, health issues, offers for donated goods, and other public safety-related problems, is the responsibility of the Communications Unit Leader and the PIO. This will probably be done by staffing public information lines and publishing the telephone number through the media. The PIO must also ensure the information received is communicated to the appropriate EOC section to deal with it.

10. Considerations and Implementation Responsibilities

Every type of disaster had issues that are unique to that type of situation. This section is designed to point out the disaster specific issues or areas of consideration and what agency, private or governmental, is responsible to resolve that issue.

◆ Environmental Protection: *Public Health*

The Health Department will take the lead in issues of disease prevention, wastewater disposal, air quality, and food and water supply.

◆ Evacuations: *Chief Elected Officials*

Upon the establishment of the EOC, the Commission or their designee had the responsibility to order appropriate citizen evacuations utilizing local law enforcement or other emergency

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responders as deemed appropriate. Prior to the establishment of the EOC, the Incident Commander had the responsibility to recommend evacuations if the situation is imminently critical. (*See Evacuation Annex*)

◆ **Power Outages:** *Northwestern Energy*

Northwestern Energy will provide response to the loss of commercial power. Auxiliary power capabilities exist at the Courthouse, and Hospital, and at Columbus, and Absarokee and Nye Fire-stations. Public Works also has access to portable generators.

◆ **Road Closures and Emergency Transportation Routes:** *Law Enforcement*

State, County, or City law enforcement agencies working in conjunction with the MTDOT and County Roads Department can enforce the closure of roads and rerouting of traffic if necessary.

◆ **Shelter and Family Referral Services:** *American Red Cross*

If temporary lodging is needed due to a disaster, the ARC will activate, publish information concerning shelters, and manage shelter operations. It is critical that all relief efforts to shelter and feed citizens are coordinated effort between the Red Cross and all affected communities. The EOC is the logical broker for this communication.

Call:

American Red Cross of Montana 1-800-272-6668

The Salvation Army may also be requested to provide shelters and mass feeding. Army operations will be coordinated through the EOC and Red Cross to prevent duplication of effort. Call 406-794-1448

◆ **Special Populations:** *Law Enforcement*

As the situation dictates, it may be required to evacuate elderly and infirm citizens from nursing homes, foster homes and other public and private facilities. Special transportation and trained personnel may be required to accomplish this task. (*See Mass Care Annex*)

◆ **Telephone Outages:** *Qwest*

Qwest will provide response to the loss of conventional telephone service. Cellular telephones may not work when conventional lines are lost. If the interruption to phone service promises to be lengthy, or widespread, alternative communication such as Amateur Radio may be used to establish contact between the public and government facilities.

11. Administration and Logistics

A. The City-County Health Department should:

- 1) Identify sources for emergency medical supplies; coordinate laboratory activities regarding examination of food, water, air and processing of human samples for diagnostic tests.
- 2) Coordinate and request for, the distribution of Strategic National Stockpile medical supplies

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and equipment, and pharmaceuticals, as necessary.

- 3) Submit required reports to state health and medical officials as required.
- 4) Maintain journals, reports, and logs to provide a historical record of events and to support post-emergency expenditures.

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Purpose

This annex was developed to describe the concepts, organizations, and responsibilities applied to the rapid and effective assessment of damage following an emergency situation or natural disaster in Stillwater County. It is not intended to define Standard Operating Procedures (SOP) for any particular agency, but to provide a framework for operations in the event of mutual aid between agencies.

Situations and Assumptions

1. Situations

- A. Stillwater County has the potential to experience damages caused by a major emergency/disaster.
- B. A disaster, regardless of hazard, requires an accurate assessment of the actual effect on population and property. Such assessment defines the severity and magnitude of loss and directs attention to the mobilization of human and material resources necessary to cope with the situation. Additionally, an county or city assistance request must be based on a firm, aggregate community damage/loss estimate.
- C. There are diverse groups, both public and private that will assess damage following a disaster. These groups include the Red Cross, Public Works, Law Enforcement, Fire Departments, Northwestern Energy, and Qwest, which could survey damage.
- D. There are no building codes for the county, except for electrical and plumbing enforced by the state.

2. Assumptions

- A. Damage resulting from an emergency or disaster may involve a wide variety of public and private facilities, homes, businesses, roads, bridges, and other structures and facilities.
- B. Accurate information on the type and quantity of damage is difficult to determine immediately after a disaster. Rumors are rife, few people have the complete pictures and information is spotty at best. Most of the information in the early stages of a disaster will originate with law enforcement officers, public works personnel and citizens.
- C. An organized and coordinated damage assessment performed by teams will provide the EOC and chief decision-makers with the information necessary to respond to and recover from, the disaster.

Concept of Operations

A. General

- A. Damage assessment in Stillwater County is designed to determine rapidly the extent of damage, to provide accurate information to County authorities, and to support and expedite requests for State and Federal assistance.
- B. As a rule, damage assessment will begin as soon as practical, either during or immediately following an emergency/disaster. Damage assessment will be coordinated out of the EOC.
- C. Damage Assessment Teams should consist primarily of local government employees who

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possess the necessary expertise. When necessary, state employees or private sector personnel from the fields of engineering, building trades, property assessment, and other related areas may be used to supplement existing team members.

- D. When an operation, such as a hazardous material accident, is in need of specialized assistance, appropriate personnel will be added to the teams.
- E. Depending on the magnitude of the situation, Montana Disaster and Emergency Services may provide assistance in developing damage assessment reports that support requests for disaster declarations.

B. Direction and Control

- ◆ See the Direction and Control Annex in Section II: Functional Annexes.
- ◆ Damage assessment will take place in two phases:
 - A. Phase I: **Initial Assessment** – The initial assessment, to determine general impact and damage to vital facilities and resources, and provide a brief overview of impact on citizens and businesses; and
 - B. Phase II: **Secondary Assessment** – Subsequent, in-depth, assessments to determine the full extent of damage and the financial implications for disaster declarations and disaster assistance. Priorities in the initial assessment will be the restoration of emergency response and direction and control capability, and the saving of lives.

In an incident requiring damage assessment, such as an earthquake or flood, a Damage Assessment Group (DAG) will be supported under the *Operations Section*. This group will be lead by a *Group Supervisor* appointed by either the IC or Operations Chief and ideally being on the Public Works Directors.

The initial assessment will take place under the direction of the *Damage Assessment Group*, with assistance from the *Planning Section* as needed. Priorities in the second phase will be to estimate damages, restore public services and facilitate disaster assistance. The *Finance Section* may provide assistance in Phase II assessments (cost analysis, budgeting etc.) The County does not have the resources to restore private residences or businesses.

A. Initial Damage Assessment

An aerial survey of the County should be performed as soon as possible after the incident. The results of this survey will facilitate further damage assessment on the ground. Local building officials will direct damage assessment on vital facilities according to their assigned Branch. The initial damage assessment should be augmented by “windshield” surveys and citizen reports, in order to provide as estimate of numbers of private homes and businesses affected. This survey should be completed as soon as possible, since it will provide the supporting documentation for a disaster declaration, and establish a base for the secondary assessment process.

An assessment of damage to utilities, and evaluation of the immediate needs of the population, especially water and sanitation services, should be accomplished as soon as possible.

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Potable water is a major concern following some emergencies. Power and gas for heating may also be extremely important, depending upon the season.

B. Secondary Assessment

The EOC Finance Section should begin gathering dollar figures associated with the damage to support requests for disaster declarations and assistance. Resources and facilities, which will be vital to the economic recovery of the County, should be surveyed. These include all hospitals, schools, financial institutions, and major employers. Some buildings or structures may require further engineering evaluation, to be performed by a consultant hired by the owner.

C. Aerial Reconnaissance

The Civil Air Patrol, MTDNRC, MT Highway Patrol, and a number of public and private resources may be utilized. This includes fixed wing and helicopter.

3. Phase Management

Mitigation Phase Actions:

- Develop and adopt adequate building codes.
- Develop and adopt adequate land use regulations.
- Review development plans for risk.

Preparedness Phase Actions:

- Identify potential damage assessment team members.
- Regularly train personnel in damage assessment techniques. (See Damage Assessment Manual)
- Maintain pre-disaster maps, photos, and other documents for damage assessment purposes. Develop techniques and technology that will allow this information to be accessible to the EOC in the case of disaster. Develop a system for designating evacuation routes as may be needed, following damage assessments.
- List critical facilities requiring priority repairs if damaged.

Response Phase Actions:

- Request DATs report to duty.
- DAG Supervisor will brief assembled DATs on the situation, assignments, and other operating information necessary to conduct a rapid damage assessment of all buildings in a specified area.
- Conduct Damage assessment and collect damage information using a prioritized system that focuses first on critical facilities. Photograph damage, when appropriate.
- Place barricades and warning signs around damaged public works facilities.
- Compile damage assessment forms and reports in the EOC.
- Complete disaster summary outline.
- Keep State DES informed of damage reports.

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Recovery Phase Actions:

- Identify unsafe structures and recommend condemnation. Accompany state and federal assessment teams to complete Damage Survey Reports (DSRs).
- Monitor destruction and/or restoration activities. Repair facilities according to their importance to the community.
- Review building codes and land use regulation for possible improvements.
- Submit DSRs to DES and FEMA.
- Participate in post-disaster briefings.
- Revise plans accordingly.

4. Operational Roles and Responsibilities

◆ American Red Cross (ARC)

- Conduct a windshield damage survey within the first 24 hours.
- Assist in the accomplishment of "Individual Assistance" damage assessment tasks, in conjunction with the DAG.
- Prepares to provide ARC damage survey teams.

◆ Building Department

- Provides damage assessment team (DAT) in support of the ARC.
- Accomplishes "Individual Assistance" damage assessment tasks to include cost estimates.
- Maintains coordination with EOC.

◆ Chief Elected Officials

- Declare an emergency and/or a disaster with up to a 2-mill levy, if appropriate. Separate declarations are required for each jurisdiction (county, and Columbus.) A disaster declaration will allow a request to the MTDES for assistance.
- Notify those officials or nay other county agencies whose assistance may be required to assist in the damage assessment process.
- Initiate a review of building codes, land-use regulations, and a reassessment of the disaster-affected tax base after a major disaster.

◆ County Assessor

- Gather and compile information from DAT members.
- Estimate dollar loss to the County.
- Assimilate information on damage to private structures and businesses.
- Evaluate the effect of damage on tax base and economy.
- Evaluate the effect of the tax base and economic damages on school districts and the colleges.

◆ DES Coordinator (DESC)

- Arrange for training of personnel in disaster assessment and maintain a list of qualified

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local individuals.

- Alerts Damage Assessment Teams (DAT) to perform an initial (windshield) survey of damages to buildings, streets, roads, bridges, and other critical facilities.
- Manage the EOC; advise the CEO's and support field operations.
- Provide public information if the PIO is not available.
- Ensure that damage assessment and major events are being recorded.
- Hold periodic briefings when necessary for the EOC staff to exchange information.
- Notifies appropriate government agencies and private sector organizations when damage assessment procedures are to be initiated.
- Coordinates information requests from County, State and Federal Authorities.

◆ **Emergency Operations Center (EOC)**

(See the EOC Annex for more information)

- The EOC will receive all damage assessment reports from the field. This information will be passed to the Planning Section's Situation Unit for consolidation.
- A Situation map will be maintained by the Planning Section in the EOC to illustrate the affected areas and any other pertinent information such as fires, flooding, impassable roads and alternate response routes. (Release of specific damage assessment information to private appraisers, insurance adjusters, and others may need the approval of local authorities (CEOs).
- A Damage Assessment Group will be organized under the Operations Section. Once designated and staffed, this group will be responsible for all damage assessment operations.
- The Logistics Section will provide the necessary logistical support to damage assessment personnel during emergency operations.

◆ **Extension Agent (County)**

- Provides the EOC with reports concerning the extent and estimated costs of damage to crops, soils, livestock, farm buildings, machinery, and equipment.

◆ **Fire Services:**

- City and county fire departments will fight fires, rescue victims, respond to hazardous materials incidents, provide emergency medical services, assist law enforcement with evacuation and assess damage as observed. Damage reports will be reported to the EOC for collection and assessment.

◆ **Law Enforcement:**

- Determines, as rapidly and accurately as possible, the number of citizens deceased, injured, or missing as a result of the emergency or disaster, and submits this information and updates to the EOC and Coroner.

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◆ **Public Health:**

- Gather information concerning injuries and their severity, and of fatalities resulting from disasters. This information is forwarded to the EOC as soon as it is available.
- In cooperation with public works departments, evaluate damage to water treatment and sewer facilities following a disaster.
- Evaluate reports of damage sustained by medical facilities in a disaster area. Support in this area will be provided by individual medical facilities. Each medical facility administrator, or designee, will gather initial damage assessments and identify which patients must be removed pending repairs to the facilities. The data will be forwarded to the EOC.
- Conduct damage assessment in licensed food facilities for contamination and refrigeration failures.

◆ **Public Works:**

- Conduct a windshield damage survey within the first 24 hours and a more intensive assessment as able. Damage assessment will be reported to the EOC.
- In coordination with DAG, provides engineering or other special assistance required by the DATs. Provides dollar estimates for necessary debris clearance, traffic engineering, and protective measures (engineering items only, nor fire, rescue or police costs).
- Coordinate restoration of basic services. Repairs to streets and bridges will be made in order of priority. Provides dollar estimates for restoration of these services.
- Identifies area in the County that are isolated as a result of bridge or roadway damage; exchange such data with the M-DOT.
- Provides a cost estimate for damaged or destroyed facilities, bridges and roadways, estimates the impact of the loss of such transportation assets.
- City Public Works will coordinate to inspect priority buildings first, which are essential services, hospitals, nursing homes, and shelters. Damage assessment will be reported to the EOC.

◆ **Superintendent of Schools: (County)**

- Determines the extent and estimated cost to repair damaged public schools. Including the total number of insured and uninsured damage, and proves the data to the EOC.
- Provides an estimate of the impact of damage on the operations of public schools within the county; includes projected dates for opening closed schools.

◆ **Utility Companies:**

- Provide damage assessment information and estimated utility recovery times to the EOC.

5. **Authorities and Limitations**

- The Commissioners have the authority to declare a State of Emergency within their jurisdiction and the responsibility to request a state or federal declaration if appropriate.
- Commissioners have the authority to enter into mutual aid agreements between their jurisdiction and other jurisdictions.

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- The MTDOT and the Federal Highway Administration have the authority to close state and federal highways and bridge structures.
- The County Health Officers have broad authority over matters of public health to include air and water quality concerns, food supplies, wastewater systems, and disease prevention.
- City officials have the authority to condemn a building in the city as unsafe to occupy.

6. Public Information

- See the Public Information Annex in Section II: Functional Annexes
- The EOC will be responsible for all emergency public education and information.
- Once appointed, the Public Information Officer (PIO) will be responsible for public coordination and dissemination during the emergency and will clear all press releases through the Incident Commander or DESC. All approved press releases will be logged and a copy saved for the disaster records.
- The PIO may also participate in a joint Information Center (JIC), staffed by PIOs from various jurisdictions, to address the media with a single, coordinated voice.

7. Considerations and Implementation Responsibilities

◆ Critical Facility Priorities for Inspection and Repair:

Buildings

- 1) Stillwater County Courthouse/Sheriff's Office/Dispatch
- 2) Columbus/Absarokee/Park City Fire Stations
- 3) Columbus Community Hospital
- 4) Beartooth Manor
- 5) (Other Nursing Facility)
- 6) Columbus City Hall/Police Station
- 7) Northwestern Energy
- 8) Waste Water Treatment Plant
- 9) Schools required for shelters
- 10) Pavilion (required for shelter)
- 11) Columbus Airport

Water Supplies

- 1) Water Treatment Plant, Columbus

HazMat Storage Sites

- 1) Stillwater Mining Smelter
- 2) Montana Silversmiths

Public buildings and residences will be inspected following the survey of essential buildings and facilities.

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◆ **Debris Removal:** *Public Works*

Removal of debris from public roads/highways is the responsibility of the agency that is responsible for its maintenance. Care should be taken to ensure that debris removal efforts are coordinated with other agencies that may have an associated responsibility. Removal of debris from private property is the responsibility of the property owner. (see Debris Management Annex)

◆ **Environmental Protection:** *Public Health*

The Health Department will take the lead in issues of sanitation, potable water supply and disease prevention. It must be assumed that municipal water sources may be disrupted with the potential for contamination of drinking water caused by sewage and other sources of infestation. Food supplies may be compromised by contamination or lack of power. Refuse could accumulate to create safe harbor for insects, rodents, and other disease carrying vectors.

◆ **Road Closures and Emergency Transportation Routes:** *Law Enforcement*

State, County, or City law enforcement agencies working in conjunction with MT-DOT and County Roads Department can enforce the closure of roads and rerouting of traffic if necessary.

◆ **Telephone Outages:** *Qwest*

Qwest will provide response to the loss of conventional telephone service. Cellular telephones may not work when conventional lines are lost. If the interruption to phone service promises to be lengthy, or widespread, alternative communication such as Amateur Radio may be used to establish contact between the public and government facilities.

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Purpose

The purpose of this plan is to facilitate and coordinate the removal, collection, and disposal of debris following a disaster; and to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens.

Situations and Assumptions

Natural and man-made disasters precipitate a variety of debris that includes, but is not limited to, such things as trees, sand, gravel, building/construction materials, vehicles, personal property, etc. A 6.0 earthquake in the Stillwater County area may generate up to 5.2 million dollars of damage. This could include potentially over 100 structures having at least moderate damage. This is based upon an estimate from the HAZUS-MH loss estimation computer model.

The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity. Major floods in Columbus and the Stillwater valley have not generated unmanageable amounts of debris to date. A major earthquake in the South Central part of the state, could potentially produce a larger amount of debris due to development, and would demand immediate attention.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.

In a major or catastrophic disaster, many state agencies and local governments have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term. Mutual aid and contracts with contractors will help to alleviate this problem. State law authorizes jurisdictions and departments to enter into mutual aid during a disaster or emergency without a written mutual aid contract. This will allow the agency in need of assistance to request aid from surrounding communities to clear debris following a disaster.

Private contractors can play a significant role in removal, collection, reduction, and disposal of debris. Recycling should be considered as a priority in the debris management program to eliminate land filling. Incineration will be used when permitted by the Department of Environmental Quality (DEQ).

Concept of Operations

1. General

The town of Columbus and Stillwater County Public Works Departments are responsible for managing the debris removal function. The Public Works Department personnel will work in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies to facilitate the debris clearance, collection, reduction, and disposal needs of the town of Columbus, and Stillwater County following a disaster.

Because of the limited quantity of resources and service commitments following the disaster, the city and the county will be relying heavily on private contractors to remove, collect, and manage debris for reuse, resource recovery, reduction and disposal. Using private contractors instead of government workers in debris removal activities had a number of benefits. It shifts the burden of conducting the work from local government to the private sector, freeing up government personnel to devote more

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time to their routine work. Private contracting also stimulates the local economy impacted by the disaster, and it maximizes the local governments' level of financial assistance from the Federal government. Private contracting allows local governments to focus their contract services to their specific needs. The entire process, (i.e., clearance, collection, transporting, reduction, and disposal, etc.), or segments of the process may be contracted out.

The Public Works Departments will develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. The listing will categorize contractors by their capabilities and service area to ensure their effective utilization and prompt deployment following the disaster.

2. Direction and Control

The Public Works Department will be responsible for coordinating debris removal operations. The departments' director will form a Unified Command and will be responsible for managing the removal of debris from property under its own authority, as well as from private property when it is determined to be in the public interest.

3. Debris Management Actions

Preparedness: *(an emergency/disaster is threatening the local area)*

- Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal process.
- Alert local departments that have debris removal responsibilities ensuring that personnel, facilities, and equipment are ready and available for emergency use.
- Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized.
- Review potential local, regional, and debris staging and reduction sites that may be used in the response and recovery phases in the context of the impending threat.
- Review resources listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

Response:

- Activate debris management plan.
- Begin documenting cost.
- Coordinate and track resources (public and private).
- Establish priorities regarding allocation and use of available resources.
- Monitor debris going into the landfill; potentially use separate collection containers to collect debris associated with the disaster. This is to help measure the weight of the debris.
- Identify and establish temporary debris storage sites (e.g. parks, empty lots, solid waste disposal sites, etc). Temporary sites should:
 - Be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements.

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- Be readily accessible by recovery equipment.
- Not require extensive preparation or coordination of use.
- Address any legal, environmental, and health issues relating to the debris removal process.
- Continue to keep public informed through the Public Information Officer (PIO). The public will be informed through the media how to expedite the cleanup process by:
 -
- Debris pick-up schedules will be announced on a regular basis.

Recovery:

Continue to collect, store, reduce, and dispose of debris generated from the event in a cost effective and environmentally responsible manner.

Continue to document costs.

Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.

Perform necessary audits of operation and submit claims for state and federal assistance.

4. Contracts and Cooperative Agreements

The county and cities will be responsible for managing the debris contract from project inception to completion. Managing the debris contract would include such things as monitoring of performance, contract modifications, inspection, acceptance, payment, and closing out of activities.

5. Debris Removal Priorities

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect the public health and safety following a major or catastrophic event.

- A. Clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area. The need and demand for critical services will be increased significantly following a disaster.
- B. Debris removal resources will be assigned to provide access to critical facilities identified by county and city governments.
- C. Debris removal teams will address the elimination of debris related threats to public health and safety. This will include such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary actions can be deferred.
- D. The Town of Columbus will use snow routes to establish road priorities for debris clearance, and the county will use school bus routes.
- E. These buildings will be given priority for clearance:
 - 1) County Courthouse/Sheriff's Office/Dispatch Center
 - 2) Columbus Community Hospital
 - 3) Fire Departments
 - 4) City and County Shops
 - 5) Columbus City Hall

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- 6) Water and Wastewater treatment Plants
- 7) Schools (Priority to be assigned by the superintendent)
- 8) Stillwater County Solid Waste Transfer Sites.

6. Debris Classification

To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. The categories of debris appear in Appendix K.1. Modifications to these categories can be made as needed. Hazardous and toxic materials/contaminated soils and debris generated by the event will be handled in accordance with federal, state, and local regulations.

7. Storage Sites

There is usually available area at all the Solid Waste Collection Sites throughout the county. Currently Stillwater County has a contract with Yellowstone County for disposal of solid waste at their landfill. There are locations within the county that COULD potentially be used for burying debris if that was chosen as a better alternative. The cost involved by burying the debris in a landfill, either in Yellowstone County, or a potential site here in the county will be prorated between the jurisdictions affected by the disaster.

8. Authorities and Limitations

- ◆ The Incident Commander (IC) has authority to coordinate the use of resources and personnel at the scene of the emergency.
- ◆ The Commissioners have the authority to declare a State of Emergency within their jurisdiction and the responsibility to request a state or federal declaration if appropriate.
- ◆ Commissioners have the authority to enter into mutual aid agreements between their jurisdictions and other jurisdictions.
- ◆ The MDOT and the Federal Highway Administration have the authority to close state and federal highways and bridge structures.
- ◆ The County Health Officer has broad authority over matters of public health to include air and water quality concerns, food supplies, wastewater systems, and disease prevention.
- ◆ The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.
- ◆ City officials have the authority to condemn a building in the city as unsafe to occupy.

9. Public Information

Providing Information to the Public

- The EOC will be responsible for all emergency public education and information.
- Once appointed, the Public Information Officer (PIO) will be responsible for public coordination and dissemination during the emergency and will clear all press releases through the Incident Commander or DESC. All approved press releases will be logged and a copy saved for the disaster records.

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Receiving Information from the Public

Providing adequate communications means to receive information from the public, such as damage reports, sanitation problems, health issues, offers for donated goods, and other public safety-related problems, is the responsibility of the Communications Unit Leader and the PIO. This will probably be done by staffing public information lines and publishing the telephone number through the local media. The PIO must also ensure the information received is communicated to the appropriate EOC section to deal with it.

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Appendix 1: Debris Classifications

Burnable Materials: Burnable Materials will be of two types with separate burn locations:

- **Burnable Debris:** Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partial broken and severed tree limbs; and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage or construction and demolition materials debris.
- **Burnable Construction Debris:** Burnable construction and demolition debris consists of non-creosote structural timber, clean unpainted wood products, and other materials designated by the coordinating agency representative. DEQ is the coordinating agency.

Non-Burnable Debris: Non-burnable construction and demolition includes, but is not limited to, creosote timber, plastic, glass, rubber and metal products, sheet rock, roofing shingles, carpet, tires, and other materials as may designated by the coordinating agency. Garbage will be considered non-burnable debris.

Stumps: Stumps will be considered tree remnants exceeding 24 inches in diameter, but not taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for the determination of its disposition. Stumps will be ground up in a tub grinder or buried.

Ineligible Debris: Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers. Any material that is found to be classified as hazardous or toxic waste, (HTW) shall be processed through standard county removal policies. Standing broken utility poles, damaged and downed utility poles, and appurtenances, transformers and other electrical material will be reported to the coordinating agency representative. Emergency workers shall exercise due caution with existing overhead and underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

Animal Carcasses: Animal Carcasses may be either burned or buried. Either option must be completed as soon as possible. This will be accomplished under the guidance of Stillwater County Public Health Department and/or Department of Environmental Quality.

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Purpose

This annex provides the framework for a coordinated effort of the community to recover from the adverse physical, economical, and environmental effects of a disaster. Those efforts will be both short and long term in nature, with goals including the restoration of vital life-support systems; appropriate reclamation of damaged infrastructure, private property and the environment; and rebuilding of damage suffered by the local economy.

Situation and Assumptions

1. Situation

- A. Stillwater County is susceptible to local emergencies or full-scale disasters associated with any of the hazards, or some combinations thereof, listed in the Hazard Analysis included in the Basic Plan portion of this EOP.
- B. Disaster recovery typically lasts much longer and costs significantly more than preparedness and response activities.

2. Assumptions

- A. All appropriate disaster declarations will be made in a timely manner.
- B. Given Stillwater County's limited resources to accomplish recovery operations, the state and federal governments will play a major role, substantially supplementing the county efforts.
- C. 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.
- D. There may be long-term shelter requirements to house county citizens and other populations following a disaster situation.
- E. 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.
- F. Long-term recovery planning and activities could include mitigation efforts to reduce the potential hazard of similar disasters in the future.
- G. 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.
- H. 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 the large-scale recovery operations.
- I. Under certain conditions, such as lengthy recovery from flood or earthquake, Stillwater County will seek inclusion in a Presidential Declaration so to qualify for assistance in the form of federal emergency funds and equipment, if qualified.

Concept of Operations

Immediately after any emergency/disaster, response activities to save lives and protect property will 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

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diminishes, the need for recovery activities will become the focal point.

Recovery and restoration actions following any emergency or disaster will be determined by the specific event. Recovery plans are based on the damage 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. City and County local governments will 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 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 re-stabilization; organizations' re-adaptation; 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.

1. Direction and Control

- ◆ See Direction and Control Annex in Section II: Functional Annexes.
- ◆ The responsibility for coordination of disaster recovery efforts in Stillwater County rests primarily with County DES. Responsibility for making local policy decision remains with the local elected officials. Responsibility for actions of local, state, federal, and volunteer personnel remains with those organizations.
- ◆ Coordination of recovery efforts will follow the same model as is utilized in the response phase, in which coordination of local efforts is through the EOC Operations Section. A *Recovery Branch Director* will be appointed in the EOC as soon as possible during the emergency response to the incident. This person will then appoint a Group Supervisor to lead each of the various Branch Groups (*damage assessment, debris removal, etc... see*)
- ◆ As the incident transitions from primarily “response” to “recovery”, the Response Branch sections may be demobilized and the ICS structure reduced, or modified, as necessary.

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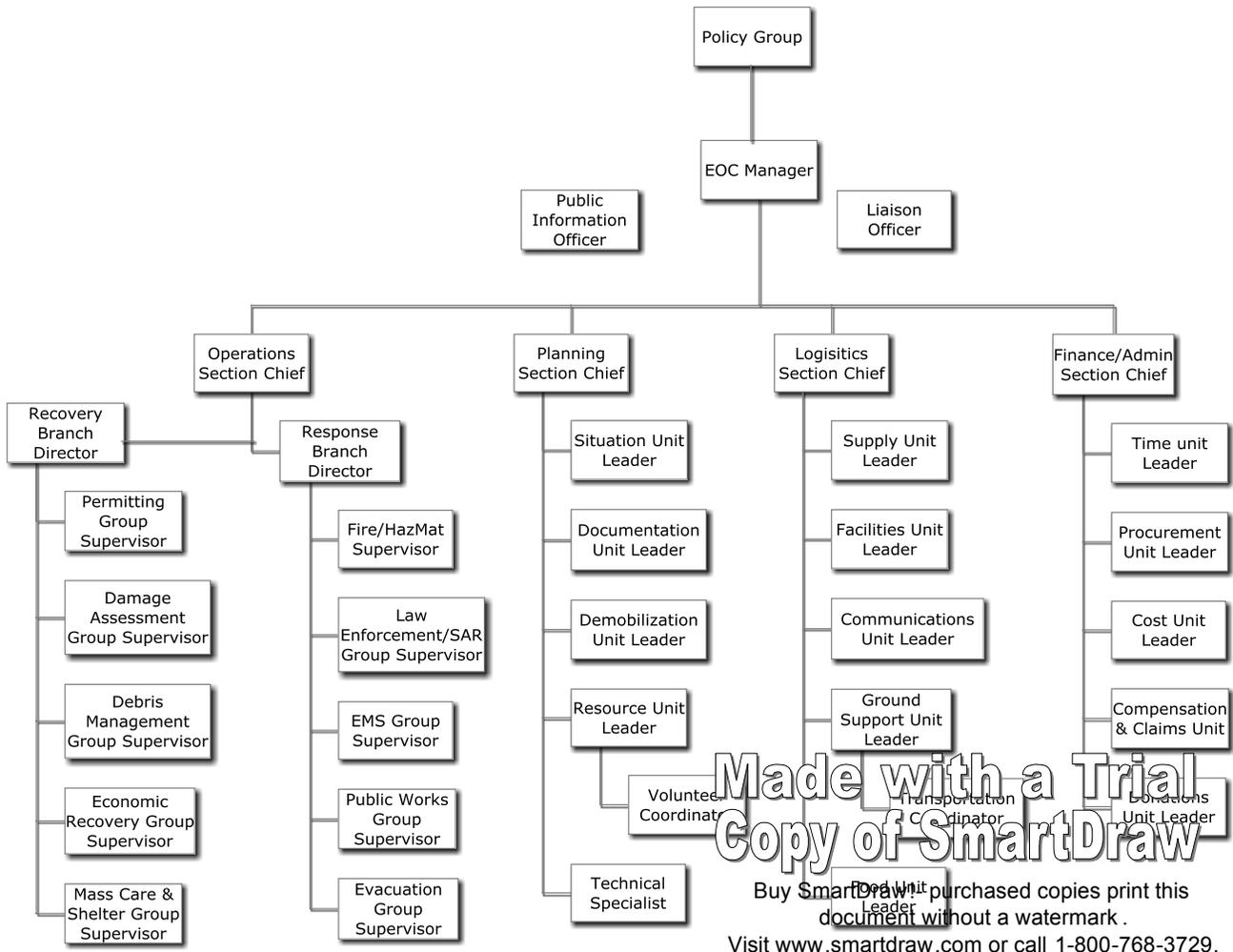


Figure: 1 EOC Recovery ICS Organization

1. Operational Roles and Responsibilities

A. Recovery Functions:

The following functions should be addressed as part of the Recovery process and assigned to the appropriate ICS Section.

- Animal Control/Sheltering:** Provides policies and procedures addressing animal control and sheltering following a disaster. Includes sheltering, feeding, and release of pets, livestock and wild animals.
- Business Resumption:** Provides policies and procedures to facilitate the re-establishment of normal commercial business activities following a disaster. Includes policies/procedures for deferral of taxes and fees, availability and use of grants, disaster assistance applications and relocation guidance.
- Communication/Automation:** Provides the communications and automated data processing abilities for direction and control of recovery activities as well as for continued operations. This includes actions to protect current resources, procedures for prioritizing and sharing limited resources, and identifying additional resources for procurement. Communications/Automation

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resources include, but are not limited to county/city and amateur radio equipment and operations, facsimile machines, telephones, cellular phones, copiers and computers.

- ❑ **Continuity of Government:** Provides for the preservation, maintenance, and/or reconstitution of the government's ability to carry out its executive, legislative, and judicial processes. Includes preservation of unlawful assumptions of authority, and prioritization and maintenance of essential services.
- ❑ **Damage Assessment:** Ensure that procedures and expertise are available to assess the safety and serviceability of essential government facilities (e.g., EOCs, shelters, hospitals, police and fire stations, schools, highways, bridges, airport, public works, etc.), commercial buildings and residential occupancies. Establish building/structure accessibility/usability. Damage Assessment will begin as the event is occurring and afterwards, until the full scope of the damage is known. (See Damage Assessment Annex)
- ❑ **Debris Management:** Provides for the removal, temporary storage, and disposal of disaster-related debris including hazardous and other contaminated materials. Coordinates with waste haulers, transfer stations, landfill sites and other disposal facilities. (See Debris Management Annex.)
- ❑ **Demolition:** Ensures that appropriate policies, agreements, and procedures are in place to facilitate the demolition of public and private structures considered unsafe for habitation or declared an imminent hazard.
- ❑ **Dignitary/VIP Coordination:** Provides for coordination of dignitary/VIP visits during disaster recovery activities. Arranges schedules and logistics, provides escort, ensures appropriate protocols are followed and coordinates with impact/interested staff.
- ❑ **Disaster Assistance:** Provides policies and procedures for, and information concerning, federal, state, local, private and non-profit disaster assistance programs.
- ❑ **Donations Management:** Provides for coordination of donations to disaster victims, including informing the general public, through the PIO, of specific items needed. Works with businesses, private non-profit organizations, churches, and private citizens to manage receipt, sorting transport, and delivery of donated goods and services.
- ❑ **Engineering/Construction:** Provides technical advice and evaluations, engineering services, construction management and inspection and contracting services during the disaster recovery period.
- ❑ **Environmental Services:** Provides environmentally based, technical information and support for management of recovery activities. Includes assistance and advice on air quality, soil conditions, natural resources, weather, river levels, and advice on solid waster disposal and environmental permitting.
- ❑ **Fatality Management:** Some disaster may produce mass fatalities, which require a significant amount of management and resources. The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal affects.
- ❑ **Financial Management:** Provides guidance and procedures for disaster cost documentation and contingency funding for recovery activities including restoration of government services. Items of concern may include paying bills, meeting payrolls, and maintaining or establishing contractual relationships. Also assesses disaster impacts on municipal bonds and insurance bonds and insurance, examines taxation issues such as property reassessment and

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- coordination of cost recovery activities including grant applications for governmental entities.
- ❑ **Human Resource Management:** Provides for coordination of human resource support during disaster recovery activities. Includes assistance with staffing of the EOC and other coordination centers (e.g. phone banks.), coordination of county volunteers (including multi-lingual services), continuation of employee assistance and family contact/support programs and employee education regarding disaster reimbursement policies.
 - ❑ **Infrastructure Management:**
 - 1) Repair/Restoration: Prioritize essential public facilities and provides for coordination of personnel and resources necessary to make temporary or permanent repairs to them.
 - 2) Relocation: Includes locating and leasing temporary office and storage space and the retrieval of needed resources from damaged buildings.
 - ❑ **Legal Program Management:** Ensures all of the county's criminal and legal obligations are met. Provides legal guidance and assistance for disaster recovery activities. Includes assistance with preparation of disaster related declarations, rendering opinions regarding planned/proposed actions, and interpreting regulatory actions of other jurisdictions. (e.g. state or federal).
 - ❑ **Mental Health/Counseling:** Provides for social and psychological counseling for disaster victims, emergency service workers, and disaster recovery workers.
 - ❑ **Preservation of Records:** Provides guidance, information and procedures for the salvaging of damaged vital records and documents as well as the restoration of information and record systems.
 - ❑ **Public Information:** Provides channels for educating the public on actions to take during the recovery period. Collects, controls. And disseminates public safety, public service and general assistance information. Minimize the impact of misinformation, rumors, etc. Organize "Town Hall" meetings. Coordinates within own agency staff, other agencies, the EOC, public information phone centers, and the media.
 - ❑ **Recovery Management:** Provides for overall management of recovery activities. Develops strategic goals and policy directives to guide both short and long-term recovery. Keeps elected officials informed of the situation and provides advice on required decisions and appropriate actions. Ensures accurate public information is disseminated. Provides for the safety and the welfare of the public and recovery personnel.
 - ❑ **Resource Management:** Provides for coordination of the materials, personnel, equipment and facilities for disaster recovery activities.
 - ❑ **Rezoning and Land Use:** Ensures ordinances, policies, and procedures are in place to allow expeditious zoning and land use decisions following a disaster. Includes procedures for building moratoria, fast track permitting, permit restrictions, fee waivers and coordination, and oversight of repairs to historic buildings.
 - ❑ **Temporary and Long-Term Housing:** Provides for relocation of citizens displaced by a disaster and ensures that housing is available throughout the recovery period.
 - 1) Emergency housing: (Response) the housing of displaced persons for a short period of time.
 - 2) Temporary housing: Refers to temporary quarters for displaced people to live until permanent housing can be found for them.

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3) Long-term housing: permanent replacement housing.

- Transportation:** Provides transportation (road, rail, water, and air) for personnel, equipment, and supplies to perform disaster recovery activities. Includes maintenance and repair of transport vehicles. Also provides for public transport for dislocated citizens and for coordination of public transportation systems during recovery activities.
- Utilities:** Provides for the facilitation and coordination of efforts to fully restore utility service following a disaster. Includes phone, power, water, cable, and sanitation.
- Volunteer Coordination:** Provides for recruitment, training, registration, certification, assignment, and recognition of volunteers.

B. ICS Section Responsibilities:

◆ **Command** (*Stillwater County DES*)

- Maintains a close interface with State agencies both in the EOC and at the MTDES, to facilitate county recovery operations and to monitor recovery of State Facilities and infrastructure located within Stillwater County. (I/C)
- Coordinates and manages a vigorous and accurate public information program regarding recovery assistance and instructions, facility locations, resource distribution points, and reports on recovery progress. (PIO)
- Increases public awareness of potential fraud, scams, and other schemes that historically follow in the path of disaster situations. (PIO)
- Provide a locator service to answer inquiries about people in the disaster area. (PIO)

◆ **Operations** (*Public Works*)

- Develops and implements tactical goals for recovery operations.
- Conducts damage assessments and places safety-warning markers and barriers at unsafe structures. (All departments and agencies will actively participate in this activity in the interest of public safety, thus complementing the efforts of the DPW.)
- Restores damaged public facilities. (Repairs to public facilities and infrastructure will begin as soon as possible. Priority will be given to those facilities most critical to normal emergency response operations, such as roads, bridges, public water and sewer treatment facilities, etc.)
- Establishes and manages (as necessary):
 - Potable water distribution points
 - Garbage disposal locations.
 - Tree and other debris disposal locations.
 - Portable toilet facilities.
- Coordinates with the PIO regarding dissemination of instructions and information concerning the above facilities.
- After a “Presidential Declaration” has been declared, participates in the conduct of surveys and development of reports to support receipts of federal emergency funds.
- Manage Shelters. (**ARC**)

◆ **Logistics Section** (*Public Works*)

- Evaluates, designates, and prepares suitable locations, such as public parks and recreations

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areas, where State or Federal provided mobile homes may be placed. Evaluations should include road access, water, sewer, drainage, and access to electrical power.

- Assists State and Federal authorities in the designation and establishment of Disaster Application Centers.
- Surveys the County and identifies facilities (e.g. schools, warehouses, airport hangars, etc.) which may be utilized as storage and/or distribution points for food supplies, clothing, construction materials, etc.
- Coordinates security measures to prevent theft or loss of emergency equipment or resources.
- ◆ **Planning Section**
 - Ensures that damage assessment and major events are being recorded.
 - Assists County authorities in the development of facts and documentation needed to support a request for a Presidential Declaration; assists Federal authorities after such a declaration.
 - Provides regular reports to commissions and mayors.
 - Coordinates all volunteer agencies and personnel.
- ◆ **Finance/Administration Section**
 - Establishes an expendable trust fund to receive and record all monies in support of disaster recovery.
 - Identifies all monies received by source of funds.
 - Provides detailed record of expenditures within this expendable trust fund.
 - Establishes an application process for citizens who seek use of donated funds.

3. Considerations and Implementation Responsibilities

Every type of disaster has issues that are unique to that type of situation. This section is designed to point out the recovery specific issues or actions that should be addressed.

❖ **Documentation and Record Keeping:**

The scope of an extreme emergency calls for deliberate and comprehensive administrative controls. Eligibility for federal assistance is dependent on accurate documentation. The Documentation Unit will work closely with the Finance Section to insure that the proper documentation with regard to such things as Damage Assessment, Grant Applications, and Costs is provided to the appropriate entities.

Records should be maintained on all aspects of the recovery effort. Figures and facts should be as accurate as possible and will support post-recovery audits. Original copies of records and reports should be retained in Stillwater County; only copies will be sent forward to State and Federal agencies. Reports to MTDES should be sent by both fax, and computer network, and by messenger.

Verification of claims is enhanced by photographic evidences and by individual identity verification using driver's licenses. Individual identity verification is of particular importance of disposition of food stamps, other benefits, and to control reentry operations.

❖ **Public Assistance:**

Restoring damaged public property, and property owned by certain non-profit organizations, is within the scope of Public Assistance. When approved at the Federal level, such assistance can offset as much as 75% of the cost of repair or replacement of a damaged or infrastructure

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asset, such as a road, bridge, or sewer line. The State and local jurisdictions must provide the funds for the remaining 25%.

After a “Presidential Declaration”, damage survey reports (DSRs) required to support receipt of Federal emergency funds are developed and provided to the State by survey teams comprised of: a Federal representative (Corps of Engineers?), a State representative (MTDOT?), and a local representative (Public Works). These DSRs are forwarded by the State to FEMA.)

❖ **Individual Assistance:**

Stillwater County will assist State and Federal officials in the establishment of Disaster Application Centers (DAC). Such centers are the focal point for making federal assistance available to qualified individuals, families, and businesses. Assistance for qualifying individuals and families is provided through the Individual and Family Grant Program (IFGP) or through the Small Business Administration (SBA) who make loans to those who qualify for Homeowners, renters, and businesses of all sizes.

❖ **Rebuilding:**

County Officials should review building codes, land-use regulations, and reassess the tax base, in light of extensive damages or destroyed properties within the County in order to facilitate rebuilding.

❖ **Debris Removal:** *Public Works*

Removal of debris from public roads/highways is the responsibility of the agency that is responsible for its maintenance. Care should be taken to ensure that debris removal efforts are coordinated with other agencies that may have an associated responsibility. Removal of debris from private property is the responsibility of the homeowner.

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Appendix 1: Post-Disaster Economic Checklist

- Appoint an Economic Recovery Group Supervisor (under operations/recovery branch) for business recovery. This person should be familiar with the local business community and create a task force to drive the recovery process.
- Organize a meeting between the public, merchants, FEMA, SBA, IRS, Northwestern Energy, Qwest, and local and state government officials.
- Select business officials who will act as liaison officers with their colleagues, such as the directors for the Stillwater Chamber of Commerce and any local Business Associations.
- Establish priorities for the recovery process.
- Establish a telephone hotline for merchants and the public to answer business related questions.
- Ensure that structures housing businesses are reevaluated if any major aftershocks occur in the event of an earthquake.
- Consider chain link temporary fencing to cordon off damaged or destroyed areas. Plywood fencing has a negative psychological effect.
- Whenever possible, provide safe space for merchants to return to business. Safe government buildings and tent pavilions are options.
- Ask local media to publish stories on business damage and to list the temporary locations of businesses.
- Consider special transportation or parking services to encourage shopping.
- Consider putting events like the farmer's market at a safe downtown location such as a vacant lot to encourage a return to the central business district.
- Inform merchants, including bankers, of all economic recovery decisions.
- Explore sources of federal funding beyond FEMA. Have a plan for contributions from private, non-profit sources.

Appendix 2: Local Recovery Planning Considerations

- ◆ **INFORMATION NEEDS** – A variety of information is needed to ensure a comprehensive recovery plan.
 1. Damage Assessments
 - A. Critical facilities assessment
 - B. Initial assessment (Situation assessment)
 - C. Occupancy inspections
 - D. Preliminary Damage Assessment (PDA) (Federally-declared disasters)
 - E. Detailed Assessment (Federally-declared disasters)
 2. Personal Needs Assessment: The personal damage needs assessment is typically conducted by the American Red Cross and provides basic information on the extent of the impact the incident had on the general public.
 3. Economic and Job Base Assessment
 - A. Analysis of major employers
 - 1) Determine major employers
 - 2) Manufacturing facilities
 - 3) Service based businesses
 - 4) Agricultural businesses
 - 5) Commercial and retail establishments
 - B. Request information on their likelihood of resuming business, when resumption may occur and at what percentage of former capacity.
 - C. Assess need for economic base and job generation activities.
 - D. Develop partnerships with business representatives to pursue sources of public and private assistance for small businesses.
 4. Assess impact on public and private finance.
 - A. Estimate remaining tax base.
 - B. Revise estimates of revenues.
 - C. Estimate costs of disaster generated projects and activities.
 - D. Identify likely sources of disaster funds.
 - E. Determine impact on revenues if property tax assessments are revised based on degree of damage sustained.
 - F. Project revisions to current and next year's budget.
 - G. Identify potential means of increasing revenue.
 5. Public Information Needs
 - A. Identify recovery information that needs to be passed on to the public.
 - B. Identify/develop means of providing the necessary information.
 - 1) Media
 - 2) Flyers
 - 3) Public address systems
 - 4) Door to door

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- 5) County Websites
 - 6) "Town Hall" meetings
 - 7) Establish information centers around the county where information can be posted and where people can go and ask questions.
6. Assistance needs: Identify functional areas that may require city, state, or federal assistance to complete recovery activities. Such activities may include:
- A. Debris Removal
 - B. Demolition
 - C. Building Inspections
 - D. Hazardous materials removal and disposal
 - E. Temporary housing
 - F. Law enforcement and security
 - G. Fatality management

◆ RECOVERY ADMINISTRATION

1. Existing plans (i.e., Economic Development, Capital Improvements, and Mitigation) should be incorporated as much as possible into the redevelopment portion of the recovery plan.
2. Submit appropriate reports to the state.
3. Evaluate the County's ability to deal with the manage recovery.
 - A. Review current organizational mechanisms and determine if any new ones are needed (e.g., housing authority, redevelopment authority, recovery management office or team).
 - B. Identify additional requirements on County staff land services that may require augmentation of existing staffing levels with additional hires of full or part time employees or the contracting for the services of private vendors.
 - 1) Permitting
 - 2) Data entry in GIS or other county information systems
 - 3) Building/code inspections
 - 4) County representation at the numerous meetings with Federal, State officials as well as local residents and business organizations, to address recovery progress and concerns.
 - C. Identify consultants and other specialists that could augment county staff to pursue grant assistance funds or support other specialized functions.
 - D. Identify mitigation measures that could be taken or must be taken (e.g., building codes and land use regulations) during recovery.
 - E. Facilitate involvement of Business and Industry in the recovery process.
4. Documentation, especially records of expenditures, needs to be maintained.
5. Identify changes to policies, procedures and the County Code that would be necessary to facilitate an effective recovery process.

◆ BUILDING AND CONSTRUCTION

1. Create or revise building codes and standards as needed to conform to redevelopment and mitigation plans and any other government requirements. Code revisions and compliance with the revisions may be essential to ensure continued eligibility for future disaster assistance from the state and federal governments.

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2. Explain and enforce the new standards.
3. Develop means to license, monitor and otherwise “control” the large numbers of contractors that will be operating in the county on both new constructions and repairs.
4. Identify how to manage the increase demand on the permit process.

◆ HOUSING

1. Identify, condemn, secure and demolish unsafe homes and multi-residential buildings.
2. Assess amount of unstable housing.
3. Identify sources of temporary housing units.
4. Identify sources of permanent housing units.
5. Determine changes that may be needed to existing codes and ordinances to:
 - A. Ensure reconstruction is done in accordance with the appropriate ordinances, standards and plans.
 - B. Protects renter from unwarranted displacement land/or financial hardship as a result of unlawful or unfair actions by landlords.
6. Include development of low and moderate income housing in development plans.
7. Determine possibility of reductions in property tax assessments based on degree of damage sustained.
8. Take into consideration past social and neighborhood patterns.
 - A. Recognition of previous housing patterns
 - B. Preferences of former residents regarding street and neighborhood patterns
 - C. Priorities for former residents to return to reconstructed neighborhoods.

◆ BUSINESSES

1. Based on incident information, county plans and ordinances identify usable business locations and establishments.
2. Consider temporary zoning exemptions in areas where businesses could be set up temporary operations while their permanent facilities are being repaired/rebuilt.
3. Identify the availability of government assistance to aid impacted business, and pass the information on to the business owners.

◆ HEALTH, WELFARE AND PUBLIC ASSISTANCE

1. Estimate the need for Social and Health (physical and mental) services and determine possible providers of the service.
2. Estimate need for welfare, food assistance and unemployment benefits.
3. Identify potential sources for funding for services, as needed.

◆ ENVIRONMENTAL AND ECOLOGICAL

1. Air quality versus open-air burning
2. Verifying water quality from wells and reservoirs and ensuring adequate supplies of potable water available.
3. Handling of solid wastes
 - A. Debris management and resumption on normal solid waste pickup an recycling services.
 - B. Use of temporary transfer sites, debris reduction sites, and the possible need for additional landfill space.
 - C. Identifying and re-mediating contaminated soils.
 - D. Collection, containment, identification and disposal of hazardous materials, including

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- household products, industrial waste, and bio-hazard materials.
- E. Collection and disposal of both human and animal remains.
- F. Assessment and recovery options for affected natural resources (wildlife, fish, plants)

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Appendix 3: Disaster Assistance Programs

1. Assistance Available With or Without a Presidential Disaster Declaration

- ◆ Federal Assistance: Many federal establishments may be able to provide assistance without a presidential declaration. The following types of federal assistance may be provided when it is lifesaving assistance or performed under a specific agency statutory authorities:
 - Search and Rescue (US Coast Guard)
 - Flood Protection (US Army of Corps of Engineers)
 - Fire Suppression (FEMA and individual states)
 - Health and Welfare (US Health and Human Services)
 - Emergency Conservation (Farm Service Agency)
 - Disaster Loans for Homeowners, Renters, and Businesses (Small Business Administration)
 - Repairs to Federal Aid System Roads (US Department of Transportation)
 - Tax Refunds (Internal Revenue Service)
 - Pre-declaration Emergency Assistance (Department of Defense)
- ◆ Nongovernmental Assistance: After an emergency/disaster, individuals and families may have emergency needs such as food, water, medical assistance, shelter; clean up help, clothing, and transportation. Multiple nongovernmental organizations are available to assist Stillwater County residents with these needs. The Care and Shelter Group in the EOC will work with the American Red Cross and/or specific community organizations to match available assistance with those affected by the disaster. This coordination can be provided prior to, or without a Presidential Disaster Declaration.

2. Individual Assistance after a Presidential Disaster Declaration: Once a Presidential Disaster Declaration is made, there are many federal resources made available to assist residents and businesses affected by the disaster. This assistance is managed through the Federal Emergency Management Agency (FEMA) and falls into the following eight categories:

- ◆ Low Interest Loans: Most, but not all, federal assistance is in the form of low interest loans to cover expenses not covered by state or local programs, or private insurance. People who do not qualify for loans may be able to apply for a cash grant. The Farm Service Agency (FSA) and the Small Business Administration (SBA), offer low interest loans to eligible individuals, farmers and businesses to repair or replace damaged property and personal belongings not covered by insurance.
- ◆ Assistance for Individuals and Households: This program, which may include cash grants up to \$25,000 per individual or household, includes:
 - Housing Assistance
 - Lodging expenses reimbursement (for hotel or motel)
 - Rental Assistance (cash payment for a temporary rental unit or a manufactured home)
 - Home repair cash grant
 - Home replacement cash grant
 - Permanent housing construction in rare circumstances
 - Other Needs Assistance
 - Medical, dental, funeral costs

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- Transportation costs
- Other disaster-related needs

- ◆ **Veterans Benefits:** The Department of Veterans' Affairs provides death benefits, pensions, insurance settlements and adjustments to home mortgages for veterans.
- ◆ **Tax Refunds:** The Internal Revenue Service (IRS) allows certain casualty losses to be deducted on federal income tax returns for the year of the loss or through an immediate amendment to the previous year's return.
- ◆ **Excise Tax Relief:** Businesses may file claims with the Bureau of Alcohol, Tobacco and Firearms (ATF) for payment of federal excise taxes paid on alcoholic beverages or tobacco products lost, rendered unmarketable or condemned by a duty authorized official under various circumstances, including where the President has declared a major disaster.
- ◆ **Unemployment Benefits:** Disaster Unemployment assistance and unemployment insurance benefits may be available through the state unemployment office and supported by the U.S. Department of Labor.
- ◆ **Crisis Counseling:** The purpose of the crisis counseling program is to help relieve any grieving, stress, or mental health problems caused or aggravated by the disaster or its aftermath. These short-term services, provided by FEMA as supplemental funds granted to state and local mental health agencies, are only available to eligible survivors of Presidentially-declared major disasters. Crisis counselors are often on-hand at Disaster Recovery Centers (when they are established). Eligible survivors may also learn more about where crisis counseling services are available via the media, and FEMA's Recovery Times newsletters. Crisis counseling services are also offered by the American Red Cross, the Salvation Army, other nongovernmental organizations, as well as churches and synagogues.
- ◆ **Free Legal Counseling:** The Young Lawyers Division of the American Bar Association, through an agreement with FEMA, provides free legal advice for low-income individuals regarding cases that will not produce a fee. (i.e. those cases where attorneys are paid part of the settlement which is awarded by the court.) Cases that may generate a fee are turned over to the local lawyer referral service.

- 3. Public Assistance after a Presidential Disaster Declaration:** The Public Assistance Program offered by FEMA provides supplemental federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nongovernmental organizations. The federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The state determines how the nonfederal share (up to 25%) is split with the applicants. Local jurisdictions are responsible for up to a 2 mill levy for the local share.

To be eligible, the work must be required as the result of the disaster, be located within the designated disaster area, and be the legal responsibility of an eligible applicant. Work that is eligible for supplemental federal disaster grant assistance is classified as either emergency work or permanent work.

FEMA's Public Assistance Program is the primary source of grants to state and local governments for emergency work such as debris removal, evacuations, sandbagging, search and rescue operations and security. These governments, as well as certain nongovernmental organizations, are also eligible for FEMA grants to repair or replace public facilities that are not covered by other

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federal agency programs when a Presidential Declaration is in effect.

◆ Emergency Work:

- Debris removal from public roads and rights-of-way as well as from private property when determined to be in the public interest.
- Emergency protective measures performed to eliminate or reduce immediate threats to the public, including search and rescue, warning of hazards, and demolition of unsafe structures.

◆ Permanent Work:

- Work to restore an eligible damaged facility to its pre-disaster design. Work ranges from minor repairs to replacement.
- Categories of permanent work include:
 - Roads, bridges and associated features, such as shoulders, ditches, culverts, lighting and signs. The U.S. Department of Transportation, Federal Highway Administration, can provide financial and technical assistance for repair or reconstruction of highways of the Federal Aid System, forest highways, park roads, and trails and other similar projects damaged by the disaster.
 - Water Control Facilities including drainage channels, pumping facilities, and the emergency repair of levees.
 - Buildings including their contents and systems.
 - The Office of Elementary and Secondary Education, U.S. Department of Education, can provide grants to restore public schools damaged or destroyed by disasters that are declared by the President. The agency also may provide grants to construct minimum public school facilities to take the place of a destroyed non-public school that will not be replaced.
 - Utility Distribution Systems, such as water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.
 - Public Parks, Recreational Facilities and other facilities, including playgrounds, swimming pools and cemeteries.

- 4. Hazard Mitigation Assistance:** Assistance may also be made available for hazard mitigation projects and activities. Through technical assistance and the Hazard Mitigation Grant Program (HMGP), FEMA can assist local jurisdictions and eligible nongovernmental organizations in identifying and implementing appropriate measures to reduce the severity of future disasters. The HMGP can fund up to 75% of the cost of approved projects.

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Introduction

COOP/COG (Continuity of Operation Procedures/Continuity of Government) planning is simply a “good business practice” – part of the fundamental mission of agencies as responsible and reliable public institutions.

The changing threat environment and recent emergencies, including localized acts of nature, accidents, technological emergencies, and military or terrorist attack-related incidents, have increased awareness to the need for COOP/COG capabilities that enable agencies to continue their essential functions across a broad spectrum of emergencies. Also, the potential for terrorist use of weapons of mass destruction has emphasized the need to provide continuity of essential government functions.

To provide a focal point to orchestrate this expanded effort at the Federal level, PDD-67 established FEMA as the Executive Agent for Federal Executive Branch COOP. Inherent in that role is the responsibility to formulate guidance for agencies to use in developing viable, executable COOP plans; facilitate interagency coordination as appropriate; and oversee and assess the status of COOP capability across the Federal Executive Branch.

This Annex takes the guidance provided by FEMA to Federal agencies and modifies it for use here at the local level in Stillwater County in assisting local departments and agencies in developing their own departmental COOP/COG.

Purpose

This annex provides guidance to local departments and agencies for use in developing viable and executable contingency plans for the continuity of operations procedures (COOP). COOP planning facilitates the performance of department/agency essential functions during any emergency or situation that may disrupt normal operations. This document is based on guidance provided by FEMA and the Department of Homeland Security.

Objectives:

COOP planning is an effort to assure that the capability exists to continue essential agency functions across a wide range of potential emergencies. The objectives of a COOP plan include:

- ❖ Ensuring the continuous performance of an agency's essential functions/operations during an emergency;
- ❖ Protecting essential facilities, equipment, records and other assets;
- ❖ Reducing or mitigating disruptions to operations;
- ❖ Reducing loss of life, minimizing damage and losses; and,
- ❖ Achieving a timely and orderly recovery from an emergency and resumption of full service to customers.

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Planning Considerations:

In accordance with current guidance, a viable COOP capability:

- ❖ Must be maintained at a high level of readiness;
- ❖ Must be capable of implementation both with and without warning;
- ❖ Must be operational no later than 12 hours after activation;
- ❖ Must maintain sustained operations for up to 30 days; and,
- ❖ Should take maximum advantage of existing agency field infrastructures
- ❖ Agencies should develop and maintain their COOP capabilities using a multi-year strategy and program management plan. The plan should outline the process the agency will follow to designate essential functions and resources, define short and long-term COOP goals and objectives, forecast budgetary requirements, anticipate and address issues and potential obstacles, and establish planning milestones.
- ❖ Elements of a Viable COOP Capability:
- ❖ At a minimum, all agency COOP capabilities shall encompass the following elements:

PLANS AND PROCEDURES

A COOP plan shall be developed and documented that when implemented will provide for continued performance of essential agency functions under all circumstances. At a minimum, the plan should:

- ❖ Delineate essential functions and activities;
- ❖ Outline a decision process for determining appropriate actions in implementing COOP plans and procedures;
- ❖ Establish a roster of fully equipped and trained personnel with the authority to perform essential functions and activities;
- ❖ Include procedures for employee advisories, alerts, and COOP plan activation, with instructions for relocation to per-designated facilities, with and without warning, during duty and non-duty hours;
- ❖ Provide for personnel accountability throughout the duration of the emergency;
- ❖ Provide for attaining operational capability within 12 hours; and,
- ❖ Establish reliable process and procedures to acquire resources necessary to continue essential functions and sustain operations for up to 30 days.

IDENTIFICATION OF ESSENTIAL FUNCTIONS:

All agencies should identify their essential functions as the basis for COOP planning. Essential functions are those functions that enable the agency to provide vital services, exercise civil authority, and maintain the safety and well being of the general public, and sustain the industrial/economic base in an emergency. In identifying essential functions, agencies should:

- ❖ Identify all functions performed by the agency, then determine which must be continued under all circumstances;
- ❖ Prioritize these essential functions;
- ❖ Establish staffing and resources requirements needed to perform essential functions;

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- ❖ Defer functions not deemed essential to immediate agency needs until additional personnel and resources become available; and,
- ❖ Integrate supporting activities to ensure that essential functions can be performed as efficiently as possible during emergency relocation.

DELEGATION OF AUTHORITY:

To ensure rapid response to any emergency situation requiring COOP plan implementation, agencies should pre-delegate authorities for making policy determinations and decisions at headquarters, field levels, and other organizational locations, as appropriate. These delegations of authority should:

Identify the programs and administrative authorities needed for effective operations at all organizational levels having emergency responsibilities;

Identify the circumstances under which the authorities would be exercised;

Document the necessary authorities at all points where emergency actions may be required, delineating the limits of authority and accountability;

State explicitly the authority of designated successors to exercise agency direction, including any exceptions, and the successor's authority to re-delegate functions and activities as appropriate;

Indicate the circumstances under which delegated authorities would become effective and when they would be terminate. Generally, pre-determined delegations of authority would take effect when normal channels of direction are disrupted and would terminate when these channels have resumed;

Ensure that officials who may be expected to assume authorities in an emergency are trained to carry out their emergency duties; and,

Specify responsibilities and authorities of individual agency representatives designated to participate as members of interagency response teams.

ORDERS OF SUCCESSION:

Agencies are responsible for establishing, promulgating, and maintaining orders of succession to key positions. Such orders of succession are an essential part of any agency's COOP plan. Orders should be of sufficient depth to ensure the agency's ability to perform essential functions while remaining a viable part of the local government through any emergency. Geographical dispersion is encouraged, consistent with the principle of providing succession to office in emergencies of all types. Each agency should:

- ❖ Establish an order of succession to the position of Agency Head. A designated official serves as acting head of agency until appointed by the Commission or relieved. Where a suitable field structure exists, appropriate personnel located outside the local area should be considered in order of succession;
- ❖ Establish orders of succession to other key headquarters leadership positions;
- ❖ Identify any limitation of authority based on delegations of authority to others;
- ❖ Describe orders of succession by position or titles, rather than names of individuals;
- ❖ Include the orders of succession in the vital records of the agency;
- ❖ Revise orders of succession as necessary, and distribute revised versions promptly as changes occur;

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- ❖ Establish the rules and procedures designated officials are to follow when facing the issues of succession to office in emergency situations;
- ❖ Include in succession procedures the conditions under which succession will take place; method of notification; and any temporal, geographical, or organizational limitations of authorities;
- ❖ Assign successors, to the extent possible, among the emergency teams established to perform essential functions, to ensure that each team had an equitable share of duly constituted leadership; and,
- ❖ Conduct orientation programs to prepare successors for their emergency duties.

ALTERNATE FACILITIES:

All agencies shall designate alternate operating facilities as part of their COOP plans, and prepare their personnel for the possibility of unannounced relocation of essential functions and/or COOP contingency staffs to these facilities. Facilities may be identified from existing agency local or field infrastructures, or external sources. Facilities shall be capable of supporting operations in a threat-free environment, as determined by the geographical location of the facility. In acquiring and equipping such facilities, agencies are encouraged to consider cooperative interagency agreements and promote sharing of alternate facilities. Alternate facilities should provide:

- ❖ Immediate capability to perform essential functions under various threat conditions, including threats involving weapons for mass destruction;
- ❖ Sufficient space and equipment to sustain the relocating organization. Since the need to relocate may occur without warning, or access to normal operating facilities may be denied, agencies are encouraged to pre-position and maintain minimum essential equipment for continued operations at the alternate facilities;
- ❖ Interoperable communications with all identified essential internal and external organizations, critical customers, and the public;
- ❖ Reliable logistical support, services, and infrastructure systems, including water, electrical power, heating and air conditioning, etc.
- ❖ Ability to sustain operations for a period of up to 30 days;
- ❖ Consideration for the health, and emotional well-being of relocated employees; and,
- ❖ Appropriate physical security and access controls.

INTEROPERABLE COMMUNICATIONS:

The success of agency operations at an alternate facility is 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, 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 email. Interoperable communications should provide:

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- ❖ Capability commensurate with an agency's essential functions and activities;
- ❖ Ability to communicate with COOP contingency staffs, management, and other organizational components;
- ❖ Ability to communicate with other agencies and emergency personnel; and,
- ❖ Access to other data and systems necessary to conduct essential activities and functions.

VITAL RECORDS AND DATABASES:

The protection and ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions under the full spectrum of emergencies is another critical element of a successful COOP plan. Agency personnel must have access to and be able to use these records and systems in conducting their essential functions. Categories of these types' records may include:

- **Emergency Operating Records:** Vital records, regardless of media, essential to the continued functioning or reconstitution of an organization during and after an emergency. Included are emergency plans and directives; orders of succession; delegations of authority; staffing assignments; and related records of a policy or procedural nature that provide agency staff with guidance and information resources necessary for conducting operations during an emergency, and for resuming formal operations at its conclusion.
- **Legal and Financial Records:** Vital records, regardless of media, critical to carrying out an organization's essential legal and financial functions and activities, and protecting the legal and financial rights of individuals directly affected by its activities. Included are records having such value that their loss would significantly impair the conduct of essential agency functions, to the detriment of the legal or financial rights or entitlements of the organization or the affected individuals. Examples of this category of vital records are accounts receivable; contracting and acquisition files; official personnel files; Social Security, payroll, retirement, and insurance records; and property management and inventory records.

Plans should account for identification and protection of the 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 be pre-positioned and update on a regular basis duplicate records or back-up electronic files.

****Note --** Due to the sensitivity of personal and classified data collected and recorded on each department with the county government, the information recorded on each department to enact COOP/COG will be kept separately with only authorized personnel having access per department.

TESTS, TRAINING AND EXERCISES:

Testing, training, and exercising the COOP capabilities is essential to demonstrating and improving the ability of agencies to execute their COOP plans. Training familiarizes contingency staff members with

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the essential functions they may have to perform in an emergency. Tests and exercises serve to validate, or identify for subsequent correction, specific aspects of COOP plans, policies, procedures, systems, and facilities used in response to an emergency situation. Periodic testing also ensures that equipment and procedures are maintained in a constant state of readiness. All agencies should plan and conduct tests and training to demonstrate viability and interoperability of COOP plans. COOP test, training, and exercise plans should provide for:

- Individual and team training of agency COOP contingency staffs and emergency personnel to ensure;
- Currency of knowledge and integration of skills necessary to implement COOP plans and carry out essential functions. Team training should be conducted at least annually for COOP contingency staffs on their respective COOP responsibilities;
- Internal agency testing and exercising of COOP plans and procedures to ensure the ability to perform essential functions and operate from designated alternate facility(ies). This testing and exercising should occur at least annually;
- Testing of alert and notification procedures and systems for any type of emergency at least quarterly;
- Refresher orientation for COOP contingency staffs arriving at an alternate operating facility. The orientation should cover the support and services available at the facility, including communications and information systems for exchanging information if the normal operating facility is still functioning; and administrative matters, including supervision, security, and personnel policies; and,
- Joint agency exercising of COOP plans, where applicable and feasible.

COOP/COG Implementation:

Relocation may be required to accommodate a variety of emergency scenarios in which:

- An agency headquarters is unavailable and operations can shift to a regional or field location;
- A single agency facility is temporarily unavailable and the agency can share one of its own facilities or that of another agency; and,
- Many, if not all, agencies must evacuate the local area.

While any of these scenarios involves unavailability of a facility, the distinction must be made between a situation requiring evacuation only and one dictating the need to implement COOP plans. A COOP plan includes the deliberate and pre-planned movement of selected key principals and supporting staff to a relocation facility. As an example, a sudden emergency, such as a fire or hazardous materials incident, may require the evacuation of an agency building with little or no advanced notice, but for only a short duration. Alternatively, an emergency so severe that an agency facility is rendered unusable and likely will be for a period long enough to significantly impact normal operations, may require COOP plan implementation. Agencies should develop an executive decision process that would allow for a review of the emergency and determination of the best course of action for response and recovery. This will preclude premature or inappropriate activation of an agency COOP plan.

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One approach to ensuring a logical sequence of events in implementing a COOP plan is time phasing. A suggested time-phase approach for COOP and relocation, alternate facility operations, and reconstitution follows:

PHASE I – ACTIVATION AND RELOCATION (0-12 HOURS)

- Notify alternate facility manager(s) of impending activation and actual relocation requirements;
- Notify the Emergency Operations Center (EOC) and other appropriate agencies of the decision to relocate and the time of the execution or activation of call-down procedures;
- Activate plans, procedures, and schedules to transfer activities, personnel, records, and equipment to alternate operating facility(ies);
- Notify initial COOP contingency staff to relocate;
- Instruct all other emergency and non-emergency personnel on what they are to do;
- Assemble necessary documents and equipment required to continue performance of essential operations at alternate operating facility(ies);
- Order equipment/supplies, if not already in place;
- Transport documents and designated communications, automated data processing, and other equipment to the alternate operating facility(ies), if applicable;
- Secure the normal operating physical plant and non-moveable equipment and records, to the extent possible;
- Continue essential operations at the normal operating facility if available, until alternate facility(ies) is operational; and,
- Advise alternate operating facility manager(s) on the status of follow-on personnel.

PHASE II – ALTERNATE FACILITY OPERATIONS (12 HOURS – TERMINATION)

- Provide amplifying guidance to other key staff and non-emergency employees;
 - Identify replacements for missing personnel and request augmentation as necessary;
 - Commence full execution of essential operations at alternate operating facility(ies);
 - Notify the EOC and all other appropriate agencies immediately of the agency's alternate location, operational and communications status, and anticipated duration of relocation, if known; and,
 - Develop plans and schedules to phase down alternate facility(ies) operations and return activities, personnel, records, and equipment to the primary facility when appropriate.
- ### **PHASE III – RECONSTITUTION (TERMINATION AND RETURN TO NORMAL OPERATIONS)**
- Inform all personnel, including non-emergency personnel, that the threat of or actual emergency no longer exists, and provide instructions for resumption of normal operations;
 - Supervise and orderly return to the normal operating facility, or movement to other temporary or permanent facility(ies) using a phased approach if conditions necessitate;
 - Report status of relocation to the EOC and other agency points of contact (POC), if applicable; and,

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- Conduct an after-action review of COOP operations and effectiveness of plans and procedures as soon as possible, identify areas for correction, and develop a remedial action plan.

Responsibilities:

The following responsibilities should be clearly outlined in agency COOP planning guidance and internal documents:

- ❖ Appointing an agency COOP program POC;
- ❖ Developing a COOP Multi-Year Strategy and Program Management Plan;
- ❖ Developing, approving, and maintaining agency COOP plans and procedures for headquarters and all subordinate elements, which provide for:
 - ❖ Identification of agency essential functions;
 - ❖ Pre-determined delegations of authority and orders of succession;
 - ❖ Contingency staffing to perform essential functions;
 - ❖ Alternate operating facilities;
 - ❖ Interoperable communications, information processing systems and equipment; and,
 - ❖ Protection of vital records and systems.

Conducting tests and training of agency COOP plans, to include COOP contingency staffs, and essential systems and equipment, to ensure timely and reliable implementation of COOP plans and procedures; Participating in periodic interagency COOP exercises to ensure effective interagency coordination and mutual support;

Notifying the EOC and other appropriate agencies upon implementation of COOP plans; and, Coordinating intra-agency COOP efforts and initiatives with policies, plans, and activities related to terrorism and Critical Infrastructure Protection.

Conclusion

Having a comprehensive Continuity of Operations Plan is essential to the success of an agency or department in being able to effectively respond to an emergency that threatens to put them out of operation. However, having a plan is not enough by itself. Regular testing, training, and exercising of the plan by all employees that are expected to play a role under the COOP is the only way to ensure that everyone will know what is expected and what to do if the plan is implemented.

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Introduction

This annex is intended to encompass all public and private institutions housing or supervising Special Needs Populations (SNP) as well as individuals with special needs living independently with the 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 the County's Special Needs Population. It is recommended that the 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.

The term "shelter" used in this annex means any facility established to provide care and assistance to the public during an emergency incident.

Purpose

This annex provides 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
Medical Care

Individuals in need of additional response assistance may include:

- Persons who have challenges due to disability, including, but 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.

Situation

Statistical estimates following Hurricane Katrina suggest that approximately 20% of a jurisdiction's population may be considered "special needs" These needs may be related to maintaining independence, communication, transportation, supervision, and medical care and often render these populations especially vulnerable during a disaster.

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The National Response Framework has identified the following groups of individuals as those that may have additional needs before, during or after an incident:

Disabled
Elderly
Children

Live in institutions
Limited English Proficiency
Transportation disadvantaged

Individuals in the above categories who might need extra assistance during a disaster or emergency are widely-distributed across Stillwater County. They may live independently, in a community based/assisted living facilities, in long term care facilities, or may even be homeless.

Special Needs Planning has not been overlooked in Stillwater County. Many hours and efforts have gone into addressing special needs planning concerns within the County.

Some people may utilize service animals, therefore accommodations for animals must be considered when working on evacuation planning and sheltering.

The American Red Cross is not authorized to manage a “Special Needs Shelter”, but may assist in the establishment and operation of one.

There is no “emergency special needs shelter” currently identified in the County. Evacuees with special needs will either have to be managed in existing shelters, transported to assisted living/healthcare facilities, or seek refuge with family or friends. If the number of special needs citizens is such that a “special needs shelter” is needed, the Mass Care and Health and Medical teams in the EOC will coordinate efforts to find a solution.

The community is home to several service providers that provide services to residents either in their homes or in facility settings. These service providers maintain client/patient lists, have specially trained staff, specialized equipment, and in some cases, specialized vehicles.

The County Health Department, American Red Cross, and the MTDPHHS maintain various lists of people and agencies that may be able to provide assistance to special needs populations during an emergency. These lists include professionals such as: medical personnel, interpreters, mental health professionals, and pharmacists.

Assumptions:

- Up to 20% of an incident's affected population may have special needs.
- It is highly unlikely, with the possible exception of a wide spread winter storm or some cataclysmic event, that the entire county would be affected at one time by a disaster or emergency.
- Some special needs populations may not receive, understand, or are able to respond to Public

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Warning messages.

- Community resources such as interpreters, health care personnel, and facility managers will make themselves available and provide assistance to members of the community having special needs.
- Many members of the community will evacuate without or may be separated from their caregivers, medical supplies, or specialized equipment (wheelchairs, prescriptions, oxygen, etc.).
- Emergency incidents may threaten or affect special needs facilities such as child 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 list 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 the 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.

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

- 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).

- Special Needs Populations will most likely be supported by Mass Care and Health and Medical resources in the EOC. Local Special Needs Providers will be contacted to provide an Agency Representative to the EOC for coordination assistance.

- Due to the critical care required for 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

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home, day care facility, or other like facility with appropriate staff and management, or to another facility with available space.

- Provide and NGO (Non-Governmental Organizations) entities such as providers of mental health, developmental disabilities, and medical assistance will 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 be 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 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 shall accompany their residents/charges and shall bring appropriate resident documentation (i.e., medical charts, etc). Any documentation shall be treated 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 of the shelter population, or,
- Fails to exhibit a qualifying special need beyond a reasonable doubt.
-

The DES Coordinator will facilitate the ongoing development of additional Special Needs planning and strategic development.

Preparedness:

- ❖ Partner with independent living, consumer service, and advocacy organizations to extend outreach to individuals with special needs 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 PSAs, outreach materials (brochures, magnets), and through special needs networks within the community.

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- ❖ Conduct Map your neighborhood trainings.
- ❖ Pre-select accessible mass-care shelter sites to ensure that individuals with mobility limitations are not misdirected to medical shelters unnecessarily and ensure that shelter plans outline how to obtain resources needed to support special needs shelter residents.
- ❖ Establish mutual aid agreements and memorandums of understanding with local agencies and neighboring jurisdictions that can provide additional resources and assistance.
- ❖ Ensure public information message templates and formats known to be used in the community.

Response:

- ❖ Agency Representatives report to the EOC as requested.
- ❖ Ensure that messages provide specific information about transportation, evacuation, and shelter locations and any special instructions such as staging or pickup sites and reception areas.
- ❖ Ensure 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 operation 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 ensure support.
- ❖ Provide timely and accurate public information.

Recovery:

- ❖ Develop a Priority Facility Restoration List
- ❖ Continue to utilize multiple means of communicating public information and education.
- ❖ Ensure the availability of mental and behavioral health professionals.
- ❖ Coordinate with (Recovery) for Individual Assistance.

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.

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Annex 1: Fire Services

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Introduction:

Primary Agency: Fire Services

Support Agencies:

- Absarokee Fire Department (FD)
- Columbus FD
- Molt FD
- Nye FD
- Park City FD
- Rapelje FD
- Reed Point FD
- Stillwater County Disaster and Emergency Services
- Stillwater County Fire Warden
- Law Enforcement Agencies
- City/County 911 Dispatch Center
- Montana Department of Natural Resources & Conservation (DNRC)
- US Forest Service (USFS)
- Public Works Agencies
- Public Health Agencies
- National Weather Service

Purpose

To provide an organizational framework that will effectively utilize all available fire fighting apparatus and personnel within Stillwater County, control the dispatching of such equipment and manpower to locations where needed, and provide for effective operations at the scene during an emergency/disaster.

Scope:

This annex addresses all firefighting activities including detection and suppression of wildland, 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.

Section III: Hazard Specific Annexes

SITUATION AND ASSUMPTIONS

Situation:

Wildland fires are common in Stillwater County. Human causes, both accidental and arson, and natural occurrences of lightning 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 burn conditions throughout the traditional fire season.

Land ownership in the forested areas of the county are divided into private, municipal (County and 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 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.

There also exist other relevant plans such as the Community Wildfire Protection Plan, Stillwater County Multi-Agency Operating Plan for Cooperative Wildfire Protection, Stillwater County Rural Fire Administration Plan. Copies of these plans are kept in the EOC.

Over 2000 homes in the county have been identified as being in the “Medium” or higher risk categories for wildland fuel hazards.

Fire agencies, in addition to having 24-hour operational capability, have two-way radio communication links between their respective mobile units and the County.

Fire units, with the use of sirens and public address systems, are a valuable resource for disseminating warning and emergency information, and may do so when needed unless otherwise involved.

Assumptions:

Urban, rural, and wildland fires will occur within Stillwater 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.

Wheeled-vehicle access may be hampered by road or bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack by air tankers, helicopters, and smoke jumpers, may be needed.

Efficient and effective mutual aid among the various local, county, state, and federal fire agencies requires the use of the Incident Command System (ICS) together with compatible firefighting equipment and communications.

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CONCEPT OF OPERATIONS

General:

Fire suppression is divided into two distinct response categories:

Urban Fires:

Local fire protection districts and municipal fire departments have the primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions. For those incidents requiring additional support, mutual aid agreements are executed.

Fire suppression and control assistance may, in some instances, be provided on a limited basis by state and/or federal agencies by pre-established mutual aid agreements.

If an urban fire threatens or is likely to become a fire of major magnitude, assistance may be available from the Federal Government under an emergency declaration by the President.

Requests for such assistance are handled through normal Emergency Management Channels.

Wildland Fires

Local fire departments, supporting agencies, and DNRC, per the Stillwater County Multi-Agency Annual Operating Plan for Cooperative Wildfire Protection, take action on wildfires, regardless of land ownership, which jeopardize DNRC protected land outside incorporated cities and towns and on adjacent U.S. Forest Service and Department of the Interior protected areas. In those instances when a fire or fires threaten such destruction as would constitute a major disaster, federal fire suppression assistance may be made under the Disaster Relief Act of 1974 (PL 93-93-288, Section 417) when requested through normal Emergency Management channels.

A fire protection district that takes immediate action on DNRC (State) protected lands inside of its own jurisdictional boundaries, if such response could prevent the spread of the fire onto privately owned lands protected within the district, may be reimbursed by the state agency for its reasonable fire suppression costs that are incurred until the responsible agency take charge.

Direction and Control

The ICS has been adopted and is used by many first responders and local jurisdictions in the State of Montana to manage incidents and events. The purpose of ICS is to establish command and control with a system recognized by all responders, using the same organization and nomenclature.

The ranking member of the first arriving response unit assumes command until relieved. An Incident Command Post (ICP) is established as the focal point for all emergency operations. Upon determination of fire protection responsibility and the need for additional resources, management responsibility may pass from local to state or federal agencies.

In a disaster, several ICS units may be established to manage the significant areas of need. The IC will adapt the management structure to reflect the need and complexity of the incident. A unified Command may be established.

The IC may also take other management steps such as requesting activation of the EOC, and requesting fire activities coordination by a Rural Fire Coordinator and/or DNRC agency representative within the EOC.

The EOC may provide support to the Incident Commanders in such areas as evacuation,

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communications, transportation, shelter, and any other resources required.

A situation map will be maintained by the EOC Planning Section to illustrate the affected areas and any other pertinent information such as anticipated fire activity and possible evacuation routes.

Fire agencies may request activation of the Local Incident Support Team or a IState or Federal Incident Management Team (IMT) to assist with managing the incident.

Fire agencies may request activation of other local agency resources, such as Search and Rescue units, or law enforcement. These resources may be made available if not otherwise occupied.

All non-traditional resource requests should be made to the County EOC.

Law Enforcement may provide traffic control, scene security, and assist in the movement of people and animals in the case of evacuation.

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

The following listed agencies are tasked with primary and/or support responsibilities. More specific assignments can be found in the detailed emergency Standard Operating Procedures (SOP) that should be developed by each individual organization. *It is understood that agency capabilities are affected by available resources and the size and scope of the incident and that listed taskings will be "as able" depending upon the given situation at the time.*

Organization:

On-Scene:

Resources at fire scenes will be organized and managed using the Incident Command System.

EOC:

The fire (ESF 4) representatives in the EOC will be organized under the Operations Section as either a stand-alone "Team" or as part of a functional group. Fire personnel in the EOC will generally consist of representatives from the involved primary and support agencies as appropriate. They will communicate information between the EOC and field units, job headquarters etc., of the ARC and other public, private and volunteer organizations as needed.

Assignment of Responsibilities:

The following list outlines some, but not necessarily all, of the primary and support agencies that could assist in Fire (ESF4) operations either directly or peripherally through some other type of support.

Local

Fire Agency Authority

If an emergency occurs within the County limits, the Fire Agency in which the emergency occurs will exercise overall authority for fire services activities and responsibilities.

Fire Agency Duties

- ♦ Provide suppression and control of fires within their respective fire protection jurisdictions (Including those DNRC or government lands that are contracted with the

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local district), and support the provisions of all local plans, policies, and procedures.

- ♦ Provide Incident Command.
- ♦ Support warning and evacuation efforts.
- ♦ Provide medical response.
- ♦ Provide hazardous materials response, as appropriate, upon acceptance of and within the boundaries of the incident command structure and agency training and capability.

Emergency Management (DES)

- ♦ Provide for alert and warning of persons located in the affected area.
- ♦ Serve as a 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 as needed.

County Fire Warden

- ♦ Serve as a liaison between County and (DNRC) for requesting resources when the capabilities of local response agencies are exceeded.
- ♦ Provide information in keeping local Chief Elected Officials updated.

Chief Elected Officials

Cooperate with the Incident Commander to expend county resources and comply with written agreements between Stillwater County and other agencies, such as the Department of Natural Resources and Conservation and the Forest Service.

State

- ♦ Montana Department of Natural Resources and Conservation (DNRC)
- ♦ Coordinates fire suppression efforts and provides resources to control wildland fires in the state on DNRC protected lands.
- ♦ May provide assistance and resources for non-DNRC protected lands or incidents to local jurisdictions as available.
- ♦ Montana Disaster and Emergency Services (MTDES)
- ♦ Coordinate assistance to local government for fire activities and mobilization resources per the provisions of the Montana Emergency Response Framework.
- ♦ Montana National Guard
- ♦ May provide assistance and support to incident response operations upon request through appropriate emergency management channels.

Federal

- ♦ Limited fire suppression and control assistance is available from federal agencies and the military by pre-established agreements.

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- ♦ Federal Emergency Management Agency (FEMA)
- ♦ Administers fire suppression assistance to the state pursuant to PL 93-288 of the Disaster Relief Act of 1974, Section 417, when a fire destruction threat would constitute a major disaster.
- ♦ U.S. Department of Agriculture, U.S. Forest Service (USDA-USFS)
- ♦ Acts as the Principal Advisor to the FEMA Regional Director to assist in the administration of the terms of the Federal/State Agreement for Fire Suppression.
- ♦ Provides protection in National Forests and assists in control of fires that threaten to spread from nearby lands into National Forests.
- ♦ U.S. Department of the Interior, Bureau of Land Management (BLM)
- ♦ Provides line officer advice and guidance to fire services on BLM controlled lands.

OPERATIONS BY TIME PHASE

Before the Disaster

Emergency Management (DES)

- ♦ To minimize the effects of an emergency/disaster and facilitate recovery efforts, Stillwater County DES organizes and coordinates the preparation of plans, develops and maintains the Emergency Operations Center and alternates, identifies equipment resources, and provides training opportunities.

Fire Agencies and Municipal Fire Departments

- ♦ Write, maintain and review procedures for emergency operations during an emergency/disaster.
- ♦ Assess equipment and training needs.
- ♦ Establish procedures for coordinating all public information releases through the County Public Information and/or City Public Information Officer.
- ♦ Make provisions for relocating fire operations in the event present facilities must be evacuated.
- ♦ Establish communication links with law enforcement agencies for coordination of warning and evacuation confirmation functions.
- ♦ Establish mutual aid agreements to maximize utilization of resources.
- ♦ Appoint a representative to assist in County EOC.

During the Disaster

Emergency Management (DES)

- ♦ Activates EOC or alternates and issues emergency warning(s) IF requested. Coordinates with Appropriate agencies, including government, public service, private and volunteer organizations.

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Fire Agencies

- ◆ Notify key staff based on information received from 911 Center, and/or the EOC.
- ◆ Activate emergency operating procedures.
- ◆ Respond to calls for fire, rescue/extrication, emergency medical assistance, hazardous material response, and evacuation.
- ◆ Provide temporary power and emergency lighting at emergency scenes when needed. Assist in warning the public of evacuations, traffic routing, and/or traffic control, when possible.
- ◆ Initiate mutual aid contingency plan, when needed.
- ◆ Relocate fire apparatus as conditions warrant.
- ◆ Support emergency operations as defined in agency emergency operating procedures or as requested by the EOC, such as damage assessment.

Public Information

- ◆ Coordinate all public information and instructions and media relations as defined in Public Information (ESF 15).

After the Disaster

Emergency Management (DES)

- ◆ Continues EOC operations until it is determined that EOC coordination is no longer necessary.
- ◆ Updates plans and procedures based on critiques and lessons learned during an actual event.

Fire Agencies

- ◆ Return apparatus and equipment to pre-disaster condition and regularly assigned locations.
- ◆ Assist the public in recover operations as resources allow.
- ◆ Support other recovery efforts as requested by the EOC.
- ◆ Provide critical payroll and other financial information for cost recovery through appropriate channels.

Appendix 1.1 Fire Apparatus in Stillwater County

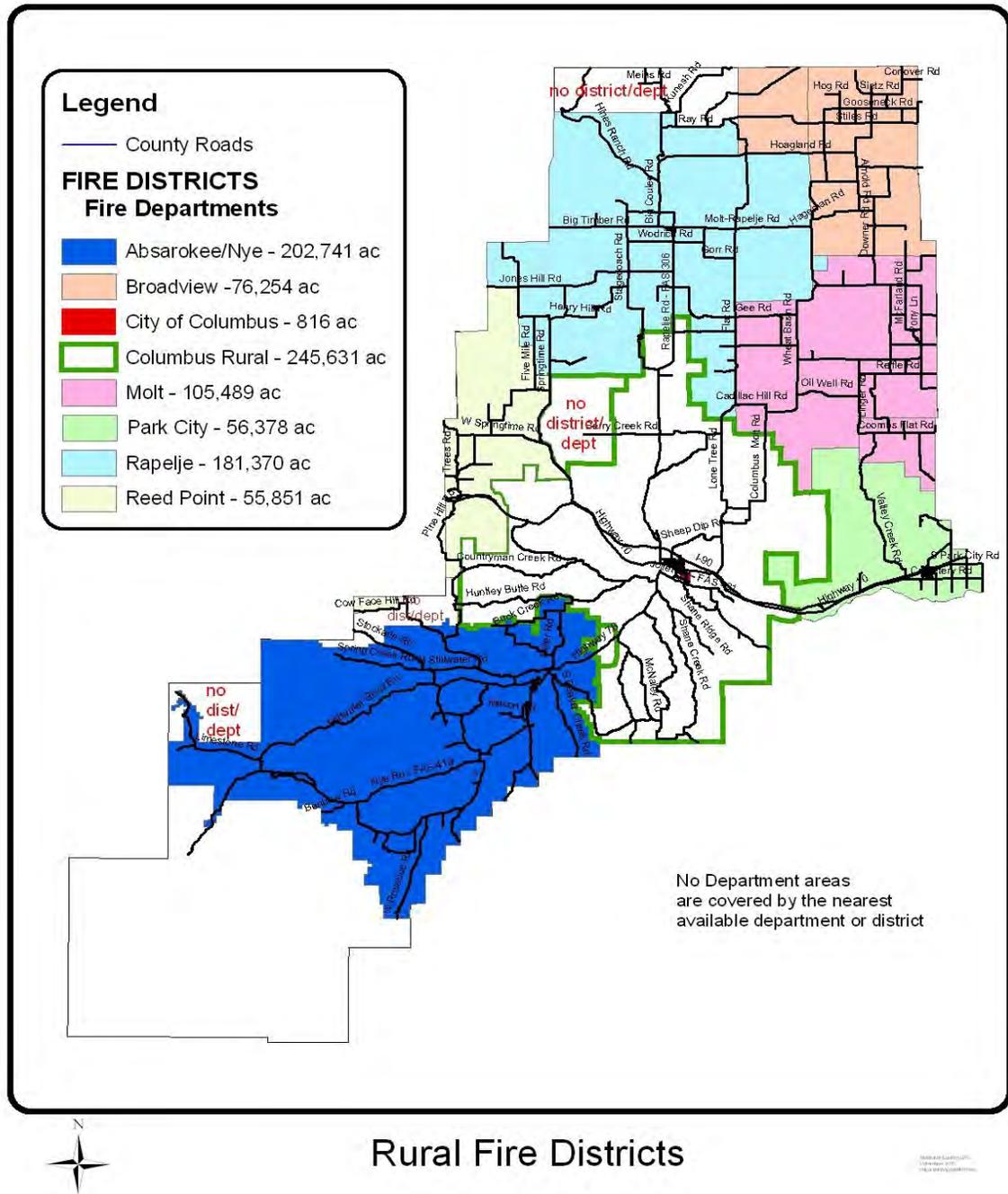
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Department	Description	Capacities/Features
Columbus	3 Structure engines	1000 Gal/ 1250 Gal/ 1500 Gal
	2 Type 6 wildland	
	2 Type 3 wildland	
	Wildland interface unit	800 Gal (W/foam & Air)
	Two water tenders	2000 Gal
	4X4 Command Unit	Four passengers
Park City	2 structure engines	1000 Gal/ 750 Gal
	Wildland engine 6X6	1000 Gal
	3 Type 6 wildland	300 Gal/ 350 Gal/ 500 Gal
	2 Type 3 water tenders	2250 Gal/ 3000 Gal
	1 Command	6 Passenger
	1 4X4 Tool Truck	
Nye	Structure Engine	1000 Gal
	Type 6 Wildland	250 Gal
	Type 4 Wildland	1000 Gal
	Type 3 Water Tender	1000 Gal
Molt	2 Structure Engines	600 Gal Ea
	4 Type 6 Wildland	300 Gal Ea
	2 Wildland engines 6X6	1000 Gal Ea
	2 Type 3 Water Tenders	2500 Gal/ 2800 Gal
Absarokee	Structure engine	1500 Gal
	2 Type 6 Wildland	250 Gal/ 300 Gal
	Type 3 Water tender	2000 Gal
	Wildland truck	500 Gal
	Mini pumper structure engine	500 Gal
Reed Point	Structure engine	1000 Gal
	2 Type 6 wildland engines	300 Gal Ea
	Type 3 Water tender	2500 Gal
Rapelje	2 Type 6 Wildland	225 Gal Ea (W/foam)
	3 Type 5 Wildland	500 Gal/ 1200 Gal/ 2000 Gal
	Type 3 Water Tender	1000 Gal (W/foam)

Source: Interviews with the individual Fire Chiefs

Appendix 1.2 Fire Districts Map

Stillwater County



Appendix 1.3: Fire Response Checklist

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Report of major fire

County Dispatch notifies:

- ⇒ Fire Warden,
- ⇒ DES

DES notifies:

- ⇒ GIS, start mapping process
- ⇒ Commission, begin Emergency Declaration Order, if needed
- ⇒ state DES, incident report
- ⇒ Stillwater County Public Information Officer

If Incident Command calls for an evacuation:

- ⇒ Get detailed information on area to be evacuated
- ⇒ Begin Evacuation Declaration Order with the Commission
- ⇒ Implement Telephone Emergency Notification System
- ⇒ Post evacuation information on the county web site
- ⇒ Notify National Weather Service, Emergency Alert System
- ⇒ Implement any local phone trees, if available
- ⇒ Draft and distribute news release to the media via email
- ⇒ Request that the Sheriff send search and rescue, if safe

Open Emergency Operations Center (If requested)

- ⇒ Call volunteer list to staff needed positions
- ⇒ Call in PIO
- ⇒ Set up work stations and telephones
- ⇒ Bring down supplies
- ⇒ Give written instructions to volunteers as they arrive
- ⇒ Record events on the white board

Incident Command Post set up and support

- ⇒ Bring in MTAC, if needed
- ⇒ Set up information board
- ⇒ Assign an EOC Liaison (Fire Warden) to the Incident Commander

FIRE WARDEN:

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County Dispatch Notifies:

- ⇒ Communicate with IC acting as county liaison with Incident Commander
- ⇒ Communicate with DNRC of the situation and request either mutual aid or County Assistance if needed.

PUBLIC INFORMATION OFFICER:

Notified by DES:

- ⇒ Coordinate news media.
- ⇒ Coordinate with Chief Executives, Incident Commander, DES Coordinator on news release and information to the public.
- ⇒ Make periodic broadcast or announcements to the public and press keeping them informed and advised of hazards and conditions and emergency information
- ⇒ Facilitate accurate and timely posting of updated information on the County web site.
- ⇒ Manage trapline throughout the county.
- ⇒ Assist DES as needed, if able.

CHIEF ELECTED OFFICIALS:

- ⇒ Advise other members of the County Commission.
Note—DES will notify the Commissioner who represents the effected district. It is that Elected Officials responsibility to advise the other members of the Chief Elected Body of the initial disaster/emergency.
- ⇒ Monitor the situation and review information as need be.
- ⇒ Determine if a Disaster or Emergency should be declared, what resources would be utilized (Mutual Aid, State or Federal Assistance), and what administrative requirements must be met.
- ⇒ Determine if 2 Mill Emergency Levy is needed.
- ⇒ Be supportive in allowing County Departments involved (DES, GIS, PIO, Fire Warden), to do the job needed to be done.
***Note – Remember, the first phase of a disaster/emergency changes quickly as resources are needed. You must trust those you have hired to do the job necessary. Monitor radio traffic, to help you have an idea of what is going on. They will advise you as quickly as they can with updated information you may need to be aware of.*

Section III: Hazard Specific Annexes

Annex 2: Severe Weather

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Section III: Hazard Specific Annexes



Introduction:

Primary Agency: Unified Command

Support Agencies:

- Law Enforcement
- Fire Service Agencies
- Stillwater County Disaster and Emergency Services
- City/County 911 Dispatch Center
- Emergency Medical Services
- Public Works Agencies
- Public Health Agencies
- Montana DOT
- Montana Highway Patrol
- Montana National Guard
- Montana DES
- National Weather Service

Purpose:

The purpose of this annex is to supplement the Stillwater County EOP by establishing policy and procedures specific to severe weather. It is not intended to define Standard Operating Procedures (SOP) for any particular agency, but to provide a framework for operations in the event of mutual aid between agencies. Special emphasis is placed on the use of mitigation, phased planning, and public education to increase the safety of the citizens of Stillwater County.

To provide an organizational framework that will effectively utilize all available resource equipment and personnel within Stillwater County, control the dispatching of such equipment and manpower to locations where needed, and provide for effective operations at the scene during an emergency/disaster.

Scope:

This annex addresses severe weather activities including warning, and shelter of winter, and summer extreme weather causing a significant natural or technological disaster. The scope of this section will not attempt to address details regarding mutual aid responsibilities and procedures that are contained in other documents.

Section III: Hazard Specific Annexes

Situation & Assumptions

A. Situation

1. Stillwater County is subject to periodic severe weather each year.
2. Severe weather produces such events as extreme heat, high winds, snow/ice, heavy rainfall, flooding or a combination thereof.
3. Damage potential includes flooding and erosion, heavy snow or ice build up, diminution of public services and communications and damage to or destruction of public and private property and, most seriously, loss of life.
4. Flat, low-lying areas are particularly vulnerable to the effects of high winds and floods.
5. The unpredictable nature of heat waves often leads people to believe that a heat spell will abate at any time. As a result, people fail to take appropriate precautions while the heat wave continues.

B. Assumptions

1. Because of access to state-of-the-art meteorology and warning systems, adequate severe weather warnings may be provided to County citizens.
2. Stillwater County will respond initially to most of a severe weather effect; however, if damage is severe, it may take hours/days for emergency response personnel to reach all affected areas.
3. In extreme conditions - heavy snows or ice, flooding, property damage or personal injury – Stillwater County may require State and Federal assistance.
4. Electric power may be most susceptible to damage and, at the same time, be most essential for recovery from the effects of a severe weather emergency.
5. 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.
6. A significant number of severe weather casualties may occur during the post-emergency period from fires, electrocution, stress-related illness, snow/ice/debris-clearing accidents, etc.
7. Both response and recovery operations may be hampered by snow/ice/debris blocked roads, damaged bridges or roads, and downed trees and utility poles.
8. The need for increased security may exist.
9. Demand for resources may be critical.

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10. Enhanced public awareness via techniques such as citizen handouts, ad campaigns, evacuation routes and mapping information may be helpful.

11. The impact on homeless individuals may increase.

12. Deliberation on Detention Center evacuation may be necessary.

13. There may be a need to assess advanced evacuation/closing of low-lying areas, businesses/industries, public parks and local campgrounds.

14. Advance preparation by health care facilities, businesses, industries, and utilities is essential to maintain needed services during response and recovery operations.

Concept of Operations

A. General

Extreme weather can affect the county at all times of the year. Although how each is handled may differ, the basic concepts and plans still remain the same.

Most extreme weather type conditions provide advanced warning. This should provide for opportunity to implement plans and procedures into place that were initialized before the emergency.

Groups and individuals responsible for responding to severe weather emergencies will do so generally using procedures parallel to their normal day-to-day operations.

B: Preparedness

Stillwater County should use the concept of "Phased Planning" as an overall philosophy in severe weather planning, response and recovery, thus facilitating the actions of both emergency management and emergency response personnel.

◆ Phase I - Pre-Emergency

County departments, agencies and volunteer organizations should conduct preparatory activities. Phase I is divided into two portions:

1. In all cases:

- Enhance public education on relevant topics-understanding of severe weather warning systems, home safety, personal preparedness checklists, evacuation routes, pre- and post weather safety procedures (attention to flooded roads, snow/ice conditions, hazards of electrocution, etc.).
- Review, exercise and re-evaluate severe weather emergency plans, policies and procedures.

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- Review resource lists (including private contractors) and availability of road-clearing equipment, four-wheel-drive vehicles, emergency generators, fuel, chainsaws, etc.
- Review shelter availability.
- Ensure that basic procedures are in place for rapid procurement of services, equipment and supplies.
- Test emergency communications systems and generators under full load for 8 hours.

2. As weather statements indicate a possibility for severe weather emergencies, Stillwater County shall make preparatory decisions. This may coincide with release of Special Weather Statements or Storm/Flood Advisory/Warning by the National Weather Service (NWS) and will precede associated snow/ice, rains or winds. These actions include but are not limited to:

- Site selection and pre-positioning of equipment such as snow/debris-clearing equipment, generators, light sets, fuels, food, cots, blankets, etc.; reallocation and disbursement of previously positioned equipment.
- Reconfirmation of shelter availability.
- Testing of equipment, e.g., FAX machines, telephones, copiers and especially generators under full load for a minimum of 8 hours. Generators should be capable of functioning for 14 days with adequate fuel and fuel resupply.

◆ Phase II - Initial Emergency

1. Upon confirmation via a "severe storm watch" of probable storm impact or onset of rains/snow, local personnel may:

- Use data from such vehicles as National Weather Services, local radar systems, etc. to assist in making appropriate emergency decisions (e.g., initial evacuation of low-lying areas, mobile homes and flood prone areas; closing of schools, businesses or roads).
- Ensure integration among local entities of knowledge of existing conditions and road closing guidelines, etc.
- Via communications network, be requested to give regular situation reports on local conditions.

2. At Winter Storm, Flood or Severe Storm Warning, emergency activities will escalate, with use of all available resources, requesting assistance as needed. Key areas may be:

- Activation of evacuation and employee early release plans.

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- Maintenance of communications with fire, EMS and police units.
- Obtaining information from the field in as close to "real time" as possible.
- Establishment of priorities for key operations.
- That State EOC shall be provided periodic situation reports.
- Keeping the public informed of the developing situation.

◆ Phase III – On-going Emergency

1. When it shall be determined that any part of the County may be affected by severe weather full resources shall be focused on the saving of lives and the protection of property:

- Stillwater County should be in total readiness for the storm using pre-arranged plans and procedures.
- The pivotal issue shall be the completion of evacuation and/or sheltering of the citizens of those areas of the County most severely impacted.

Prior to or at this point, which may be 24 hours prior to the event, Stillwater County may have requested assistance from MTDES.

2. Activities at this phase will become increasingly curtailed in direct proportion to the severity of the storm.

◆ Phase IV – Recovery

1. Designated County officials shall assess conditions and potential hazards of recovery operations.
2. If conditions allow for snow/debris clearance and power restoration, workers may begin operations.
3. When an evacuated area(s) is deemed safe for citizen return, appropriate authorities shall require proof of property ownership and provide security.
4. Local personnel shall work with State, Federal and nongovernmental personnel to facilitate recovery.

C: Direction & Control

- ◆ See Direction and Control Annex in Section II: Functional Annexes.

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- ◆ The Incident Command System will be implemented at all incidents.
- ◆ The Emergency Operations Center (EOC) will be activated to the appropriate level and will provide support to the Incident Commanders in such areas as evacuation, communications, transportation, shelter and any other resources required.
- ◆ The Incident Commander will establish an Incident Command Post (ICP) for his area of responsibility; the agencies and/or departments represented at the ICP will be at the discretion of the Incident Commander.
- ◆ All decisions relating to operations at the scene will normally be issued from the Incident Command Post.
- ◆ If necessary, the Alternate EOC may be established at the direction of the County Executive or his/her designee.

D: Alert & Warning

- ◆ See Alert and Warning Annex in Section II: Functional Annexes.
- ◆ Warning the people within the risk area will normally be directed by the Emergency Operations Center using the Emergency Alert System (EAS), sirens, mobile loud speakers, or door-to-door notification as required by the situation. The DESC or his deputy will activate the EAS by contacting the **NWS (1-800-240-4596)** to initiate the message. If phones are down, a message may be hand delivered to the NWS at 2170 Overland Ave, Billings, MT or the primary EAS station, KEMC, at 1500 University Drive, Billings MT. Radio and TV stations will copy the message and interrupt regular programming for the broadcast.
- ◆ Notification to all appropriate response agencies will normally be done by the Dispatch Center or the DESC who maintain a list with 24-hour telephone contact points of appropriate Federal, State, County and private agencies, business or individuals who require notification or who can support emergency response or recovery operations.
- ◆ The County DESC will endeavor to provide as much advanced notice as possible to allow all emergency response personnel and appropriate County agency personnel to ensure the safety of their immediate families prior to departing for their duty assignments.
- ◆ Normal, existing communications systems will be used unless interrupted; then any means will be employed to reestablish communications. If communications are down, the most logical source of communications will be the local ARES organization, which is able to provide portable and self-sustained Ham radio communication that can link critical sites such as the EOC, shelters, hospitals and others that may be needed.
- ◆ ARES personnel may be assigned to appropriate County Fire Departments, Hospitals, Law Enforcement Agencies and American Red Cross Mass Care Shelters, as a minimum.

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E: Protective Actions

- ◆ See Evacuation and Mass Care Annexes in Section II: Functional Annexes.
- ◆ The impact of protective actions on the community has far reaching effects on the individuals being evacuated or sheltered and those agencies supporting the process. Under certain conditions, it may be preferable for individuals to remain in their residence, work place or other areas. The decision to evacuate all or a portion of the area at risk will be made by the County Executive in coordination with other appropriate agencies in the EOC.
- ◆ Potential evacuation routes will be developed on the basis of the best available information and announced in the EAS message.

F: Operational Roles & Responsibilities

◆ American Red Cross (ARC)

- Provides shelters, feeding, emergency medical support and mass casualty assistance in accordance with established SOPs and ability.
- Conduct a windshield damage survey within the first 24 hours.
- Provide a locator service to answer inquiries about people in the disaster area.

◆ Chief Elected Officials

- Declare an emergency and/or a disaster with up to a 2-mill levy, if appropriate. Separate declarations are required for each affected jurisdiction (county, Helena, East Helena.) A disaster declaration will allow a request to the MTDES for assistance.

◆ Coroner's Office:

The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.

◆ DES Coordinator (DESC)

- Develop and maintain local plans, procedures, checklists, etc. to be ready to deal with a severe weather emergency.
- Monitor conditions prior to and during a severe weather particularly with respect to evacuation.
- Manage the EOC, advise the CEO's and support field operations.
- Provide public information if the PIO is not available.

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- Ensure that damage assessment and major events are being recorded.
- Hold periodic briefings when necessary for the EOC staff to exchange information.
- Act as liaison with MTDES.
- Coordinate available resources; maintain detailed records of all fiscal and other resources committed and/or expended. Inform MTDES of developments through periodic situation reports.
- Notify MTDES if it appears State or Federal assistance may be necessary.
- Participate in weather and storm related conference calls

◆ **Emergency Operations Center (EOC):**

(See the EOC Annex for more information)

- The Law Enforcement or Public Safety and Security (ESF 13) representatives in the EOC will be organized under the Operations Section as either a stand-alone “Team” or as part of a functional group. Public Safety in the EOC will generally consist of representatives from the involved primary and support agencies as appropriate. They will communicate information between the EOC and field units, job headquarters etc., of the ARC and other public, private and volunteer organizations as needed.
- The EOC will provide support to the Incident Commander(s) in such areas as evacuation, communications, transportation, shelter, and any other resources required.
- The EOC will be activated by the DESC and staffed by the elected officials and heads of the departments involved in the response or their designees. EOC staffing should take place under the assumption that those personnel who must commute into Columbus may encounter severe obstructions and delays.
- A situation map will be maintained by the Planning Section in the EOC to illustrate the affected areas and any other pertinent information such as fires, flooding, impassable roads and alternate response routes.
- ARES will provide emergency communications from the EOC to wherever requested in the field and for other agencies, such as the ARC.
- Response personnel (Fire, Police, and Public Works Department employees) should report to their workplace in accordance with Agency SOPs.

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◆ Fire, Rescue, & Emergency Medical Services:

- Establish a station checklist that includes the supply stock, inventory and/or testing of fuel, food, potable water, medical supplies, rescue equipment, chain saws, emergency generators, batteries, communications systems, vehicles, etc.
- Consider dispersing equipment and personnel from stations to key, protected points within company areas of responsibility. This should increase survivability and response throughout the sector following passage of the storm.
- Review and prepare for mass casualty procedures.
- Establish liaison with Road Departments to ensure mutual support.
- Assist in establishing mobile hospitals and/or clinics in conjunction with Health Officer and the County's hospitals.

◆ Law Enforcement:

Law Enforcement will be in charge of evacuation, perimeter security, and traffic control. Damage assessment will be reported to the EOC.

◆ Public Health:

- Identify sources of safe drinking water during disaster situations.
- Public health nurses assist the ARC at shelters.
- Inspect shelters for sanitary conditions, including food and water supplies, wastewater and garbage disposal.
- Conduct damage assessment in licensed food facilities for contamination and refrigeration failures.
- Provide information on probable sewage contamination, identifying sources for portable toilets when needed, and providing information on appropriate clean-up.

◆ Public Works:

- Establish an agency checklist that includes the stockage, inventory and/or testing of all equipment and facilities. Special attention should be provided to fuel, potable water, chain saws, emergency generators, batteries, communications systems, vehicles, etc.
- Provide a representative to the Damage Assessment Group in the EOC.

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- Conduct a windshield damage survey within the first 24 hours and more intensive assessments as able.
- Provide information on road situations to include open/closed data, bridge status and general damage.
- Provide emergency engineering aid.
- Coordinate with Helena's Building Division to inspect priority buildings first, which are essential service, hospitals, nursing homes, and shelters. Damage assessment will be reported to the EOC. *See the Damage Assessment Annex for more information.*
- Debris removal, with an emphasis on roads that need to be cleared for emergency traffic.
- Restoration of basic services. Repairs to water and sewer mains, streets and bridges will be made in order of priority.
- Assist LE with traffic control with the use of barriers and signs.

◆ Utilities:

- Provide representatives to the EOC.
- Assess damages and facilitate restoration of services.

G. Authorities and Limitations

- ◆ The Incident Commander (IC) has authority to coordinate the use of resources and personnel at the scene of the emergency.
- ◆ The Commissioners have the authority to declare a State of Emergency within their jurisdiction and the responsibility to request a state or federal declaration if appropriate.
- ◆ Other jurisdictions.
- ◆ MCA 10-3-104 and 10-3-406 give the Governor and local chief elected officials the authority to *"direct and compel the evacuation of all or part of the population from an emergency or disaster area.....when necessary for the preservation of life or other disaster mitigation, response, or recovery;"* and to *"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."*
- ◆ Law Enforcement has the authority to order evacuations and close roads in emergent circumstances.

Section III: Hazard Specific Annexes

- ◆ The MTDOT and the Federal Highway Administration have the authority to close state and federal highways and bridge structures.
- ◆ County Health Officers have broad authority over matters of public health to include air and water quality concerns, food supplies, wastewater systems, and disease prevention.
- ◆ City officials have the authority to condemn a building in the city as unsafe to occupy.

H. Public Information

◆ Providing Information to the Public

- See the Public Information Annex in Section II: Functional Annexes
- The EOC will be responsible for all emergency public education and information.
- Once appointed, the Public Information Officer (PIO) will be responsible for public coordination and dissemination during the emergency and will clear all press releases through the Incident Commander or DESC. All approved press releases will be logged and a copy saved for the disaster records.
- During the event, the PIO, in conjunction with the IC, will continue to provide pertinent information over radio and TV. The public should be reminded to remain calm, stay tuned for more information, and to follow the instructions of emergency management personnel. Such instruction may include guidelines for returning to homes, shelter accommodations, sanitation, and where and how to report damages. Appendix 2.1 EAS Instructions To The Public
- The normal alert and warning systems may be down or limited following a major storm. It may be necessary to augment these systems with mobile public address systems, door-to-door contact, and posting notices on bulletin boards in designated public gathering places such as shelters.
- The PIO may also participate in a Joint Information Center (JIC), staffed by PIOs from various jurisdictions, to address the media with a single, coordinated voice.

◆ Receiving Information from the Public

Providing adequate communications means to receive information from the public, such as damage reports, sanitation problems, health issues, offers for donated goods, and other public safety-related problems, is the responsibility of the Communications Unit Leader and the PIO. This will probably be done by staffing public information lines and releasing the telephone number through the local media. The PIO must also ensure the information received is communicated to the appropriate EOC section to deal with it.

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I. Considerations and Implementation Responsibilities

Every type of disaster has issues that are unique to that type of situation. This section is designed to point out the disaster specific issues or areas of consideration and what agency, private or governmental, is responsible to resolve that issue.

◆ **Damage Assessment & Incident Stabilization:**

Damage assessment will take place in two phases: 1) the initial assessment, to determine general impact and damage to vital facilities and resources, and provide a brief overview of impact on citizens and businesses; and 2) subsequent, in-depth, assessments to determine the full extent of damage and the financial implications for disaster declarations and disaster assistance. Priorities in the initial assessment will be the restoration of emergency response and direction and control capability, and the saving of lives. (see Damage Assessment Annex)

In an incident requiring damage assessment, such as a flood, a Damage Assessment Group will be organized under the Operations Section. This group will be lead by a Group Supervisor appointed by either the IC or Operations Chief. The initial assessment will take place under the direction of the *Damage Assessment Group*, with assistance from the *Planning Section* as needed. Priorities in the second phase will be to estimate damages, restore public services and facilitate disaster assistance. The *Finance Section* may provide assistance in Phase two assessments (cost analysis, budgeting etc.) The County does not have the resources to restore private residences or businesses.

1. Initial Damage Assessment

An aerial survey of the County should be performed as soon as possible after the initial shock. The results of this survey will facilitate further damage assessment on the ground. Local building officials will direct damage assessment on vital facilities according to their assigned Branch.

The initial damage assessment should be augmented by "windshield" surveys and citizen reports, in order to provide an estimate of numbers of private homes and businesses affected.

This survey should be completed as soon as possible, since it will provide the supporting documentation for a disaster declaration, and establish a base for the secondary assessment process.

An assessment of damage to utilities, and evaluation of the immediate needs of the population, especially water and sanitation services, should be accomplished as soon as possible.

Potable water is a major concern following a flood. Power and gas for heating may also be extremely important, depending upon the season.

2. Secondary Assessment

The EOC Finance Section should begin gathering dollar figures associated with the damage to support requests for disaster declarations and assistance. Resources and facilities, which will be vital to the economic recovery of the County, should be surveyed. These include all hospitals, schools, financial institutions, and major employers.

3. Aerial Reconnaissance

The Civil Air Patrol, US Forest Service, MT Highway Patrol and a number of public and private resources may be utilized. This includes fixed wing and helicopter.

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◆ **Debris Removal:** *Public Works*

Removal of debris from public roads/highways is the responsibility of the agency that is responsible for its maintenance. Care should be taken to ensure that debris removal efforts are coordinated with other agencies that may have an associated responsibility. Removal of debris from private property is the responsibility of the property owner. (see *Debris Management Annex*)

◆ **Environmental Protection:** *Public Health*

The Health Department will take the lead in issues of sanitation, potable water supply and disease prevention. Food supplies may be compromised by contamination or lack of power. Refuse could accumulate to create harborage for insects, rodents and other disease carrying vectors.

◆ **Evacuations:** *Chief Elected Officials*

Upon the establishment of the EOC, the Commission or their designee has the responsibility to order appropriate citizen evacuations utilizing local law enforcement or other emergency responders as deemed appropriate. Prior to the establishment of the EOC, the Incident Commander has the responsibility to recommend evacuations if the situation is imminently critical. (see *Evacuation Annex*)

◆ **Power Outages:** *Northwestern Energy, Beartooth Electric, MDU, Yellowstone Electric*

Energy Suppliers will provide response to the loss of commercial power. Auxiliary power capabilities exist at the Law Enforcement Center, the Civic Center, and both hospitals. Public Works also has access to portable generators.

◆ **Road Closures and Emergency Transportation Routes:** *Law Enforcement*

State, County, or City law enforcement agencies working in conjunction with the MTDOT and County Roads Department can enforce the closure of roads and rerouting of traffic if necessary.

◆ **Search and Rescue:** *Sheriff's Department*

If there is a storm sufficiently intense to cause buildings to collapse, (e.g. high wind/tornado, flood, extensive snowfall, etc.) every reasonable effort should be made to determine if these buildings were occupied and if so, efforts coordinated with qualified emergency personnel to locate any potential survivors. Additionally, if citizens are isolated due to collapsed bridges or other structures, every effort should be made to rescue these individuals as soon as is feasible.

◆ **Shelter and Family Referral Services:** *American Red Cross*

If temporary lodging is needed due to severe weather, the ARC will activate, publish information concerning shelters, and manage shelter operations. It is critical that all relief efforts to shelter and feed citizens are a coordinated effort between the Red Cross and all affected communities. The EOC is the logical broker for this communication. Call:

☐ **Stillwater County District ARC 1-800-272-6668 (24 hrs)**

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The Salvation Army may also be requested to provide shelters and mass feeding. Army operations will be coordinated through the EOC and Red Cross to prevent duplication of effort. Call: **1-800-272-6668** . (see *Mass Care Annex*)

◆ **Special Populations:** *Law Enforcement*

As the situation dictates, it may be required to evacuate elderly and infirm citizens from nursing homes, foster homes and other public and private facilities. Special transportation and trained personnel may be required to accomplish this task. Incarcerated populations may also be required to be moved and this will require special transportation accommodations as well as trained security personnel.

◆ **Telephone Outages:** *Qwest*

Qwest and Sprint will provide response to the loss of conventional telephone service. Cellular telephones may not work when conventional lines are lost. If the interruption to phone service promises to be lengthy, or widespread, alternative communication such as Amateur Radio may be used to establish contact between the public and government facilities.

J. Administration & Logistics

◆ **Reports & Records**

Maintain detailed financial records, provide periodic status reports and apprise MTDES of the need for additional personnel, supplies and equipment.

Submit to MTDES resources records used in response to the emergency.

Based on after action reports and critiques, review and amend plans, SOPs, etc. to facilitate preparedness for subsequent severe weather.

◆ **Resources**

Maintain and update lists of resources personnel, supplies, and equipment that may be used in emergency situations.

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Appendix 2.1: Weather Related Definitions & Acronyms

Advisories and **Bulletins** are issued by the national Weather Service (NWS) frequently throughout the day and night and inform where the storm is located, intensity of its winds, and the speed and direction of movement.

The term **Watch** is used as an alerting procedure for an event that may occur.

A **Warning** is issued to warn that an event is imminent, has a high probability of occurring, or has occurred.

Blizzards are the most dramatic and perilous of all winter storms, characterized by low temperatures and by strong winds bearing large amount of snow. Most of the snow accompanying a blizzard is in the form of fine, powdery particles of snow, which are whipped in such great quantities that at times visibility is only a few yards.

Blizzard warnings are issued when wind speeds of at least 35 mph are accompanied by considerable falling or blowing snow and temperatures of 20 degrees F or lower are expected to prevail for an extended period of time.

Blowing and drifting snow generally occur together and result from strong winds and falling snow or loose snow on the ground. "Blowing snow" is defined as snow lifted from the surface by wind and blow about to a degree that horizontal visibility is greatly restricted.

A **cold wave warning** indicates an expected rapid fall in temperature within a 24-hour period that will require substantially increased protection to agricultural, industrial, commercial, and social activity. The temperature falls and minimum temperatures required to justify cold wave warnings vary with the changing of the season and with geographic location. Regardless of the month or the section of the country, a cold wave warning is a red flag alert to the public that during a forthcoming forecast period a change to very cold weather will require greater than normal protective measures.

Drifting snow is used in forecasts to indicate that strong winds will blow falling snow or loose snow on the ground into significant drifts.

Flash Floods - Flash floods are the result of intense storms dropping large amounts of rain within a short period of time, rapid snowmelts or dam failures. Flash floods occur with little or no warning and can reach full peak in only a few minutes.

Flood Warning is a forecast of impending floods advising of the expected severity of flooding (minor, moderate, or major), the affected river or body of water, and when and where flooding will begin.

Hazardous driving (travelers') warnings are issued to indicate that falling, blowing or drifting snow, freezing rain or drizzle, sleet or strong winds will make driving difficult.

Heavy Snow warnings are issued to the public when a fall of four inches or more is expected in a 12 hour period, or a fall of six inches or more is expected in a 24-hour period. Some variations on these rules may be used in different parts of the country, in metropolitan areas with heavy traffic, a snowfall of two or three inches will justify a heavy snow warning.

Ice Storm - Freezing rain or drizzle is called an Ice Storm. Moisture falls in liquid form but freezes upon impact. The term "heavy" is used to indicate an ice coating sufficiently heavy to cause significant damage to trees, overhead wires, and similar objects. Ice storms are sometimes incorrectly referred to as "sleet storms". Sleet is easily identified as frozen raindrops (ice pellets

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which bounce when hitting the ground or other objects. Sleet does not stick to trees and wires but sleet in sufficient depth does cause hazardous driving conditions.

Severe blizzard warnings are issued when blizzards of extreme proportions are expected and indicate wind with speeds of at least 45 mph plus a great density of falling or blowing snow and a temperature of 10 degrees or lower

Severe Thunderstorm Watch - Issued by the National Weather Service when the weather conditions are such that a severe storm (damaging winds 58 miles per hour or more, or hail 3/4 of an inch in diameter or greater) is likely to develop.

Severe Thunderstorm Warning - Issued by the National Weather Service when a severe thunderstorm has been sighted or indicated by weather radar.

Snow - Snow in a forecast, without a qualifying word such as "occasional" or "intermittent", means that the fall of snow is of a steady nature and will probably continue for several hours without letup.

Snow Flurries are defined as snow falling for short durations at intermittent periods; however, snowfall during the flurries may reduce visibility to an eighth of a mile or less. Accumulations from snow flurries are generally small.

Snow Squalls are brief, intense falls of snow and are comparable to summer rain showers. They are accompanied by gusty surface winds.

Stockmen's warnings alert ranchers and farmers that livestock will require protection from a large accumulation of snow or ice, a rapid drop in temperature, or strong winds

Tornado - A rotating column of air usually accompanied by a funnel shaped downward extension of cloud with speeds up to 300 mph. Also called a cyclone.

Tornado Watch - Issued by the National Weather Service when weather conditions are such that tornadoes are likely to develop.

Tornado Warning - Issued by the National Weather Service when a tornado has been sighted or indicated by radar.

Wind Chill - Wind chill is a term used to describe the rate of heat loss on the human body resulting from the combined effect of low temperature and wind. As winds increase, heat is carried away from the body at a faster rate, driving down both the skin temperature and eventually the internal body temperature. Animals are also affected by wind chill.

Winter Storm Watch - a storm is developing or approaching which may affect your area.

Winter Storm Warning - Severe winter weather conditions are imminent and will affect part or all of your area.

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Appendix 2.2: Incident Stabilization/Restoration Priorities

When all else fails, the priority for restoration will focus on protection of life as the number one priority, followed by property and finally the environment. Specific items may change based on the situation facing the decision makers at any given moment. The following lists are meant to be general guidelines.

Facilities

- ◆ 911 System, EOC, Hospitals
- ◆ Fire Stations
- ◆ Red Cross Shelters, (i.e. schools and churches)
- ◆ Water Treatment Plants
- ◆ Nursing Homes and other congregate care facilities

Communication

- ◆ City/County Emergency Communications
- ◆ EOC communications services
- ◆ QWEST lines

Transportation

- ◆ Primary arterials and buses/routes, freight service, ambulances, collector streets
- ◆ Evacuation assistance

Personnel

- ◆ Workers essential to recovery actions

Water

- ◆ Fire Suppression
- ◆ Potable water, Sanitation
- ◆ Industrial processes

The priorities reflected in this diagram are general guidelines for returning the county to operational and economic normalcy only.

Later priorities include:

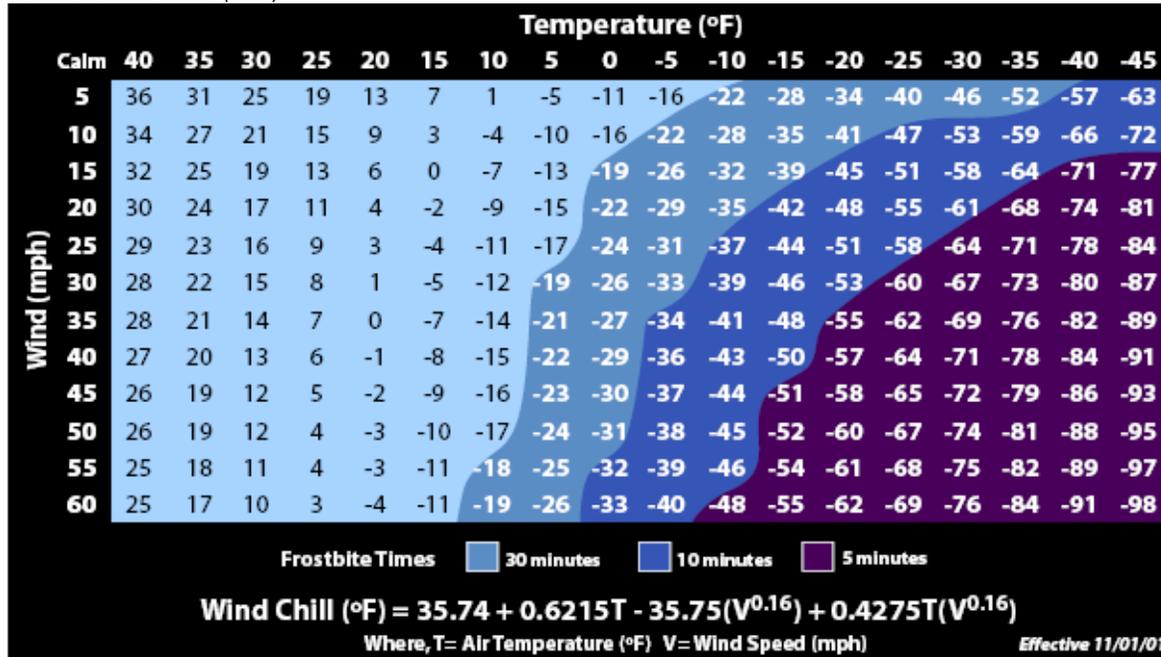
- ◆ Pharmaceuticals
- ◆ Food
- ◆ Banking facilities
- ◆ Insurance Firms

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Appendix 2.3: Wind Chill Chart

To use the chart, find the approximate temperature on the top of the chart. Read down until you are opposite the appropriate wind speed. The number which appears at the intersection of the temperature and wind speed is the wind chill index.

National Weather Service (NWS)



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Appendix 2.4: Heat Index Charts

About 237 Americans succumb to the taxing demands of heat every year*. Our bodies dissipate heat by varying the rate and depth of blood circulation, by losing water through the skin and sweat glands, and as a last resort, by panting, when blood is heated above 98.6°F. Sweating cools the body through evaporation. However, high relative humidity retards evaporation, robbing the body of its ability to cool itself.

When heat gain exceeds the level the body can remove, body temperature begins to rise, and heat related illnesses and disorders may develop.

The Heat Index (HI) is the temperature the body feels when heat and humidity are combined. The chart below shows the HI that corresponds to the actual air temperature and relative humidity. (This chart is based upon shady, light wind conditions. Exposure to direct sunlight can increase the HI by up to 15°F.)

Temperature (F) versus Relative Humidity (%)

°F	90%	80%	70%	60%	50%	40%
80	85	84	82	81	80	79
85	101	96	92	90	86	84
90	121	113	105	99	94	90
95		133	122	113	105	98
100			142	129	118	109
105				148	133	121
110						135

HI	Possible Heat Disorder:
80°F - 90°F	Fatigue possible with prolonged exposure and physical activity.
90°F - 105°F	Sunstroke, heat cramps and heat exhaustion possible.
105°F - 130°F	Sunstroke, heat cramps, and heat exhaustion likely, and heat stroke possible.
130°F or greater	Heat stroke highly likely with continued exposure.

Below is a table comparing Temperature and Dewpoint, with the same disorders possible:

Temperature (Down) versus Dewpoint (across)

°F	55	60	65	70	75	80	85
80	80	80	81	83	84	87	
85		84	86	89	93	99	107
90			91	95	100	107	117
95				101	106	114	125
100					113	121	131
105						127	138
110						134	145

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Appendix 2.5: Before the Disaster

Emergency Management (DES)

- ♦ To minimize the effects of an emergency/disaster and facilitate recovery efforts, Stillwater County DES organizes and coordinates the preparation of plans, develops and maintains the Emergency Operations Center and alternates, identifies equipment resources, and provides training opportunities.

Law Enforcement

- ♦ Write, maintain and review procedures for emergency operations during an emergency/disaster.
- ♦ Assess equipment and training needs.
- ♦ Establish procedures for coordinating all public information releases through the County Public Information and/or City Public Information Officer.
- ♦ Make provisions for relocating Law Enforcement operations in the event present facilities must be evacuated.
- ♦ Establish communication links with law enforcement/fire agencies for coordination of warning and evacuation confirmation functions.
- ♦ Establish mutual aid agreements to maximize utilization of resources.
- ♦ Appoint a representative to assist in County EOC.

Fire, Rescue, & Emergency Medical Services

- ♦ Write, maintain and review procedures for emergency operations during an emergency/disaster.
- ♦ Assess equipment and training needs.
- ♦ Establish procedures for coordinating all public information releases through the County Public Information and/or City Public Information Officer.
- ♦ Consider relocating or “Pre-positioning” Fire/EMS Apparatus in the event severe weather conditions may cause problems in regards to response.
- ♦ Establish communication links with law enforcement/fire agencies for coordination of warning and evacuation confirmation functions.
- ♦ Establish mutual aid agreements to maximize utilization of resources.
- ♦ Appoint a representative to assist in County EOC.

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Appendix 2.6: After the Disaster

Emergency Management (DES)

- ♦ Continues EOC operations until it is determined that EOC coordination is no longer necessary.
- ♦ Updates plans and procedures based on critiques and lessons learned during an actual event.

Fire Agencies

- ♦ Return apparatus and equipment to pre-disaster condition and regularly assigned locations.
- ♦ Assist the public in recover operations as resources allow.
- ♦ Support other recovery efforts as requested by the EOC.
- ♦ Provide critical payroll and other financial information for cost recovery through appropriate channels.

Chief Elected Officials:

- Establish procedures for actions to resume provision of interrupted utility services.
- Establish procedures for returning to normal traffic patterns including:
 - Evaluation of road safety.
 - Snow and ice clearance.
 - Priority for providing access.
 - Identify the sources and programs for recovery assistance and the means of obtaining each including:
 - Volunteer organizations.
 - Mutual Aid Agreements.
 - State Assistance.
 - Federal Assistance.
 - Establish procedures for mobilizing assistance from each available source including:
 - Conditions under which request for assistance will be made.
 - Channels to be followed to request assistance.
 - Preparations of necessary request disaster declarations or other documentation required for State and/or Federal assistance.

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Annex 3: Flood

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Introduction:

Primary Agency: Law Enforcement



Support Agencies:

- Fire Service Agencies
- Stillwater County Disaster and Emergency Services
- City/County 911 Dispatch Center
- Emergency Medical Services
- Public Works Agencies
- Public Health Agencies
- Montana DOT
- Montana Highway Patrol
- Montana National Guard
- Montana DES
- National Weather Service
- PPL of Montana
- American Red Cross of Montana

Purpose

To provide an organizational framework that will effectively utilize all available resource equipment and personnel within Stillwater County, control the dispatching of such equipment and manpower to locations where needed, and provide for effective operations at the scene during an emergency/disaster.

Scope:

This annex addresses dam failure/ flooding activities including warning, and shelter of extreme hazards causing a significant natural or technological disaster. The scope of this section will not attempt to address details regarding mutual aid responsibilities and procedures that are contained in other documents.

Situation & Assumptions

A. Situation

1. Rapid snowmelt floods and flooding during the rainy season months of May and June are a common occurrence in the county.

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2. 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 within the county.
3. Portions of Stillwater County are subject to flooding. The Yellowstone River and its tributaries travel through the County. The County is located in the South Central part of the State with parts of the Absaroka Beartooth Wilderness running through the County. Spring time run off is typical causing river and stream beds to rise quickly.
4. Other minor drainages that also flood include Spokane Creek and the Grizzly, Oro Fino, and Dry Gulches, which empty directly into the City of Helena and have the potential to cause serious flooding in residential areas.
5. The increase of impervious road surfaces and development within the county floodplains has increased the risk of damage from floods within the county.
6. The County also is home to Mystic Lake Dam. Failure of the dam would cause significant flooding impacting county residents

B. Assumptions

1. Flooding/and or Dam Failure can affect the county at all times of the year. Although how each is handled may differ, the basic concepts and plans still remain the same.
2. Most Flooding type conditions provide advanced warning. This should provide for opportunity to implement plans and procedures into place that were initialized before the emergency.
3. Information pertaining to weather changes or systems that could result in flooding will continue to be available.
4. Normal, existing communications systems will be used unless interrupted; then any means will be employed to reestablish communications.
5. The DESC will endeavor to provide as much advanced notice as possible to allow all emergency response personnel and appropriate agency personnel to ensure the safety of their immediate families prior to departing for their duty assignments.
6. Damage potential from sabotage, improper maintenance or operation, earthquakes, heavy rain, rapid snow melt and flooding may cause erosion or cracks in a dam potentially leading to partial or complete dam failure.

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7. On-site visual inspections of the dams, the dam's spillways, controls systems, and areas below the dams are conducted regularly.
8. Emergency plans for surveillance of the dams and for evacuation of the public are developed and maintained on file at the County EOC as required.
9. An Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) will ensure that the appropriate response leader will assume proper command of all response groups without the questioning of that individual's authority.
10. 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 to reach all affected areas.
11. The need for increased security may exist.
12. Demand for resources may be critical
13. Enhanced public awareness via techniques such as citizen handouts, ad campaigns, evacuation routes and mapping information may be helpful.
14. There may be a need to assess advanced evacuation/closing of inundation areas including business/industries, public parks, and local campgrounds, etc.
15. Advance preparation by health care facilities, businesses, industries, and utilities in inundation areas is essential to maintain needed services during response and recovery operations.

Concept of Operations

A. General

This annex may be activated under the following conditions:

- ◆ Severe Weather watches or warnings are issued by the NWS that affect Stillwater County.
- ◆ Reports of precipitations are greater than pre-established amounts at one or more rain gauge locations.
- ◆ Reports come in of a dam failure or threat of failure.
- ◆ During a flooding incident.

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- ◆ At the request of the IC, CEO, DESC, or authorized designees.

The initial stage of the activation is the alerting of all rain and stream gauge observers who will forward readings from their areas to the County EOC. Dam observers will be activated when a predetermined level in streams and rain gauges is reached. Emergency warning and evacuation procedures are prescribed in the appropriate dam emergency plan.

B. Direction & Control

- ◆ See Direction and Control Annex in Section II: Functional Annexes

- ◆ Incident Command

a. **Response:** The affected jurisdiction's senior **Law Enforcement** official or designee.

*Unified Command (*suggested*): LE, Fire, PW, PH, and DESC

b. **Recovery:** Senior **Public Works** official or designee.

*Unified Command (*suggested*): PW, PH, DESC, and NGO

- ◆ The Incident Commander will establish an Incident Command Post (ICP) as soon as possible and ensure that the location of the ICP is disseminated to all responders. Other ICS positions and sections will be staffed as needed to maintain a manageable span of control

- ◆ In a disaster, several ICS units may be established to manage the significant areas of need. The IC will adapt the management structure to reflect the need and complexity of the incident. A unified Command may be established.

- ◆ The IC may also take other management steps such as requesting activation of the EOC, and requesting agency representative within the EOC.

- ◆ The Emergency Operations Center (EOC) on the first floor of the Stillwater County Courthouse may be activated during a flood watch or incident. Minimum manning should include:

DES coordinator and deputy.

At least one county commissioner.

Administrator of the Environmental Health Division of the Health Department, or a sanitarian.

Red Cross representative.

National Guard liaison officer (if the Guard is activated). The National Guard may be activated by a request from the county commissioners to the administrator of the MT DES (**406-324-4777** - 24 hours). The county must first exhaust its resources before a request for Guard assistance will be

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honored. Once the Guard is activated, all requests for its assistance will be made through the Guard liaison officer in the EOC.

A Montana DES liaison officer.

- ◆ The EOC will provide support to the Incident Commander(s) in such areas as evacuation, communications, transportation, shelter, and any other resources required.
- ◆ A situation map will be maintained by the Planning Section in the EOC to illustrate the flooded areas and roads, number of people evacuated and any other pertinent information. Reports from the road and bridge crews and the sheriff's office will be used for the situation map.

C. Authorities and Limitations

- ◆ The Incident Commander (IC) has authority to coordinate the use of resources and personnel at the scene of the emergency.
- ◆ PPL has the authority to manage flow for Mystic Lake Dam.
- ◆ The Commissioners have the authority to declare a State of Emergency within their jurisdiction and the responsibility to request a state or federal declaration if appropriate.
- ◆ Commissioners have the authority to enter into mutual aid agreements between their jurisdictions and other jurisdictions.
- ◆ MCA 10-3-104 and 10-3-406 give the Governor and local chief elected officials the authority to *“direct and compel the evacuation of all or part of the population from an emergency or disaster area.....when necessary for the preservation of life or other disaster mitigation, response, or recovery;”* and to *“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.”*
- ◆ Law Enforcement has the authority to order evacuations and close roads in emergent circumstances.
- ◆ City officials have the authority to condemn a building in the city as unsafe to occupy.
- ◆ The MTDOT and the Federal Highway Administration have the authority to close state and federal highways and bridge structures.
- ◆ The County Road & Bridge and City Public Works Departments have authority to close streets and bridges within their jurisdictions.
- ◆ County Health Officers have broad authority over matters of public health to include air and water quality concerns, food supplies, wastewater systems, and disease prevention.

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◆ The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.

D. Warning and Notification

1. See the Alert and Warning Annex in Section II: Functional Annexes.

2. The National Weather Service will contact the DES Coordinator and Sheriff when a flood threatens. The DESC will inform the EOC staff of the warning.

The NWS and United States Geological Survey (USGS) have three flood gauges in Stillwater County. Two stations on West Rosebud Creek monitor at Emerald Lake, and near Roscoe. There is one station on the Stillwater River near Absarokee. It takes four to eight hours for a flood crest to reach the Columbus from Emerald Lake.

3. A flood watch will be announced by the NWS when conditions develop that may cause a flood. These conditions may include a high snow pack and heavy rainstorms. If a flood appears imminent due to swollen streams and threatening weather conditions, a "flood warning" will be called for by the NWS. All emergency services will be placed on standby. The DESC and Sheriff will receive regular reports from the weather service. The DESC will pass the reports along to commissioners, the city manager, and mayors.

a. *Flood Warnings*: are forecasts of impending floods and are distributed to the public by radio and television, and through the local government. The warning message tells the expected severity of flooding, (minor, moderate, or major), the affected waterway, and when and where flooding will begin.

b. *Flash Flood Warnings*: are the most urgent type of flood warning issued, and are also transmitted to the public over radio, TV, and by other signals depending upon the local need.

4. The situation will be assessed using reports from the weather service, sheriff's office and county road and bridge crews. The weather service will be asked to estimate the arrival of the flood crest.

5. If a flood appears imminent, the EAS may be used by the DESC or the NWS. The DESC or his deputy will activate the EAS by contacting the **NWS (1-800-240-4596)** to initiate the message. If phones are down, a message may be hand delivered to the primary EAS station, KEMC Radio, 1500 North 30th, Billings MT 59101 or to the NWS EAS which will distribute. They are located at 2170 Overland Ave, Billings, MT 59102. Radio and TV stations will copy the message and interrupt regular programming for the broadcast. The message should include the creeks and areas to be affected and the estimated time the flood crest will arrive. Other warning methods such as sirens, mobile loud speakers, or door-to-door notification may also be utilized.

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6. Flood messages will be cleared through the Weather Service office, coordinated with the commissioners, and released through the IC, DESC or his designee (e.g. PIO).

E. Public Information

- ◆ See the Public Information Annex in Section II: Functional Annexes
- ◆ The EOC will be responsible for all pre-emergency public education and information.
- ◆ Once appointed, the Public Information Officer (PIO) will be responsible for public coordination and dissemination during the emergency and will clear all press releases through the Incident Commander or DESC.
- ◆ All approved press releases will be logged and a copy saved for the disaster records.
- ◆ The EAS will be used when appropriate. Route information will be called in to the radio and TV stations, if time permits.
- ◆ During the flood watch, the PIO, in conjunction with the weather service, will provide pertinent information over radio and TV. The public will be reminded to remain calm, stay tuned for more information, and to begin the following precautionary measures:
 - a. Determine if your property is in the floodplain. Ask neighbors or call the floodplain administrator at 322-8055.
 - b. Be prepared to be self-sufficient for a minimum of 72 hours:
 - ◆ Have a food supply that requires little or no cooking and no refrigeration because electric power may be interrupted.
 - ◆ Keep a portable radio, emergency cooking equipment, lights and flashlights in working order.
 - ◆ Keep first aid and critical medical supplies (prescriptions, insulin, etc.) on hand.
 - c. Keep emergency waterproofing materials on hand, such as sandbags, plywood, plastic sheeting and lumber.
 - d. Clean private culverts and drainage facilities near your home.
 - e. Announce that sandbags and sand may be purchased at Riverside Sand and Gravel, KEM Ready Mix, along with several locations in Billings.
 - f. After the flood, make these announcements:

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When entering a flooded building, do not use a flame as a light source because of possible gas leaks. Use a flashlight

Watch for electrical shorts or live wires. Do not turn on the lights until the electrical system is checked by an electrician.

Take wooden furniture outside, but do not place in the sun to prevent warping. A garage or carport is ideal.

Do not pump out a basement too quickly because ground water may cause the walls to buckle. When floodwater subsides, begin pumping about one-third of the water each day.

Water for drinking and food preparation should be boiled vigorously for 10 minutes, until the water supply system has been declared safe by the Health Department.

F. Considerations and Implementation Responsibilities

Every type of disaster has issues that are unique to that type of situation. This section is designed to point out the disaster specific issues or areas of consideration and what agency, private or governmental, is responsible to resolve that issue.

◆ Bridge Evaluation: *Public Works*

Floods by their very nature can endanger transportation. Floating debris on a stream or river can collect on bridge footings and supports. If left unchecked, this debris can cause structural damage to a bridge that endangers all who may need to transit it. Therefore, the MTDOT and the County Road Department have the responsibility and the technical expertise to inspect all suspect bridges to determine whether they are safe for transit. If unsafe, they may be temporarily or permanently closed.

◆ Debris Removal: *Public Works*

Removal of flood-deposited debris from public roads/highways and associated culverts is the responsibility of the agency that is responsible for its maintenance. Care should be taken to ensure that debris removal efforts are coordinated with other agencies that may have an associated responsibility, such as the MTDEQ, BLM, MTFWP, BOR etc. Removal of debris from private property is the responsibility of the property owner. (*see Debris Management Annex*)

◆ Disease Prevention: *Public Health*

Of major concern during periods of flooding are the contamination of potable water supplies, contamination of food supplies and the disruption of sanitary services. In addition, floodwaters can create habitat for insects that carry disease. Historically, some flooding events in the past have allowed raw sewage from overloaded pumps, sewers, and septic systems directly into the waterways. These problems could rapidly develop into a major health crisis without immediate attention. The Stillwater-County Health Department will be in charge of the prevention of disease during the flood. Responsibilities will include:

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- ♦ Providing information on probable contamination, testing and disinfecting wells in flooded areas and recommendations for personal hygiene.
- ♦ Identifying sources of safe drinking water during disaster situations.
- ♦ Inspecting shelters for sanitary conditions, including food and water supplies, wastewater and garbage disposal.
- ♦ Providing public information on flood clean up, food salvaging operations and other disease prevention measures.
- ♦ Conducting damage assessment in licensed food facilities.
- ♦ Providing information on probable sewage contamination, identifying sources for portable toilets when needed, and providing information on appropriate clean up.
- ♦ Brief the city and county commissioners, health department director, D.E.S. coordinator and the Red Cross on sanitary conditions in the flooded areas and shelters.
- ♦ Coordination with pertinent agencies for disposal of human and animal remains.
- ♦ Implementation of disease prevention and control strategies including mass prophylaxis as appropriate.

♦ **Evacuations:** *Chief Elected Officials*

Upon the establishment of the EOC, the Commission or their designee has the responsibility to order appropriate citizen evacuations utilizing local law enforcement or other emergency responders as deemed appropriate. Prior to the establishment of the EOC, the Incident Commander has the responsibility to recommend evacuations if the situation is imminently critical. (*see Evacuation Annex*)

♦ **Power Outages:** *Northwestern Energy*

Northwestern Energy will provide response to the loss of commercial power. Auxiliary power capabilities exist at the 911 Dispatch Center, County EOC, and the hospital. Public Works also has access to portable generators.

♦ **Reservoir Management:** *PPL*

The management of water releases from reservoir water storage sites is significant to all citizens and landowners downstream from the dam. PPL is the primary agencies responsible for regulating the flow from their storage facilities. Their primary goal is to maintain the structural integrity of the dam.

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◆ **Road Closures and Emergency Transportation Routes:** *Law Enforcement*

Rising flood waters may necessitate closure of roads due to unsafe driving conditions caused by fast water running across a road or damage to a bridge as a result of flooding. State, County, or City law enforcement agencies working in conjunction with the MTDOT and County Roads Department can enforce the closure of roads and rerouting of traffic.

◆ **Sandbagging and Runoff Containment:** *Public Works*

- ◆ Road and bridge crews will clean culverts and barrow pits during the flood watch. Creeks will also be cleared of debris at bridge sites to allow the water passage under the bridge. The crews will patrol areas of the greatest flood hazard to determine trouble spots.
- ◆ Road barricades and warning signs will be posted at the direction of the road and bridge foreman.
- ◆ Roads will be closed at the direction of the public works director. Factors to be considered before closing a road will be the height and velocity of the water, condition of the road, and whether or not the road is sole access.
- ◆ There is a natural tendency during floods to want to protect homes and businesses. Erecting a sandbag barrier around the structure can be an effective method of protecting property and diverting water flow. The public is often a willing workforce to assist with the construction and maintenance of a sandbag barrier. The County Roads, Parks and Planning Department in conjunction with all municipal public works departments are a source of sand and sandbags. *(see Appendix 1: Sand Bag Coordination Plan)*

◆ **Search and Rescue:** *Sheriff's Department*

Floods by their very nature can isolate citizens. The Sheriff's department manages the County Search and Rescue. When needed to locate or recover isolated citizens during a flood, they will be deployed.

◆ **Shelter and Family Referral Services:** *American Red Cross*

If temporary lodging is needed due to flooding, the ARC will activate, publish information concerning shelters, and manage shelter operations. It is critical that all relief efforts to shelter and feed citizens are a coordinated effort between the Red Cross and all affected communities. The EOC is the logical broker for this communication. Call:

◆ **Stillwater District ARC 1-800-272-6668 (24 hrs)**

The Salvation Army may also be requested to provide shelters and mass feeding for the county. Army operations will be coordinated through the EOC and Red Cross to prevent duplication of effort. Call: 1-800-282-6668

(see Mass Care Annex)

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◆ **Special Populations:** *Law Enforcement*

As the situation dictates, it may be required to evacuate elderly and infirmed citizens from nursing homes, foster homes and other public and private facilities. Special transportation and trained personnel may be required to accomplish this task. Incarcerated populations may also be required to be moved and this will require special transportation accommodations as well as trained security personnel. Additionally, prisoner work crews may also be used to build dikes and other sandbag operations if appropriate.

◆ **Stream Bank Stabilization:** *FWP*

Flooding causes significant erosion that can damage fish runs, navigation, recreation and agriculture. The MT Department of Fish, Wildlife, and Parks is the lead agency for streams and rivers restoration efforts following a flood.

◆ **Telephone Outages:** *Qwest*

Qwest and Sprint will provide response to the loss of conventional telephone service. Cellular telephones may not work when conventional lines are lost. If the interruption to phone service promises to be lengthy, or widespread, alternative communication such as Amateur Radio may be used to establish contact between the public and government facilities.

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Key Contact Numbers for Floods:

Agency	Primary #	
American Red Cross of Montana		(1-800-272-6668 (24 hrs))
BLM Bureau of Land Management		(406) 896-2900/ 896-5010
BOR Bureau of Reclamation		(406) 247-7600
Environmental Health, Stillwater Co.		(406) 322-8055
EPA Environmental Protection Agency	406-457-5015	1-800-227-8917/1-800-2278914
FHA Federal Highway Administration		(406) 449-5302
Riverside Sand & Gravel		(406) 326-2242 /780-1202
KCTR	(406) 248-7827	(406) 252-4899
KEMC		(406) 657-2987 (24 hrs)
KBLG		(406) 652-8400
MTDEQ MT Dept. of Environmental Quality	406-841-5000	(406) 247-4445 (406) 247-4430
MT DES Duty Officer		(406) 324-4777 (24 hr)
MTDNRC Dept. of Natural Resources		(406) 698-3743 /406-247-4400
MTDOT MT Dept. of Transportation		(406) 657-0217
MTFWP MT Fish, Wildlife, & Parks Dept.		(406) 247-2940
NWS Billings National Weather Service		1-800-240-4596/ (406) 652-0851
Northwestern Energy	1-800-823-7697	(888) 467-2427
PPL		(406) 896-4680/896-4681
Qwest	(800) 223-7508	(800) 954-1211
Salvation Army		(406) 249-9149
Southern Baptist Convention		406-422-0475

DAM FAILURE/FLOOD

Portions of Stillwater County are subject to flooding in the event of a failure of the dam located at Mystic Lake. This section will identify response orientated actions to be taken by specific agencies and officials. Mystic Lake Dam is managed by PP and L Montana. Their Emergency Action Plan is located in Stillwater County Sheriff's Office.

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Appendix 3.1: Sand Bag Coordination Plan

The public, particularly those living in the floodplain, will be encouraged to stockpile bags and sand before a flood. Sand and bags are for sale to the public from:

Riverside Sand and Gravel, 326-2242 or 780-1202
KEM Ready Mix, 328-6308

There are also several places in Billings where they can be purchased including:

Billings Construction Supply, 248-8355
Mintana Mills, 245-8425

County Sandbags are stored at the county shops and will be used to protect public property. Reserves kept may also be made available to the public when the Commissioners declare an emergency. Bags are also available through the MT DES at Ft. Harrison, and neighboring counties, however these MUST be replaced after the flood.

Bags will be distributed to the public, at determined sites by the IC or DESC. Sand will be distributed by Riverside Sand and Gravel and potentially Stillwater County Road and Bridge Dept.

TO ensure an orderly distribution of the bags, and sand to the public, volunteers may be stationed at the sandbag and sand distribution points. They will have a radio or cell phone to contact the EOC for more bags, sand or to request assistance for crowd control. Relief rews will be provided by the EOC.

The DES Coordinator will contact ARC for standby status to facilitate a fast response as soon as a flood watch is issued by the National Weather Service. National Guard will be asked to assume this responsibility if the Governor declares a disaster or emergency.

The EOC Logistics Section will be responsible for the distribution and accounting for sand bags. *A member of the Rural Fire Council, preferably from a district that is not involved in the flood, will serve as the "sand bag coordinator" for the first 48 hours, after which the task will be transferred to the Logistics Chief if appropriate.*

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Appendix 3.2: Mystic Lake Dam Emergency Plan

PPL Montana has completed a comprehensive emergency plan to handle failure of the Mystic Lake Dam. PPL's plan accompanies Stillwater County's Emergency Operations Plan for flooding and can be found in the 911 Dispatch Center and in the DES Office.

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Introduction:

Primary Agency: Fire Services

Support Agencies:

- Absarokee Fire Department (FD)
- Columbus FD
- Molt FD
- Nye FD
- Park City FD
- Rapelje FD
- Reed Point FD
- Montana Regional Haz-Mat Teams
- Stillwater County Disaster and Emergency Services
- Law Enforcement Agencies
- City/County 911 Dispatch Center
- Public Works Agencies
- Public Health Agencies
- National Weather Service
- Montana National Guard



Purpose

The purpose of this annex is to supplement the Stillwater County EOP by establishing policy and procedures specific to Hazardous Material/ Transportation accidents.

It is not intended to define Standard Operating Procedures (SOP) for any particular agency, but to provide a framework for operations in the event of mutual aid between agencies.

This annex will provide an organizational framework to effectively utilize all available fire fighting apparatus and personnel within Stillwater County, control the dispatching of such equipment and manpower to locations where needed, and provide for effective operations at the scene during an emergency/disaster.

Two major types of transportation accidents will be considered in this annex, *rail* and *air*. Motor vehicle accidents, which occur on roadways within the county, would not normally constitute a major emergency under this plan unless hazardous materials or mass casualties/fatalities complicated the incident.

(Please also see mass casualties Annex.)

Scope:

This annex addresses all activities including detection, containment, and clean-up of Hazardous

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Material and or Transportation Incidents occurring separately or coincidentally. 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.

Situation & Assumptions

A. Situation

Hazardous materials are transported in ever-increasing volume; by road, rail, and air.

They are also stored in very large quantities in almost every community and rural area. These materials/substances can be, among other things, explosive, corrosive, radioactive, poisonous, or at the least - a pollutant.

Mining, Agriculture and other Industry within the county rely on Hazardous type materials.

Stillwater County has one major rail company operating within its limits: Montana Rail Link (MRL) is used for cargo shipment and delivery for industry.

The County is located in a corridor known for heavy interstate and rail traffic that dissect it from east to west.

The Columbus Municipal Airport conducts flights in and out of the county involving cargo, and private flights.

Military and DNRC flights, especially helicopters, also transit the county on a regular basis.

This Contingency Plan will provide procedures, information, and assignments of responsibility applicable to an incident involving hazardous materials and or transportation incidents.

B. Assumptions

Hazard type materials exist at high levels in the County due to the Agriculture and Mining and other industrial activities within the area.

In the event of an earthquake, or other significant event, large, hazardous material spills could be common.

In a disaster, some specialized response resources may become scarce or damaged. State and other resources may be called upon.

Efficient and effective mutual aid among the various local, county, state, and federal agencies requires the use of the Incident Command System (ICS), with compatible equipment and communication.

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1. Aircraft accidents, particularly commercial flights, are especially susceptible to having mass casualties and fatalities.
2. Rail accidents are often HazMat incidents.
3. Demand for resources may be critical. Support from mutual aid would likely be needed.
4. Based on the location of the accident, mass casualty and/or evacuation procedures may be required.

Concept of Operations

A. Direction & Control

General:

◆ See the Direction and Control Annex in Section II: Functional Annexes.

◆ **HAZARDOUS MATERIAL** is a substance or material which has been determined to be capable of passing an unreasonable risk to health, safety, and property. These substances or materials can be classified in one or more of the following classes:

- | | |
|----------------|--------------------------|
| 1. Explosives | 5. Corrosive |
| 2. Flammable | 6. Compressed Gas |
| 3. Combustible | 7. Poison |
| 4. Oxidizer | 8. Radioactive Materials |

These categories of designated hazardous materials are addressed in the Department of Transportation Emergency Response Guidebook (DOT P 5800.3) located at the EOC and selected emergency response facilities (Sheriff's Office, Fire Stations.)

◆ The Incident Command System will be implemented at all incidents.

◆ Incident Command:

Rail Accident

The **Fire** agency having jurisdiction shall assume command if the event involves a fire and/or casualties. Unified Command, involving railroad representatives, is recommended for any other Rail accident requiring local response.

◆ The Incident Commander will establish an Incident Command Post (ICP) as soon as possible and ensure that the location of the ICP and identity of the IC is disseminated to all responders.

◆ The IC will adapt the management structure to reflect the need and complexity of the incident. In accordance with other annexes, this may include, but is not limited to activating the

◆ EOC, establishing unified command, and requesting mutual aid support from neighboring jurisdictions.

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- ◆ The ICS has been adopted and is used by many first responders and local jurisdictions in the State of Montana to manage incidents and events. The purpose of ICS is to establish command and control with a system recognized by all responders, using the same organization and nomenclature.
- ◆ The ranking member of the first arriving response unit assumes command until relieved. An Incident Command Post (ICP) is established as the focal point for all emergency operations. Upon determination of fire protection responsibility and the need for additional resources, management responsibility may pass from local to state or federal agencies.
- ◆ In a disaster, several ICS units may be established to manage the significant areas of need. The IC will adapt the management structure to reflect the need and complexity of the incident. A unified Command may be established.
- ◆ The IC may also take other management steps such as requesting activation of the EOC, and requesting incident activities coordination agency representatives within the EOC.
- ◆ The EOC may provide support to the Incident Commanders in such areas as evacuation, communications, transportation, shelter, and any other resources required.
- ◆ A situation map will be maintained by the EOC Planning Section to illustrate the affected areas and any other pertinent information such as anticipated fire activity and possible evacuation routes.
- ◆ Fire agencies may request activation of the Local Incident Support Team or a State or Federal Incident Management Team (IMT) to assist with managing the incident.
- ◆ Fire agencies may request activation of other local agency resources, such as Search and Rescue units, or law enforcement. These resources may be made available if not otherwise occupied.
- ◆ All non-traditional resource requests should be made to the County EOC. These may include one of the State's Regional Haz-Mat Teams, and/or Montana National Guard.
- ◆ Law Enforcement may provide traffic control, scene security, and assist in the movement of people and animals in the case of evacuation.

Air Accident

If the incident occurs at Columbus Municipal Airport, the Airport Emergency Plan will be implemented. Under this plan, Columbus Fire Department assumes the Command function.

If the incident occurs off of Airport property, the **Fire** agency having jurisdiction shall assume command if the event involves a fire and/or casualties. Unified Command is recommended.

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B. Authorities and Limitations

- ◆ The Incident Commander (IC) has authority to coordinate the use of resources and personnel at the scene of the emergency.

- ◆ The Commissioners have the authority to declare a State of Emergency within their jurisdiction and the responsibility to request a state or federal declaration if appropriate.

- ◆ Commissioners have the authority to enter into mutual aid agreements between their jurisdictions and other jurisdictions.

- ◆ Law Enforcement has the authority to secure the crash site to maintain the integrity of the accident in an attempt to discover the cause (*after fire suppression and victim rescue operations are complete*).

- ◆ The FAA has the authority and responsibility to investigate all accidents involving aircraft.

- ◆ The NTSB has the authority and responsibility to investigate accidents involving all aircraft as well as selected rail accidents. It is NTSB policy to be on the scene of a major accident as soon as possible. In minor aircraft accidents, the FAA may respond to the scene instead of the NTSB.

- ◆ The Department of Defense has the authority to investigate any accident involving military aircraft.

- ◆ The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects. The Coroner has the authority to control removal of any fatalities from the crash site. The Coroner will work closely with the respective investigation agency.

C. Communication

- ◆ An important component of activity prior to, during, and following any transportation/industrial accident is coordinating the communication flow of information with local, state and federal agencies that maybe involved as well as the media.
- ◆ Notification of the occurrence of a transportation incident will come through the 911 Dispatch Center or observance by field personnel.

- ◆ If appropriate, the DESC or his deputy will activate the EAS by contacting the **NWS 1-800-240-4596**) to initiate a public broadcast message. Radio stations KEMC and KCTR and TV stations KTVQ and KULR will copy the message and interrupt regular programming for the broadcast.

- ◆ The official using the EAS will identify himself and state the purpose of the message. Officials with access to the EAS are the DES Coordinator, county commissioners, city manager, sheriff,

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and police and fire chiefs. Messages will be coordinated with the commissioners, and released through the DES coordinator or his designee (e.g. PIO).

D. Public Information

- ◆ See the Public Information Annex in Section II: Functional Annexes
- ◆ The EOC will be responsible for all emergency public education and information.
- ◆ Once appointed, the Public Information Officer (PIO) will be responsible for public coordination and dissemination during the emergency and will clear all press releases through the Incident Commander or DESC. All approved press releases will be logged and a copy saved for the disaster records.
- ◆ During the event, the PIO, in conjunction with the IC, will continue to provide pertinent information over radio and TV. The public will be reminded to remain calm, stay tuned for more information, and to follow the instructions of emergency management personnel.
- ◆ The PIO may also participate in a Joint Information Center (JIC), staffed by PIOs from various agencies, to address the media with a single, coordinated voice.
- ◆ Special care should be taken to provide up-to-date information to friends and family of victims. Consideration should be given to keeping all such people in a central location where they can be protected from the press, and where information can be provided as it becomes available.
- ◆ The American Red Cross will be an invaluable asset in dealing with families affected by any significant transportation incident.

E. Considerations and Implementation Responsibilities

Every type of disaster has issues that are unique to that type of situation. This section is designed to point out the disaster specific issues or areas of consideration and what agency, private or governmental, is responsible to resolve that issue.

CHEMTREC (The Chemical Transportation Emergency Center) is a public service of the Chemical Manufacturers Association. It provides immediate advice for those at the scene of an emergency and will contact the shipper of the hazardous material involved for more detailed assistance and appropriate follow-up. Chemtrec operates around the clock to receive toll-free calls from any point in the United States. **1-800-424-9300**.

NORTHRIDGE TOX CENTER is a service located in the Health Center in Northridge, California. It is a 24-hour service which has a team of experts available to answer questions related to the

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effects of hazardous materials. They have medical personnel to provide advice on medical treatment of hazardous material problems. **1-800-227-6476**

◆ **Agency Cooperation**

The unique nature of transportation accidents provides for a different type of cooperation than most local agencies are used to experiencing. Federal agencies will most likely take the lead role relatively early on after the incident is reported. These agencies have the expertise to conduct these types of specialized investigations that is likely not available within the county.

1) It is vital that the Incident Commander contact the NTSB prior to removing deceased victims, or moving aircraft wreckage. Call:

◆ **NTSB Safety Office 425-227-2000 (24 hr.)**

2) For railroad accidents, the IC should contact the railroad's emergency response center as well as the NTSB prior to removing any victims or wreckage:

◆ **MRL (406) 523-1463 (24 hr)**

◆ **Confidentiality**

The nature of transportation accidents makes the issue of confidentiality a significant issue. Special care must be taken to allow the airline or agency affected by the accident to confirm casualties and to notify the next of kin via prescribed methodology. If the aircraft either originated from or was destined for the county, extreme pressure from local media will occur. There are legal and ethical issues that must be considered.

◆ **Debris Removal and Scene Security:**

County personnel should not attempt removal of accident-related debris from the accident area except as necessary to facilitate rescue without clear direction from the appropriate authority. Accident investigation is highly dependent upon the preservation of the accident scene, which should be maintained in as close to impact condition as possible. Removal of debris will ordinarily be accomplished by, or under the direction of, investigative agencies such as the TSA, NTSB, or FBI. Scene security is of extreme importance, and shall take place under the direction of the Police Department.

When responding to and securing the scene of a transportation accident, the following steps should be considered:

If bodies must be removed prior to the arrival of investigators, attempt to identify the victim, and mark the position in which the body was found. The location and position of bodies may be valuable clues to the cause of the accident. Assign a photographer to document the accident scene, and the location of bodies prior to their removal.

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Mark cuts or tears in metal or other materials made in order to rescue victims to differentiate them from those that were the result of the accident.

Protect the scene from “souvenir” hunters. This may require lighting the scene at night to ensure a secure perimeter.

◆ **Evacuations:** *Chief Elected Officials*

Upon the establishment of the EOC, the Commission or their designee has the responsibility to order appropriate citizen evacuations utilizing local law enforcement or other emergency responders as deemed appropriate. Prior to the establishment of the EOC, the Incident Commander has the responsibility to recommend evacuations if the situation is imminently critical. (see Evacuation Annex)

◆ **Mental Health:** *American Red Cross*

Due to the often gruesome nature of transportation incident, mental health issues become a major consideration. When an aircraft goes down, stress issues arise at both the point of origin as well as the destination of the aircraft. Organizations such as the ARC are well equipped to provide trained mental health teams to assist at all appropriate sites.

◆ **Search and Rescue:** *Sheriff's Department*

If the accident occurs in a rural part of the county, the most logical use of S & R is to help locate and secure the crash site. Care must be taken to protect the integrity of the site so as not to hamper the investigation into the cause of the accident. Another advantage of early activation of S & R would be to determine if there are survivors to expedite proper medical attention.

◆ **Shelter and Family Referral Services:** *American Red Cross*

If temporary lodging is needed due to a transportation accident, the ARC will activate, publish information concerning shelters, and manage shelter operations. It is critical that all efforts to shelter and feed citizens are a coordinated effort between the Red Cross and all other agencies. The EOC is the logical broker for this communication. Call:

☐ **Stillwater County District ARC 1-800-272-6668 (24 hrs)**

The Salvation Army may also be requested to provide shelters and mass feeding. Army operations will be coordinated through the EOC and Red Cross to prevent duplication of effort.

Call: **1-800-272-6668** .

(see Mass Care Annex)

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Key Contact Numbers for Transportation Accidents:

Agency	Primary #	Secondary #
ARC American Red Cross, Stillwater District	(1-800-272-6668 (24 hrs))	
BLM Bureau of Land Management	(406) 896-2900/(406) 896-5010	
BOR Bureau of Reclamation	(406) 247-7600	
CHEMTREC	(800) 424-9300 / (202) 463-1596 fax	
North Ridge Tox Center	(800) 227-6476	
Cyanide Hotline – Medical Treatment Information Du Pont Chemical	(800) 441- 3637	
Department of Defense Hazardous Materials Hotline	(800) 851-8061	
Environmental Health, Stillwater County	(406) 322-8055	
EPA Environmental Protection Agency	(800) 227-8914	(303) 293-1788
Federal Bureau of Investigation --EOC --FBI Billings Field Office	(202) 323-3300 (406) 248-8487 / (406) 896-3285 fax	
Federal Emergency Management Agency (FEMA) EOC	(800) 634-7084	
FHA Federal Highway Administration	(406) 449-5302	
Woltermann Memorial Airport	(406) 322-5313 / (406) 322-5974	
BIDC Billings Interagency Dispatch Center	(406) 896-2900 (24 hrs)	
KCTR	(406) 248-7827	(406) 252-4899
KEMC	(406) 657-2941	
KTVQ-2	(406) 252-5611	
KULR-8	(406) 656-8000	
MTDEQ MT Dept. of Environmental Quality	(406) 247-4445	(406) 841-5000 /247-4430
MT DES Duty Officer	(406) 324-4777 (24 hr)	
MTDNRC Dept. of Natural Resources	(406) 698-3743 / (406) 247-4400	
MTDOT MT Dept. of Transportation	(406) 657-0217	
Montana Rail Link Emergency Response Center	(406) 523-1463	
National Railroad Emergency Hotline	(800) 424-0201	
NTSB National Transportation Safety Board	(425)-227-2000	
NWS Billings National Weather Service	(406) 652-0851 / (800) 240-4596	
Energy Laboratories- (ELI) Billings (Environmental)	(406) 252-6325	
Pace Analytical – Billings (Environmental)	(406) 254-7226	
Regional HazMat Teams (contact DES)	(406) 324-4777	
Salvation Army	(406) 249-9149	
Union Pacific Railroad Emergency Response Center	(800) 595-3488	
U.S. Department of Transportation Federal Motor Carrier Safety Administration	(406) 449-5304	
UTLX Rail Car Manufacturer	(312) 431-3111	

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COUNTY ASSIGNMENT OF RESPONSIBILITIES:

INCIDENT COMMAND:

The jurisdictional Fire Chief is responsible for Incident Management. (Unified Command is recommended)

SHERIFF'S DISPATCH:

1. Utilize Hazardous Material Incident Report Form to gather appropriate information.
2. Notify Incident Manager, Sheriff, DES Coordinator, and appropriate Chief Elected Official.
3. Alert hospital of possible victims and, if known, type of contamination they may have.
4. Dispatch ambulance as appropriate.
5. If there is a train wreck, notify the Montana Rail Link Safety Officer, in Laurel, Montana at 628-8012.
6. Keep in contact with the Incident Manager.

INCIDENT MANAGER (Jurisdiction Fire Chief):

Actions en route to the Scene:

- a. Insure law enforcement response for traffic and crowd control.
- b. Have dispatch check weather forecast for area.
- c. Determine geography at scene.
- d. Respond from upwind of an incident.

Actions on Arrival at the Scene:

- a. Risk lives only to save lives.
- b. Determine if hazardous materials are present:
 1. Check rail car or vehicle for placards.
 2. Check for Bill of Lading, if it is a truck. If it is a train, check Waybill or Consist
- c. Determine immediate health/safety hazards.
- d. Restrict access and evacuate if necessary.
- e. Establish a Command Post.
- f. Determine strategy and tactics.
- g. Request assistance as necessary.
- h. Follow Contamination Control and Decontamination procedures.
- i. Supervise/control/coordinate product recovery.
- j. If the chemicals are not identified and the hazards unknown,

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fight fire as though chemicals are toxic, and likely to have explosive actions.

- k. Inform Emergency Medical Services of contamination hazards.

DISASTER AND EMERGENCY SERVICES (EOC):

1. Contact industry, state and federal authorities to ascertain extent of hazard.
2. Gather all information available on transportation firm involved in incident.
3. Encourage responding agencies to keep track of fiscal considerations.
4. Keep Chief Elected Officials informed.
5. Be prepared to help coordinate an evacuation.
6. Request industry, state or federal aid as needed.
7. Open EOC, if requested.

SHERIFF'S OFFICE:

1. Provide traffic control and incident site security.
2. Implement evacuation procedures through DES and the Chief Elected Officials as necessary.
3. Have a representative at the Field Command Post.
4. Provide assistance to the Incident Manager as requested.

EMERGENCY MEDICAL SERVICES:

1. **Hospital:**
 - a. Implement the Hospital Emergency Operations Plan.
 - b. Prepare for casualties.
 - c. Prepare for decontamination procedures as needed.
2. **Ambulance:**
 - a. Responsible for triage, treatment, and transportation.
 - b. Coordinate with Incident Manager, provide assistance as requested.

PUBLIC INFORMATION OFFICER:

1. Coordinate news media.
2. Coordinate with Chief Executives, Incident Manager and DES Coordinator on news releases and information to the public.
3. Make periodic broadcasts or announcements to the public and press keeping them informed and advised of hazards and conditions and emergency information.

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PUBLIC WORKS/ROAD AND BRIDGE:

1. Be prepared to shut down or isolate public utilities and services if threatened with contamination. Assist the Incident Manager as requested.

RADIOLOGICAL INCIDENTS:

Follow the same procedures for hazardous material spills with these added considerations:

1. Isolate the incident area. Rescue the injured and initiate any needed emergency treatment. DETAIN all concerned, unless seriously injured. Cordon off area until a radiological team can be brought in with radiological instruments. This is a highly technical field, and this work must be performed by competent professionals. No material or equipment should be removed from the scene without being surveyed by the monitoring team for contamination.
2. Fires should be fought (following hazardous material precautions), with the minimum dispersal of water or material runoff.
3. No food should be consumed in the incident area.
4. The radiological team will come under the control of the Incident Manager. The team will assume control of the technical operations to test for radiological contamination and initiate decontamination procedures.
5. Depending on the magnitude of the incident, activate the Emergency Operations Center.
6. When victims of the incident involving radioactive materials are taken to the hospital for treatment, be sure the hospital personnel understand that special precautions must be followed because of contamination.
7. Do not clear the scene or assume the incident is closed until radiological operations experts have given their clearance.

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Annex 5: Earthquake

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Section III: Hazard Specific Annexes

Introduction:

Primary Agency: Unified Command



Support Agencies:

- Law Enforcement
- Fire Service Agencies
- Stillwater County Disaster and Emergency Services
- City/County 911 Dispatch Center
- Emergency Medical Services
- Public Works Agencies
- Public Health Agencies
- Montana DOT
- Montana Highway Patrol
- Montana National Guard
- Montana DES
- National Weather Service
- American Red Cross of Montana

Purpose

To provide an organizational framework that will effectively utilize all available resource equipment and personnel within Stillwater County, control the dispatching of such equipment and manpower to locations where needed, and provide for effective operations at the scene during an emergency/disaster.

Scope:

This annex addresses dam earthquake activities including warning, and shelter of extreme hazards causing a significant natural or technological disaster. The scope of this section will not attempt to address details regarding mutual aid responsibilities and procedures that are contained in other documents.

SITUATION AND ASSUMPTIONS

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Situation:

Stillwater County lies within 100 miles of the Inter Mountain Seismic Belt. . The County is located in the South Central part of the State with parts of the Absaroka Beartooth Wilderness running through the County.

Although there is no history of an Earthquake striking within the County, many of the larger earthquakes in the region have been felt in Stillwater County.

Land ownership in the county are divided into private, municipal (City, County and State) and the United States Forest Service (USFS).

There exist mutual aid agreements between the participating law enforcement agencies, fire services and EMS services within the County and with surrounding Counties which detail the support that each entity will provide and how the costs will be determined and paid. State and federal cost support may be available on incidents that overwhelm local jurisdiction resource capabilities.

Law enforcement, in addition to having 24-hour operational capability, have two-way radio communication links between their respective mobile units and the County.

Law enforcement, with the use of sirens and public address systems, are a valuable resource for disseminating warning and emergency information, and may do so when needed unless otherwise involved.

Assumptions:

1. An Earthquake could happen within Stillwater County. Such an events probability and risk are very low for Stillwater County.
2. Some of these events will lead to added problems including, fire, mudslides, road, bridge and even building failure.
3. In a disaster, some emergency resources may become scarce or inoperable. State and other resources may be called upon.
4. Wheeled-vehicle access may be hampered by road or bridge closures due to failure or washout. Alternative type transportation may be called needed.
5. Efficient and effective mutual aid among the various local, county, and state, and federal emergency agencies require the use of the Incident Command System (ICS) together with compatible emergency equipment and communications.
6. In general, people have learned to prepare for it and protect themselves from serious consequences. However, when electric power is inoperable and roads are impassible, there is a real danger of a disaster.
7. Scores of fatalities and injuries could occur depending upon the time of day the earthquake strikes.

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8. In addition to structural damage to bridges and buildings, an earthquake of magnitude 6-8 on the Richter scale may be expected to result in:
9. Additional natural or technological emergencies such as floods, landslides, fires, explosions, dam failures, and hazardous materials incidents.
10. Disruption of vital utility services such as water, sewer, power and natural gas.
11. Damage to, and disruption of emergency response facilities, resources, and systems.
12. Civil and political emergencies, such as resource hoarding, price gouging, and fraudulent business schemes.
Gasoline and food shortages due to commercial businesses not being able to open,
13. Telephone lines and radio repeater sites will probably be down after a major earthquake. Cellular phones may also be disrupted because of their dependency on landlines and repeaters.
14. Many streets and highways may be impassable due to debris and collapsed bridges and overpasses.
15. It may take days or weeks before an accurate damage assessment is available.
16. Demand for resources may be critical.
17. Enhanced public awareness via techniques such as citizen handouts, ad campaigns, evacuation routes and mapping information may be helpful.

Concept of Operations

A. Direction & Control

- ◆ See the Direction and Control Annex in Section II: Functional Annexes.
- ◆ The Incident Command System will be implemented at all incidents. Following an earthquake with widespread damage, a Unified Command may be established among agencies or affected neighboring jurisdictions in order to assure more efficient management of scarce resources. In this event, the local Command and General Staff may co-locate with other neighboring jurisdictions in the best surviving facility. On-scene control will be delegated to the Operations Section Chief or to an on-scene Incident Commander.
- ◆ Incident Command:
 - a. **Response: Unified Command** is recommended. Representatives may include: LE, Fire, PW, PH, DESC, and CEO.
 - b. **Recovery:** Senior **Public Works** official or designee.
*Unified Command (*suggested*): PW, PH, DESC, NGO
- ◆ The Incident Commander will establish an Incident Command Post (ICP) as soon as possible and ensure that the location of the ICP and identity of the IC is disseminated to all responders.
- ◆ The IC will adapt the management structure to reflect the need and complexity of the incident. In accordance with other annexes, this may include, but is not limited to activating the EOC, establishing unified command, and requesting mutual aid support from neighboring jurisdictions.

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B: Operational Roles & Responsibilities

◆ American Red Cross (ARC)

- Set up shelters.
- Conduct a windshield damage survey within the first 24 hours.
- Provide a locator service to answer inquiries about people in the disaster area.

◆ Chief Elected Officials

Declare an emergency and/or a disaster with up to a 2-mill levy, if appropriate. Separate declarations are required for each affected jurisdiction (county, Helena, East Helena.) A disaster declaration will allow a request to the MTDES for assistance.

◆ Coroner's Office:

The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.

◆ DES Coordinator (DESC)

- Manage the EOC, advise the CEO's and support field operations.
- Provide public information if the PIO is not available.
- Ensure that damage assessment and major events are being recorded.
- Hold periodic briefings when necessary for the EOC staff to exchange information.
- Act as liaison with MTDES.

◆ Emergency Medical Services (EMS):

Local Volunteer EMS services will transport and treat casualties. The emergency room can take up to 5 seriously injured patients. It has 12 beds with an emergency capacity of 30 beds and a 30-day stockpile of medicine. An emergency generator is available.

◆ Emergency Operations Center (EOC):

(See the EOC Annex for more information)

The EOC will provide support to the Incident Commander(s) in such areas as evacuation, communications, transportation, shelter, and any other resources required.

The EOC will be activated by the DESC and staffed by the elected officials and heads of the departments involved in the response or their designees. A worst-case earthquake scenario assumes that the quake would happen at night when key staff is at home, major arterials would be damaged,

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and all communications systems except car-to-car and portable radios would be inoperative for the first few hours following the shock. Since normal paging and call-back systems may be inoperative, members of the Emergency Management organization as well as others with ICS positions should automatically respond to the EOC as soon as possible *after ensuring the safety of their families*. EOC staffing should take place under the assumption that those personnel who must commute into Helena may encounter severe obstructions and delays.

A situation map will be maintained by the Planning Section in the EOC to illustrate the affected areas and any other pertinent information such as fires, flooding, impassable roads and alternate response routes.

ARES will provide emergency communications from the EOC to wherever requested in the field and for other agencies, such as the ARC.

Response personnel (Fire, Police, and Public Works Department employees) should report to their workplace.

◆ Fire Services:

County fire departments will fight fires, rescue victims, respond to hazardous materials incidents, provide emergency medical services, assist law enforcement with evacuation and assess damage. Damage reports will be reported to the EOC for collection and assessment.

◆ Law Enforcement:

Law Enforcement will be in charge of evacuation, perimeter security, and traffic control. Damage assessment will be reported to the EOC.

◆ Public Health:

- Issue a boil order immediately until it is determined that the water is safe to drink.
- Identify sources of safe drinking water during disaster situations.
- Public health nurses assist the ARC at shelters.
- Inspect shelters for sanitary conditions, including food and water supplies, wastewater and garbage disposal.
- Conduct damage assessment in licensed food facilities for contamination and refrigeration failures.
- Provide information on probable sewage contamination, identifying sources for portable toilets when needed, and providing information on appropriate clean-up.

◆ Public Works: *(County Road and Bridge, Town of Columbus Public Works)*

- Provide a representative to the Damage Assessment Group in the EOC.

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- Conduct a windshield damage survey within the first 24 hours and more intensive assessments as able.
- Coordinate in helping inspect priority buildings first, which are essential service, hospitals, nursing homes, and shelters. Damage assessment will be reported to the EOC. *See the Damage Assessment Annex for more information.*
- Debris removal, with an emphasis on roads that need to be cleared for emergency traffic.
- Restoration of basic services. Repairs to water and sewer mains, streets and bridges will be made in order of priority.
- Assist Law Enforcement with traffic control with the use of barriers and signs.

C. Authorities and Limitations

- ◆ The Incident Commander (IC) has authority to coordinate the use of resources and personnel at the scene of the emergency.
- ◆ The Commissioners have the authority to declare a State of Emergency within their jurisdiction and the responsibility to request a state or federal declaration if appropriate.
- ◆ The Commissioners have the authority to enter into mutual aid agreements between their jurisdiction and other jurisdictions.

MCA 10-3-104 and 10-3-406 give the Governor and local chief elected officials the authority to *“direct and compel the evacuation of all or part of the population from an emergency or disaster area....when necessary for the preservation of life or other disaster mitigation, response, or recovery,”* and to *“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.”*

- ◆ Law Enforcement has the authority to order evacuations and close roads in emergent circumstances.
- ◆ The MTDOT and the Federal Highway Administration have the authority to close state and federal highways and bridge structures.
- ◆ County Health Officers has broad authority over matters of public health to include air and water quality concerns, food supplies, wastewater systems, and disease prevention.
- ◆ City officials have the authority to condemn a building in the city as unsafe to occupy.

D. Warning and Notification

See the Alert and Warning Annex in Section II: Functional Annexes.

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The DESC or his deputy will activate the EAS by contacting the **NWS (1-800-240-4596)** to initiate the message. If phones are down, a message may be hand delivered to the primary EAS station, KEMC Radio, 1500 North 30th, Billings, MT 59101. Radio and TV stations will copy the message and interrupt regular programming for the broadcast.

If communications are down, the most logical source of communications will be the local ARES organization, which is able to provide portable and self-sustained Ham radio communication that can link critical sites such as the EOC, shelters, hospitals and others that may be needed.

Earthquakes occur without warning. Follow-up confirmation on magnitude, epicenter, damage assessments, etc., will likely be received first through the 911 center and the media. The jurisdiction will also be inundated by the public with information on damage and life/safety concerns. The IAP must address facilitating and verifying those reports and requests.

E. Public Information

◆ Providing Information to the Public

See the Public Information Annex in Section II: Functional Annexes

The EOC will be responsible for all emergency public education and information.

Once appointed, the Public Information Officer (PIO) will be responsible for public coordination and dissemination during the emergency and will clear all press releases through the Incident Commander or DESC. All approved press releases will be logged and a copy saved for the disaster records.

During the event, the PIO, in conjunction with the IC, will continue to provide pertinent information over radio and TV. The public will be reminded to remain calm, stay tuned for more information, and to follow the instructions of emergency management personnel. Such instruction may include guidelines for returning to homes, shelter accommodations, sanitation, and where and how to report damages. [Appendix 2.1 EAS Instructions To The Public](#)

The normal alert and warning systems may be down or limited following a major quake. It may be necessary to augment these systems with mobile public address systems, door-to-door contact, and posting notices on bulletin boards in designated public gathering places such as shelters

The PIO may also participate in a Joint Information Center (JIC), staffed by PIOs from various jurisdictions, to address the media with a single, coordinated voice.

◆ Receiving Information from the Public

Providing adequate communications means to receive information from the public, such as damage reports, sanitation problems, health issues, offers for donated goods, and other public safety-related problems, is the responsibility of the Communications Unit Leader and the PIO. This will probably be done by staffing public information lines and publishing the telephone number through the local media. The PIO must also ensure the information received is communicated to the appropriate EOC section to deal with it.

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F. Considerations and Implementation Responsibilities

Every type of disaster has issues that are unique to that type of situation. This section is designed to point out the disaster specific issues or areas of consideration and what agency, private or governmental, is responsible to resolve that issue.

◆ **Damage Assessment & Incident Stabilization:**

Damage assessment will take place in two phases: 1) the initial assessment, to determine general impact and damage to vital facilities and resources, and provide a brief overview of impact on citizens and businesses; and 2) subsequent, in-depth, assessments to determine the full extent of damage and the financial implications for disaster declarations and disaster assistance. Priorities in the initial assessment will be the restoration of emergency response and direction and control capability, and the saving of lives. (see *Damage Assessment Annex*)

In an incident requiring damage assessment, such as an earthquake or flood, a Damage Assessment Group will be organized under the Operations Section. This group will be lead by a Group Supervisor appointed by either the IC or Operations Chief. The initial assessment will take place under the direction of the *Damage Assessment Group*, with assistance from the *Planning Section* as needed. Priorities in the second phase will be to estimate damages, restore public services and facilitate disaster assistance. The *Finance Section* may provide assistance in Phase two assessments (cost analysis, budgeting etc.) The County does not have the resources to restore private residences or businesses.

1. Initial Damage Assessment

2.

An aerial survey of the County should be performed as soon as possible after the initial shock. The results of this survey will facilitate further damage assessment on the ground. Local building officials will direct damage assessment on vital facilities according to their assigned Branch.

The initial damage assessment should be augmented by "windshield" surveys and citizen reports, in order to provide an estimate of numbers of private homes and businesses affected.

This survey should be completed as soon as possible, since it will provide the supporting documentation for a disaster declaration, and establish a base for the secondary assessment process.

An assessment of damage to utilities, and evaluation of the immediate needs of the population, especially water and sanitation services, should be accomplished as soon as possible.

Potable water is a major concern following an earthquake. Power and gas for heating may also be extremely important, depending upon the season.

2 Secondary Assessment

The EOC Finance Section should begin gathering dollar figures associated with the damage to support requests for disaster declarations and assistance. Resources and facilities, which

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will be vital to the economic recovery of the County, should be surveyed. These include all hospitals, schools, financial institutions, and major employers.

3 Aerial Reconnaissance

The Civil Air Patrol, US Forest Service, MT Highway Patrol and a number of public and private resources may be utilized. This includes fixed wing and helicopter.

◆ **Debris Removal:** *Public Works*

Removal of debris from public roads/highways is the responsibility of the agency that is responsible for its maintenance. Care should be taken to ensure that debris removal efforts are coordinated with other agencies that may have an associated responsibility. Removal of debris from private property is the responsibility of the property owner. (see *Debris Management Annex*)

◆ **Environmental Protection:** *Public Health*

The Health Department will take the lead in issues of sanitation, potable water supply and disease prevention. It must be assumed that municipal water sources will be disrupted with the potential for contamination of drinking water caused by sewage and other sources of infestations. Food supplies may be compromised by contamination or lack of power. Refuse could accumulate to create harborage for insects, rodents and other disease carrying vectors.

◆ **Evacuations:** *Chief Elected Officials*

Upon the establishment of the EOC, the Commission or their designee has the responsibility to order appropriate citizen evacuations utilizing local law enforcement or other emergency responders as deemed appropriate. Prior to the establishment of the EOC, the Incident Commander has the responsibility to recommend evacuations if the situation is imminently critical. (see *Evacuation Annex*)

◆ **Power Outages:** *Northwestern Energy, Beartooth Electric, Yellowstone Electric*

Northwestern Energy will provide response to the loss of commercial power. Auxiliary power capabilities exist at the 911 Dispatch Center, County EOC, and hospital. Public Works also has access to portable generators.

◆ **Road Closures and Emergency Transportation Routes:** *Law Enforcement*

State, County, or City law enforcement agencies working in conjunction with the MTDOT and County Roads Department can enforce the closure of roads and rerouting of traffic if necessary.

◆ **Search and Rescue:** *Sheriff's Department*

If there is an earthquake sufficiently intense to cause buildings to collapse, every reasonable effort should be made to determine if these buildings were occupied and if so, efforts coordinated with qualified emergency personnel to locate any potential survivors. Additionally, if citizens are isolated due to collapsed bridges or other structures, every effort should be made to rescue these individuals as soon as is feasible.

◆ **Shelter and Family Referral Services:** *American Red Cross*

If temporary lodging is needed due to earthquake, the ARC will activate, publish information concerning shelters, and manage shelter operations. It is critical that all relief efforts to shelter and

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feed citizens are a coordinated effort between the Red Cross and all affected communities. The EOC is the logical broker for this communication. Call:

- **Stillwater County District ARC 1-800-272-6688 (24 hrs)**

The Salvation Army may also be requested to provide shelters and mass feeding. Army operations will be coordinated through the EOC and Red Cross to prevent duplication of effort. Call 1-800-272-6668.

(see *Mass Care Annex*)

◆ **Special Populations: Law Enforcement**

As the situation dictates, it may be required to evacuate elderly and infirm citizens from nursing homes, foster homes and other public and private facilities. Special transportation and trained personnel may be required to accomplish this task. Incarcerated populations may also be required to be moved and this will require special transportation accommodations as well as trained security personnel.

◆ **Telephone Outages: Qwest**

Qwest and Sprint will provide response to the loss of conventional telephone service. Cellular telephones may not work when conventional lines are lost. If the interruption to phone service promises to be lengthy, or widespread, alternative communication such as Amateur Radio may be used to establish contact between the public and government facilities.

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Appendix 5.1: EAS Instructions to the Public

(Provide the magnitude of the earthquake and the location and extent of damage, if known. If this is unknown, state that this will be made public as soon as it is available.)

- 1 Check for injuries and do not move the seriously injured unless they are in immediate danger.
- 2 Check utilities and shut them off only if they are damaged. If there is a gas leak, turn off the main gas valve next to your gas meter. Do not light matches. Open windows and doors and contact the power company. Leave and do not reenter the building until it is safe. (*Give location of Red Cross shelters*)
- 3 Emergency water may be obtained from melted ice cubes and hot water and toilet tanks, but not the bowl. *DO NOT use water from the toilet tank if you are using a chemical cleaning agent that is dispensed in the tank.* Bottled beverages are a good temporary substitute for water.
4. Ensure sewer lines are intact before flushing your toilet.
5. Check chimneys for cracks and damage. Unnoticed damage could lead to a fire. Approach chimneys with caution and keep your distance.
6. Be prepared for aftershocks.
- 7 Stay out of damaged buildings.
- 8 Do not use the telephone except to report emergencies.
- 9 Do not go sightseeing.
10. Cooperate with authorities.

Appendix 5.2: Incident Stabilization/Restoration Priorities

When all else fails, the priority for restoration will focus on protection of life as the number one priority, followed by property and finally the environment. We realize that specific items may change based on the situation facing the decision makers at any given moment. The following lists are meant to be general guidelines.

Facilities

- ◆ 911 System, EOC, Hospitals
- ◆ Fire Stations
- ◆ Red Cross Shelters, (i.e. schools and churches)
- ◆ Water Treatment Plants
- ◆ Nursing Homes and other congregate care facilities

Communication

- ◆ City/County Emergency Communications
- ◆ EOC communications services
- ◆ QWEST lines

Transportation

- ◆ Primary arterials and buses/routes, freight service, ambulances, collector streets
- ◆ Evacuation assistance

Personnel

- ◆ Workers essential to recovery actions

Water

- ◆ Fire Suppression
- ◆ Potable water, Sanitation
- ◆ Industrial processes

The priorities reflected in this diagram are general guidelines for returning the county to operational and economic normalcy only.

Later priorities include:

- ◆ Pharmaceuticals
- ◆ Food
- ◆ Banking facilities
- ◆ Insurance Firms

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Appendix 5.3: Mercalli and Richter Scales

The modified Mercalli and Richter scales are methods for measuring earthquakes. The Mercalli scale measures the intensity of an earthquake, and gives a rough idea of the amount and types of damage that may result at each level. The Richter scale measures magnitude, or the amount of energy released from an earthquake, but makes no direct estimate of damages. Each level, or point, in the Richter scale is 10 times more powerful than the previous point. For example, a six-point earthquake is ten times more powerful than a five, and 100 times more powerful than a four.

Soil and rock type, and distance from the epicenter, as well as the quake's magnitude affect damage caused by an earthquake.

MODIFIED MERCALLI INTENSITY SCALE

- I Not felt, except by a very few under especially favorable circumstances.
- II. Felt by only a few persons, especially on upper floors of buildings. Delicately suspended objects may swing.
- III. Felt quite noticeably indoors, especially on upper floors of buildings, but may not be recognized as an earthquake. Standing motor vehicles may rock slightly. Vibration like the passing of a truck.
- IV. During the day, felt indoors by many; outdoors by few. At night, some awakened. Dishes, windows, doors disturbed, walls make creaking sound. Sensation like heavy truck striking building. Standing motor vehicles rocked noticeably.
- V Felt by nearly everyone; if at night, many awakened. Some dishes, windows, etc. broken. Some cracked plaster. Unstable objects overturned. Disturbance of trees, poles, and other tall objects sometimes noticed. Pendulum clocks may stop.
- VI. Felt by all. Some heavy furniture moved; a few instances of fallen plaster or damaged chimneys. Damage slight.
- VII. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable in poorly built or badly designed structures. Some chimneys broken. Noticed by people driving motor vehicles.
- VIII. Damage slight in specially designed structures, considerable damage or partial collapse in ordinary substantial buildings; great damage in poorly built structures. Panel walls thrown out of frame structures. Factory stacks, columns, monuments, and walls toppled. Heavy furniture overturned. Some evidence of ground movement; changes in well water. Persons driving motor vehicles disturbed.
- IX. Considerable damage in specially designed structures; well-designed frame structures thrown out of plumb. Great damage and partial collapse in substantial buildings. Buildings shifted off foundations. Ground cracked conspicuously. Underground pipes broken.

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X Some well-built wooden structures destroyed. Most masonry and frame structures destroyed. Foundations and ground badly cracked. Rails bent. Landslides on riverbanks and steep slopes. Shifted sand and mud. Water washes over stream and lake banks.

XI. Few masonry structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Earth slumps and slips in soft ground.

XII. Damage total. Waves seen on ground surfaces. Lines of sight and level distorted. Objects thrown upward into air.

The following table illustrates the approximate relationships between magnitude (Richter scale) and intensity (Mercalli), and the approximate radius of perceptibility:

Richter	Mercalli	Radius
3	I-III	15 miles
4	IV-V	30 miles
5	VI-VII	125 miles
6	VIII-IX	170 miles
7	X-XI	250 miles
8	XII	450 miles

These relationships are approximate. An earthquake of 6 on the Richter Scale could result in a Mercalli measurement either below or above the VIII-IX range, depending upon the depth of focus, distance from epicenter, and soil and rock types.

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Annex 6: Volcanic Ash

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Introduction:

Primary Agency: Unified Command

Support Agencies:

- Absarokee Fire Department (FD)
- Columbus FD
- Molt Fire FD
- Nye FD
- Park City FD
- Rapelje FD
- Reed Point FD
- Stillwater County Disaster and Emergency Services
- Stillwater County Fire Warden
- Law Enforcement Agencies
- City/County 911 Dispatch Center
- Emergency Medical Services
- Public Works Agencies
- Public Health Agencies
- Montana DOT
- Montana Highway Patrol
- Montana National Guard
- Montana DES
- National Weather Service
- American Red Cross of Montana



Purpose

The purpose of this plan is to outline the procedures, services, and response actions to be used by local agencies during a volcanic ash incident.

Situation & Assumptions

A. Situation

1. The volcanic eruption of Mt. St. Helens May 18, 1980, as well as continuing volcanic and seismic activity in places as nearby as Yellowstone National Park has made the threat of future volcanic eruptions that could affect Montana and Stillwater County a reality. With proper wind

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currents, a major eruption on either Mt. St. Helens or Mt. Hood could cause a sizeable amount of ash to fall in our area and create a significant threat to the health and safety of every citizen in the County.

2. Volcanic ash is pulverized rock. It often contains small pieces of light, expanded lava called pumice or cinders. Although gases are usually too diluted to constitute danger to the average person, the combination of acidic gas and ash which may be present within many miles of an eruption could cause lung damage to small infants, the very old and infirmed, or those already suffering from severe respiratory illness.

3. Volcanic eruptions are often accompanied by seismic activity and electrical storms. Responding to and recovering from such an incident would require a concerted effort on the part of the county and all of its emergency response agencies.

B. Assumptions

1. None identified.

Concept of Operations

General

The Town of Columbus/Stillwater County is committed to a proactive public information program during a disaster or emergency.

Notification to citizens will be made as soon as possible via the automated Emergency Alert System (EAS), the "E 911" system, mobile PA systems, and local radio/TV broadcasts. The DESC or his deputy will activate the EAS by contacting the **NWS (1-800-240-4596)** to initiate a public broadcast message

- **EAS (Emergency Alert System):** The Emergency Alert System has replaced the Emergency Broadcast System as the primary digitized warning system for south central, south east Montana and Sheridan County Wyoming. The system is designed to provide a 24-hour warning point to the public for emergencies and disasters. KEMC Radio Station (91.7 FM) is the primary station, with simulcast capability to the other participating local stations: KCTR, KBLG, KULR-TV and KTVQ-TV. KEMC and the local dispatch center have generators, to enable broadcasting during power outages. This makes it essential for people to have battery-powered radios to receive these important messages during times of emergency.

At the earliest convenience, updates and important information will also be placed on the relevant City and County websites (Public Safety, Public Health, etc.)

- Stillwater County public information and education programs will:

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1. Provide support during the four phases of emergency management: mitigation, preparedness, response, and recovery operations.
 2. Provide the public with accurate, timely, and easily understood event-related information concerning protective actions, route restrictions, health notices, and emergency assistance information.
 3. Control rumors.
 4. Coordinate information releases with all participating public and private agencies, emergency responders, and all levels of government to support public officials and media representatives in satisfying the public's demand for accurate and consistent information.
 5. Limit public information activities to County-specific events and actions. Federal and State governments are responsible for information related to their jurisdictions.
 6. Include provision of materials to the visually and hearing impaired, and non-English speaking persons.
- The County's Incident Command System (ICS), Emergency Operations Center (EOC), and Joint Information Center (JIC) will support public information.
 - The County DES PIO or an alternate may serve as spokesperson for the EOC and Incident Commander (IC) during an emergency situation. Organizations not represented by the EOC may use their own PIO but should try to coordinate their media releases with the PIO as appropriate to avoid confusion among the public.
 - The DES PIO will issue news releases on behalf of the county after coordinating current information with other agencies. Member(s) of the EOC will receive copies of all releases. EOC and/or IC approval is required before issuing policy-related news releases. Copies of releases will be sent to cooperating partners.

B. Direction & Control

- ◆ See the Alert and Warning Annex in Section II: Functional Annexes.
- ◆ The Incident Command System will be implemented at all incidents.
- ◆ Unified Command may be established among agencies or affected neighboring jurisdictions in order to assure more efficient management of scarce resources. In this event, the local Command and General Staff may co-locate with other neighboring jurisdictions in the best surviving facility. On-scene control will be delegated to the Operations Section Chief or to an on-scene Incident Commander.

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◆ Incident Command:

a. **Response: Unified Command** is recommended. Representatives may include: LE, Fire, PW, PH, DESC, and CEOs.

b. **Recovery:** Senior **Public Works** official or designee.

*Unified Command (*suggested*): PW, PH, DESC, NGOs

◆ The Incident Commander will establish an Incident Command Post (ICP) as soon as possible and ensure that the location of the ICP and identity of the IC is disseminated to all responders.

◆ The IC will adapt the management structure to reflect the need and complexity of the incident. In accordance with other annexes, this may include, but is not limited to activating the EOC, establishing unified command, and requesting mutual aid support from neighboring jurisdictions.

◆ All information releases should be coordinated with the IC, the DES Coordinator (DESC) and the Chief Elected Officials (CEOs) (or designated representative) for approval prior to release to the public/media.

◆ News releases from other facilities, counties or state-level agencies should be coordinated with the appropriate public officials.

C. Operational Roles & Responsibilities

◆ American Red Cross (ARC)

- Set up shelters.
- Conduct a windshield damage survey within the first 24 hours.
- Provide a locator service to answer inquiries about people in the disaster area.

◆ Chief Elected Officials

Declare an emergency and/or a disaster with up to a 2-mill levy, if appropriate. Separate declarations are required for each affected jurisdiction (County, Columbus.) A disaster declaration will allow a request to the MTDES for assistance.

◆ Coroner's Office:

The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.

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◆ DES Coordinator (DESC)

Mitigation Phase

- Stress hazard awareness and personal preparedness in presentations with the media, schools and service clubs.

Preparedness Phase

- Review and update this annex.

Response Phase

- Inform the public through the EAS. Ensure that the EAS is not overly used to cause undue public concern.
- Consider activation of the EOC.
- Consider activation of volunteer organizations.
- Consider need for Emergency or Disaster declaration and begin process, if necessary.
- Establish and maintain reporting and coordination contact with cooperating jurisdictions, state and volunteer agencies until Liaison position is filled.
- Assist Incident Command and Command Staff as requested.
- Activate other annexes from this plan including but not limited to:
 - Public Information Annex
 - Debris Management Annex
 - Mass Care Annex
 - Damage Assessment Annex
- Appoint a PIO. If the primary PIO is not available, the new PIO should be experienced in the roles & responsibilities of a Public Information Officer.
- Determine the need for and activate JIC.
- Maintain a unit log of major decisions and actions taken.

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- Manage the EOC, advise the CEO's and support field operations.
- Provide public information if the PIO is not available.
- Ensure that damage assessment and major events are being recorded.
- Hold periodic briefings when necessary for the EOC staff to exchange information.
- Act as liaison with MTDES.

Recovery Phase

- Assist in assessment of damages.
- Provide coordination point for disaster recovery activities and agencies.
- Facilitate post-incident analysis.
- Revise and update emergency plans as incident analysis indicates.

◆ Emergency Medical Services (EMS):

2 Level II Trauma Centers are located in Billings. They will take patients as Stillwater Community Hospital will quickly be overwhelmed. Emergency power is available.

◆ Fire Services:

County fire departments will fight fires, rescue victims, respond to hazardous materials incidents, provide emergency medical services, assist law enforcement with evacuation and assess damage. Damage reports will be reported to the EOC for collection and assessment.

◆ Law Enforcement:

Law Enforcement will be in charge of evacuation, perimeter security, and traffic control. Damage assessment will be reported to the EOC.

◆ Public Health:

- Coordinate air quality (AQ) monitoring.
- Identify sources of safe drinking water during disaster situations.
- Public health nurses assist the ARC at shelters.
- Inspect shelters for sanitary conditions, including food and water supplies, wastewater and garbage disposal.

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- Conduct damage assessment in licensed food facilities for contamination and refrigeration failures.
- Provide information on probable sewage contamination, identifying sources for portable toilets when needed, and providing information on appropriate clean up.

◆ Public Works:

Mitigation Phase

- No identified actions.

Preparedness Phase

- Increase warehouse stock of items likely to be in demand.
- Evaluate fleet maintenance needs.
- Update resource lists.
- Establish interagency coordination communications plan.
- Provide public information regarding appropriate preparedness activities through the EOC PIO as appropriate.
- Participate in, and evaluate, exercises.

Response Phase

- Provide a representative to the Damage Assessment Group in the EOC.
- Conduct a windshield damage survey within the first 24 hours and more intensive assessments as able.
- Help with coordination to inspect priority buildings first, which are essential service, hospitals, nursing homes, and shelters. Damage assessment will be reported to the EOC. *See the Damage Assessment Annex for more information.*
- Assess the volcanic activity with respect to wind forecasts, ash volume expected, and damage to vehicles, the water supply, utility distribution systems, catch basins, storm drains and roadways. Keep EOC advised.
- Respond to and control the incident according to department SOP's.
- Assist LE with traffic control with the use of barriers and signs.

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- Coordinate debris management, with an emphasis on roads that need to be cleared for emergency traffic.
- Coordinate inspections of pumps, valves, reservoirs, etc. as well as other utility system components as appropriate.
- Coordinate restoration of basic services. Repairs to water and sewer mains, streets and bridges will be made in order of priority.
- Identify needs for alternative water supplies, if necessary.

Recovery Phase

- Release excess personnel and equipment according to demobilization plan.
- Assist in the compilation of damage assessment of government owned equipment, utilities, roads, etc. to support request for federal disaster assistance.
- Assign personnel to monitor and direct the long-term recovery process.
- Complete required paperwork and reports.
 - Participate in post incident analysis.
 - Incorporate appropriate recommendations to revise the plan.
 - Release complete statistics on disaster damage, injuries and fatalities.
 - Provide the media information on the progress of recovery efforts.

D. Authorities and Limitations

- ◆ The Incident Commander (IC) has authority to coordinate the use of resources and personnel at the scene of the emergency.
- ◆ The Commissioners have the authority to declare a State of Emergency within their jurisdiction and the responsibility to request a state or federal declaration if appropriate.
- ◆ Commissioners have the authority to enter into mutual aid agreements between their jurisdictions and other jurisdictions.
- ◆ MCA 10-3-104 and 10-3-406 give the Governor and local chief elected officials the authority to *“direct and compel the evacuation of all or part of the population from an emergency or disaster area.....when necessary for the preservation of life or other disaster mitigation, response, or recovery;”* and to *“control the ingress and egress to and from an*

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emergency or disaster area, the movement of persons within the area, and the occupancy of premises therein.”

- ◆ Law Enforcement has the authority to order evacuations and close roads in emergent circumstances.
- ◆ The MTDOT and the Federal Highway Administration have the authority to close state and federal highways and bridge structures.
- ◆ County Health Officers have broad authority over matters of public health to include air and water quality concerns, food supplies, wastewater systems, and disease prevention.
- ◆ City officials have the authority to condemn a building in the city as unsafe to occupy.

E. Warning and Notification

1. See the Alert and Warning Annex in Section II: Functional Annexes.
2. Montana will be warned of an eruption through the National Attack Warning System (NAWAS) from the National Warning Center in Colorado Springs. The MT Dept. of Justice is the state warning point and will disseminate the NAWAS alert to local law enforcement. The message will announce the estimated time of arrival of the ash.
3. The DESC or his deputy will activate the EAS by contacting the **NWS (1-800-240-4596)** to initiate the message. If phones are down, a message may be hand delivered to the primary EAS station, KEMC, at 1500 University Drive, Billings or to the National Weather Service 2170 Overland Ave, Billings. Radio and TV stations will copy the message and interrupt regular programming for the broadcast.
4. If communications are down, the most logical source of communications will be the local ARES organization, which is able to provide portable and self-sustained Ham radio communication that can link critical sites such as the EOC, shelters, hospitals and others that may be needed.
5. Eruptions may occur without warning. Follow-up confirmation will likely be received first through the 911 center and the media. The jurisdiction will also be inundated by the public with information on damage and life/safety concerns. The IAP must address facilitating and verifying those reports and requests.

F. Public Information

◆ **Providing Information to the Public**

- See the Public Information Annex in Section II: Functional Annexes

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- The EOC will be responsible for all emergency public education and information.
- Once appointed, the Public Information Officer (PIO) will be responsible for public coordination and dissemination during the emergency and will clear all press releases through the Incident Commander or DESC. All approved press releases will be logged and a copy saved for the disaster records.
- During the event, the PIO, in conjunction with the IC, will continue to provide pertinent information over radio and TV. The public will be reminded to remain calm, stay tuned for more information, and to follow the instructions of emergency management personnel. Such instruction may include guidelines for ash removal and disposal, the use of masks to protect the respiratory system, how to keep vehicles running, turning to homes, shelter accommodations, sanitation, and where and how to report damages.
- The normal alert and warning systems may be down or limited. It may be necessary to augment these systems with mobile public address systems, door-to-door contact, and posting notices on bulletin boards in designated public gathering places such as shelters.
- The PIO may also participate in a Joint Information Center (JIC), staffed by PIOs from various jurisdictions, to address the media with a single, coordinated voice. (see *Public Information Annex*)

◆ Receiving Information from the Public

Providing adequate communications means to receive information from the public, such as damage reports, sanitation problems, health issues, offers for donated goods, and other public safety-related problems, is the responsibility of the Communications Unit Leader and the PIO. This will probably be done by staffing public information lines and publishing the telephone number through the local media. The PIO must also ensure the information received is communicated to the appropriate EOC section to deal with it.

G. Considerations and Implementation Responsibilities

As demonstrated by the 1980 eruption of Mt. St. Helens, ash can cause flooding, mudslides, equipment failure, respiratory health problems, as well as a huge ash removal project. The following are some considerations when planning for a Volcanic Ash Incident.

◆ Ash Removal

If ash build up is such that it impairs traffic flow, response capability, endangers the environment, or the aesthetics of public property, the jurisdiction will give consideration to a removal process. Collection points may need to be set up pending determination of a final disposal location. (see *Debris Management Annex*)

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◆ **Damage Assessment & Incident Stabilization:**

Damage assessment will take place in two phases: 1) the initial assessment, to determine general impact and damage to vital facilities and resources, and provide a brief overview of impact on citizens and businesses; and 2) subsequent, in-depth, assessments to determine the full extent of damage and the financial implications for disaster declarations and disaster assistance. Priorities in the initial assessment will be the restoration of emergency response and direction and control capability, and the saving of lives. (*see Damage Assessment Annex*)

◆ **Disruption of Water Supply**

Should a volcanic eruption cause a disruption in the water supply, Public Works will attempt to provide some water. The water system has connections and agreements in place for emergency purposes. It may be necessary to procure alternative supplies through the use of potable watertankers, and/or order mandatory reductions in use. The EOC may have to request emergency supplies through the State DES or National Guard.

◆ **Earthquakes**

Volcanic activity enhances the probability of an earthquake. If volcanic eruption occurs, it would be prudent to monitor seismic activity and keep in mind the threat of earthquake when planning.

◆ **Electrical Storms**

Electrical storms, an associated phenomenon of a volcanic plume, can cause fires as well as power outages. Depending on the time of year, the effect could be devastating. Either could require shelter and mass care be provided to a portion of our population. (*See Mass Care Annex*).

◆ **Equipment Failure**

Mechanized equipment could easily fail due to ash clogging air and fuel filters. Non-operative emergency vehicles and other equipment could greatly impair response capability. Also, roads could become impassable with ash and broken down private vehicles further impairing response capability.

◆ **Power Outages**

Northwestern Energy, Beartooth Electric, MDU, and Yellowstone Electric will provide response to the loss of commercial power. Auxiliary power capabilities exist at the 911 Dispatch Center, the EOC, and hospital. Public Works also has access to portable generators.

◆ **Respiratory Health Problems**

Ash particles in the air can aggravate existing respiratory problems and cause problems for others. The EOC will cooperate with public health officials to disseminate regular warning information to the public and implement appropriate precautions for emergency workers and

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assisting agencies and volunteers. Health warning hotlines may be established to provide the most up-to-date information.

H. Administration & Logistics

The County Public Information Officer is responsible for the acquisition of appropriate equipment and supplies to support the public information and education program, and to ensure rapid activation of the JIC if necessary.

Selection and training of persons to provide emergency information support services to the EOC and the JIC will be under the direct supervision of the DESC.

For more information call:

Montana State Disaster & Emergency Services Division at (406) 324-4777, or visit our website at: <http://mt.gov/dma/des/default.asp>

U.S. Geological Survey at (360) 993-8900, or visit our website at: <http://vulcan.wr.usgs.gov/>

Or call your local DES Office at 322-8054.

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Appendix 6.1: Sample EAS Messages

EAS Message #1: Home Shelter

The following message has been released by the Emergency Operations Center:

1. The _____ has announced that an emergency presently exists at _____ . Persons living or working within an approximate _____ mile radius of this location are requested to take sheltering actions.

2. There is no need for residents to leave the area in order to take sheltering action.

3. Persons who have taken shelter should observe the following procedures:

Close all doors and windows.

Disconnect air conditioners or fans.

Lower the thermostat setting of any heater or turn off air conditioner/evaporative cooler to minimize the intake of external air.

Keep pets inside, and to extent possible, bring farm animals under covered facilities.

4. People living, working or traveling in the following areas are affected by this request:

(Repeat the list of areas one time, and then continue the message.)

5. Persons living, working or traveling in this area should take sheltering action. Persons traveling to home or work should proceed to their destination in an orderly fashion obeying all traffic regulations. Non-residents traveling in motor vehicles should clear the area in an orderly fashion.

6. All persons traveling in the area in motor vehicles should roll up windows, close air vents, and turn off air conditioners. If in an automobile, or when sheltering is not immediately available, improvised respiratory protection may be taken. Place a handkerchief, towel, or other similar item snugly over the nose and mouth until indoor.

7. You are asked **not** to do the following:

(Read statement A., below, if school is in session.)

You are requested not to telephone or go to the school your children are attending. They are in a covered protected environment and will be bused home when it is safe to do so.

Do not telephone city, county, state or federal officials directly involved. They will keep you informed of the situation through this station. Do not use the telephone except for medical emergencies.

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8. The preceding has been an announcement from the Stillwater County Emergency Operations Center. It calls for all persons living or working within a _____ mile radius of _____ to take shelter. For further information, stay tuned to this station.

(Thereafter, this message should be repeated as often as needed until the station is informed by the EOC to end transmission.)

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EAS Message #2: Evacuation

The following message has been released by the Emergency Operations Center:

1. The Stillwater County Emergency Operations Center has announced that an emergency condition exists at _____ and recommends the evacuation of all persons living or working within an approximate _____ mile radius of this location.

2. This advisory affects persons living in the following area:

(Repeat the list of affected areas one time, and then continue the message.)

3. Please use the following evacuation routes for your neighborhood. If you will need a place to stay, report to the mass care center located at _____.

(Repeat the list of affected areas one time, and then continue the message.)

4. If you have housebound persons or invalids in your home and require assistance in moving them, contact the Stillwater County Emergency Operations Center at _____

5. Please cooperate by checking on persons who may live alone in your neighborhood. If they have no way of providing for their own transportation, please assist them if possible.

6. Persons affected by this evacuation advisory should prepare to spend a minimum of three days (72 hours) away from home and should have with them sufficient quantities of clothing, sleeping bags or blankets, personal care items and prescription drugs for at least this period. Persons evacuating to mass care centers will be provided with food and sanitary facilities. Pets will **not** be allowed inside the mass care centers.

7. Farmers/ranchers affected by this evacuation advisory should shelter their animals and contact the County agricultural extension agent at _____ for further instructions regarding protection of livestock, foodstuffs, and regaining access to the evacuated area.

8. Persons planning to evacuate are reminded to take the following steps prior to leaving:

Secure your home and property.

Turn off all lights and electrical appliances.

Turn down any heating systems (or turn off air conditioning systems).

Proceed calmly to your destination, obeying all traffic laws and driving carefully.

Please obey law enforcement officers and others who will be directing traffic along the evacuation routes.

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9. The preceding has been an announcement from the Stillwater County Emergency Operations Center regarding recommendation by the _____ for the evacuation of all persons living within a _____ mile radius of _____. For further information, please stay tuned to this station.

(Thereafter, this message should be repeated as often as needed until the station is informed by the EOC to end transmission.)

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EAS Message #3: School Evacuation

1. The following message has been released by the Stillwater County Emergency Operations Center. It supplements instructions given to the public concerning the evacuation announcement for an approximate _____ mile radius of _____.

2. Parents with children attending schools within a _____ mile radius of _____ are advised that their children are subject to a separate evacuation plan while school is in session. These schools are _____. Children at these schools will be taken directly to shelter areas. Parents are to meet their children at these shelter areas outside the emergency zone. ***I repeat, children will be taken directly to areas outside the risk area where parents are to meet their children.*** Parents are not to report to their children's schools.

3. Children attending the schools in the risk area will be taken to the following areas where they may be picked up:

School: Evacuation Area:

(Repeat list one time and continue the message.)

4. Parents are urged not to telephone or to go to the schools their children attend. To do so will only create confusion. Parents are to meet their children at the previously announced evacuation areas. ***I repeat***, parents are urged **not** to telephone or to go to the schools that their children attend, but to meet their children at the evacuation areas.

5. The preceding has been an announcement from the Stillwater County Emergency Operations Center giving parents instructions on where to meet their children who are attending schools within an approximate _____ mile radius of _____.

(Repeat entire message one time.)

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Appendix 6.2: Sheltering-in-Place

AMERICAN RED CROSS: FACT SHEET FOR CITIZENS

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems.
- Close the fireplace damper.
- Get your family disaster supplies kit and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an aboveground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

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At Work:

- Close the business.
- Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

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- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At School:

Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.

- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that they are safe.
- If the school has voice mail or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.

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- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call your schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In Your Vehicle:

If you are driving a vehicle and hear advice to "shelter-in-place" on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine. Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.

Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean up methods is your safest choice.

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Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

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Appendix 6.3: Volcanic Ash Information Sheet

HAZARD

The volcanic ash fallout in Montana from the May 18, 1980 eruption of Mount St. Helens and the threat of more eruptions, has demonstrated a need for contingency planning with respect to volcanic ash fallout. This eruption has proven that Montana can receive considerable amounts of volcanic ash from the West Coast. This constitutes a definite threat to the public health and safety of every citizen in the County.

WHAT IS VOLCANIC ASH?

Volcanic ash is pulverized rock. It often contains small pieces of light, expanded lava called pumice or cinders. Although gases are usually too diluted to constitute danger to the average person, the combination of acidic gas and ash which may be present within a few miles of the eruption could cause lung damage to small infants, the very old and infirmed, or those already suffering from severe respiratory illness.

EFFECTS OF ASH FALLOUT:

1. A heavy ash fall blots out light. Sudden heavy demand for electric light may cause power supplies to “brown out” or fail.
2. Ash clogs watercourses, reservoirs, sewers, and machinery of all kinds.
3. Ash drifts onto roadways, railways, and runways like snow but resemble soft wet sand.
4. Fire ash may be slippery.
5. The weight of ash may cause roofs to collapse, tree branches to break, and power lines to come down.

CITIZEN INSTRUCTION IF VOLCANIC ASH IS FALLING:

1. Don't panic. Stay calm
2. Stay indoors.
3. If outside, seek shelter, (e.g. car, building) use a mask or dampened cloth over your mouth to breathe.
4. If at work, go home if possible, before the ash begins to fall. If the ash is falling stay indoors until the heavy ash has settled.
5. Go directly home, do not run errands.
6. Unless an emergency, do not use telephone
7. Use your radio for information

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IF IN YOUR AUTO

1. Get vehicle inside, ash is abrasive.
2. Don't speed, and don't follow too closely behind other vehicles.
3. Change oil and filter right away, don't drive without an air filter.

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Appendix 6.4: What To Do If A Volcano Erupts

Volcanic Ash fall - How to be Prepared for Ash fall

-- How to protect your home, car, children, and pets --

-- Washington State Military Department, Emergency Management Division, and the USGS Cascades Volcano Observatory, 1999

WHAT IS VOLCANIC ASH?

Volcanic ash is rock that has been pulverized into dust or sand by volcanic activity. In very large eruptions, ash is accompanied by rocks having the weight and density of hailstones. Volcanic ash is hot near the volcano, but it is cool when it falls at greater distances. Ash fall blocks sunlight, reducing visibility and sometimes causing darkness. Ash fall can be accompanied by lightning.

Fresh volcanic ash is gritty, abrasive, sometimes corrosive, and always unpleasant. Although ash is not highly toxic, it can trouble infants, the elderly and those with respiratory ailments. Small ash particles can abrade the front of the eye under windy and ashy conditions.

Ash abrades and jams machinery. It contaminates and clogs ventilation, water supplies and drains. Ash also causes electrical short circuits -- in transmission lines (especially when wet), in computers, and in microelectronic devices. Power often goes out during and after ash fall. Long-term exposure to wet ash can corrode metal.

Ash accumulates like heavy snowfall, but doesn't melt. The weight of ash can cause roofs to collapse. A one-inch layer of ash weighs 5-10 pounds per square foot when dry, but 10-15 pounds per square foot when wet. Wet ash is slippery. Ash resuspended by wind, and human activity can disrupt lives for months after an eruption.

WHAT TO DO IN CASE OF AN ASH FALL

GENERAL PRINCIPLES

- Know in advance what to expect and how to deal with it; that will make it manageable.
- In ashy areas, use dust masks and eye protection. If you don't have a dust mask, use a wet handkerchief.
- As much as possible, keep ash out of buildings, machinery, air and water supplies, downspouts, storm drains, etc.
- Stay indoors to minimize exposure -- especially if you have respiratory ailments.
- Minimize travel -- driving in ash is hazardous to you and your car.
- Don't tie up phone line with non-emergency calls.
- Use your radio for information on the ash fall.

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WHAT TO DO BEFORE AN ASH FALL

Whether in a car, at home, at work or play, you should always be prepared. Intermittent ash fall and re-suspension of ash on the ground may continue for years.

YOUR HOME

Keep these items in your home in case of any natural hazards emergency:

- Extra dust masks.
- Enough non-perishable food for at least three days.
- Enough drinking water for at least three days (one gallon per person per day).
- Plastic wrap (to keep ash out of electronics).
- First aid kit and regular medications.
- Battery-operated radio with extra batteries.
- Lanterns or flashlights with extra batteries.
- Extra wood, if you have a fireplace or wood stove.
- Extra blankets and warm clothing.
- Cleaning supplies (broom, vacuum, shovels, etc.).
- Small amount of extra cash (ATM machines may not be working).

YOUR CHILDREN

- Explain what a volcano is and what they should expect and do if ash falls.
- Know your school's emergency plan.
- Have quiet games and activities available.

YOUR PETS

- Store extra food and drinking water.
- Keep extra medicine on hand.

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- Keep your animals under cover, if possible.

YOUR CAR

Any vehicle can be considered a movable, second home. Always carry a few items in your vehicle in case of delays, emergencies, or mechanical failures.

- Dust masks and eye protection.
- Blankets and extra clothing.
- Emergency food and drinking water.
- General emergency supplies: first aid kit, flashlight, fire extinguisher, tool kit, flares, matches, survival manual, etc.
- Waterproof tarp, heavy towrope.
- Extra air and oil filters, extra oil, windshield wiper blades and windshield washer fluid.
- Cell phone with extra battery.

WHAT TO DO DURING AND AFTER AN ASH FALL

YOUR HOME

- Close doors, windows and dampers. Place damp towels at door thresholds and other draft sources; tape drafty windows.
- Dampen ash in yard and streets to reduce resuspension.
- Put stoppers in the tops of your drainpipes (at the gutters).
- Protect dust sensitive electronics.
- Since most roofs cannot support more than four inches of wet ash, keep roofs free of thick accumulation. Once ash fall stops, sweep or shovel ash from roofs and gutters. Wear your dust mask and use precaution on ladders and roofs.
- Remove outdoor clothing before entering a building. Brush, shake and pre-soak ashy clothing before washing.
- If there is ash in your water, let it settle and then use the clear water. In rare cases where there is a lot of ash in the water supply, do not use your dishwasher or washing machine.
- You may eat vegetables from the garden, but wash them first.

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- Dust often using vacuum attachments rather than dust cloths, which may become abrasive.
- Use battery operated radio to receive information.

YOUR CHILDREN

- Follow school's directions for care of children at school.
- Keep children indoors; discourage active play in dusty settings. Dust masks do not fit well on small children.

YOUR PETS

- Keep pets indoors. If pets go out, brush or vacuum them before letting them indoors.
- Make sure livestock have clean food and water.
- Discourage active play in dusty settings.

YOUR CAR

- If possible, do not drive; ash is harmful to vehicles.
- If you must drive, drive slowly, use headlights, and use ample windshield washer fluid.
- Change oil, oil filters, and air filters frequently (every 50 to 100 miles in heavy dust, i.e., less than 50 feet visibility; every 500 to 1,000 miles in light dust).
- Do not drive without an air filter. If you cannot change the air filter, clean it by blowing air through from the inside out.
- If car stalls or brakes fail, push car to the side of the road to avoid collisions. Stay with your car.

WHAT TO DO DURING THE CLEAN UP PERIOD

- Minimize driving and other activities that resuspend ash.
- Remove as much ash as you can from frequently used areas. Clean from the top down. Wear a dust mask.
- Prior to sweeping, dampen ash to ease removal. Be careful to not wash ash into drainpipes, sewers, storm drains, etc.

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- Use water sparingly. Widespread use of water for clean up may deplete public water supply.
- Maintain protection for dust-sensitive items (e.g., computers, machinery) until the environment is really ash-free.
- Seek advice from public officials regarding disposal of volcanic ash in your community.
- Wet ash can be slippery. Use caution when climbing on ladders and roofs.
- Establish childcare to assist parents involved in cleanup.

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Annex 7: Utility Interruption

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Introduction:

Primary Agency: Unified Command

Support Agencies:

- Fire Agencies
- Stillwater County Disaster and Emergency Services
- Stillwater County Fire Warden
- Law Enforcement Agencies
- City/County 911 Dispatch Center
- Emergency Medical Services
- Public Works Agencies
- Public Health Agencies
- Montana DOT
- Montana Highway Patrol
- Montana National Guard
- Montana DES
- National Weather Service
- American Red Cross of Montana

Purpose

Resource shortages of drinking water, electrical power, natural gas, gasoline and heating oil, food supplies, and loss of telephone and sanitary sewer services could occur in Stillwater County. While causes of these shortages may be natural or manmade, the severity of the incident must be measured by how seriously the shortage amount and duration impacts life and property.

Situation & Assumptions

1. An energy or fuel shortage can occur without adequate warning. Fuel shortage effects production and transportation shipping, which can cause severe food and merchandise shortages. Heating fuels and electrical supplies are critical during severe winter weather. Lack of fuel for emergency operations could cause life safety problems.
2. Water / sewer treatment plant's without power can cause health and sanitation problems.
3. A coordinated response to an energy emergency is required.

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4. Certain hazard-specific emergencies may require automatic emergency alerting, warning and notification of the general public and emergency response organizations. (*see Annex: Alert & Warning for further information*).

5. Telephone communications may be disrupted or overloaded. Local and regional radio/television stations without emergency power may be off the air for lengthy periods of time.

Concept of Operations

A. General

Resource shortages caused by utility failures can occur with little or no warning. Fortunately, they will likely be more isolated and of a shorter duration. If the incident involves a City or County utility, i.e., water or sanitary sewer, the appropriate Public Works Department's responsibilities include all phases of the planning process including the development of procedures for the maintenance, repair, and restoration of vital functions within the community. For other utility failures, i.e., natural gas and electrical power, and telephone service the planning responsibility includes coordination with the utility(s) affected as well as evacuation and shelter planning for the affected population. (*See Annexes, Evacuation and Mass Care & Shelter as needed.*)

Planning can occur to deal with resource shortages that develop over time such as drought, inadequate natural gas, gasoline and heating oil, and food supplies. During incidents of this nature, the resource shortage(s) will be wide spread and conservation planning will likely occur on a regional or statewide basis. In this type of incident, the primary operations role is to coordinate the dissemination of information, compliance monitoring within the City and County, and securing sufficient supplies to ensure the public safety, delivery of emergency services, and continuity of government. This will require a collaborative effort on the part of the DES office, Public Works, Law Enforcement, and Public Health.

B: Direction & Control

◆ See the Direction and Control Annex in Section II: Functional Annexes.

◆ Protective action decision making and implementation will be accomplished using the Incident Command System. Decisions will be made based on the scope and "pace" of the incident.

◆ Incident Command:

Response: Unified Command is recommended. Representatives may include: PW, PH, LE, Fire, CEOs, and Private Utilities.

Recovery: Senior **Public Works** official or designee.

*Unified Command (*suggested*): PW, PH, and NGOs/Private Industry

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◆ The Incident Commander will establish an Incident Command Post (ICP) as soon as possible and ensure that the location of the ICP and identity of the IC is disseminated to all responders.

◆ The IC will adapt the management structure to reflect the need and complexity of the incident. In accordance with other annexes, this may include, but is not limited to activating the EOC, establishing unified command, and requesting mutual aid support from neighboring jurisdictions.

C: Operational Roles & Responsibilities

The activities and responsibilities for each department will vary depending on the type of resource in short supply, the length of warning period, and the duration of the incident. Some suggested general actions may include, but are not limited to the following:

◆ Incident Commander

- Verify the expected extent and duration utility failure or resource shortage.
- Determine the need for mitigation actions or response measures.
- Prioritize emergency response and restoration activities.
- Seek legal advise from County/City Attorney, as needed.

◆ Safety Officer

- Determine actions or behaviors that are at risk due to utility failures or resource shortages.
- Coordinate safety messages with the Public Information Officer for public release.

◆ Public Information Officer

- Determine media outlets for public information.
- Coordinate the dissemination of information.
- Keep CEOs and all departments informed of developing.
- Keep the public informed.
- Conduct “rumor control” efforts and verify information with the Planning Section.

◆ Operations Section Chief

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- Allocate resources for restoration efforts, as determined by Incident Command priorities.
- Monitor for compliance with mandatory conservation/curtailment actions, if needed.
- Monitor vulnerable populations, if needed.
- Implement response and restoration actions, based upon Incident Commander's priorities.

◆ Planning Section Chief

- Verify list of industries, facilities, and special populations that might be impacted by or vulnerable to in this event.
- Determine need for conservation or curtailment planning.
- Determine planning partners such as adjacent jurisdictions, utility providers, social service agencies, community representatives, business representatives, etc.
- Determine whether resource cutbacks/curtailments will be voluntary or mandatory.
- Determine potential for price gouging and need for anti-price gouging ordinance.
- Determine need for disaster declaration or other action by CEOs to implement mandatory conservation or curtailment actions or to request additional resources (see MCA 90-4-3).
- Determine need for evacuation and shelter planning for the affected population.
- Work with Law Enforcement, Fire, County Emergency Operations Center, and the American Red Cross.
- See the Evacuation Annex in Section II: Functional Annexes
- Determine need for monitoring compliance with mandatory conservation/curtailment measures, and develop a plan for accomplishing it.
- Determine need for volunteers to assist in operations.
- Existing volunteer groups may be easiest to activate.
- Contact DESC for a listing of existing volunteer groups and a VOAD representative.
- Coordinate response and restoration priorities with the EOC and utility representatives.

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- Develop a phased plan to implement mitigation and response activities, according to the severity of the incident, with trigger points for implementing each of the phases.
- Identify actions needed to preserve delivery of emergency services and continuity of government.
- Identify any resulting security or safety issues, and actions to deal with them.
- Coordinate plan with EOC staff, then submit to Policy Group for approval.
- Submit plan to City/County Attorney for review, then to CEOs for adoption as appropriate.
- Notify regulatory agencies of actions, as appropriate.

◆ Logistics Section Chief

- Collect resource requirement information from all departments and research sources of needed resources.
- Determine minimum utility & resource needs for Public Safety, delivery of emergency services, and continuity of government.
- Identify additional sources of scarce resources.
- Coordinate with Incident Commander to allocate scarce resources.

◆ Finance Section Chief

- Document incident actions and costs incurred.
- Assist in determining whether “price gouging” is occurring within the affected jurisdiction.

◆ Disaster & Emergency Services Coordinator (DESC):

- Keep CEOs briefed on the developing situation.
- Consider declaration of emergency/disaster in accordance with the law.
- Consider activation of the EOC.
- Assist the PIO in the development of public information.

◆ All Departments:

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- Alert personnel of developing conditions.
- Assess department's minimum resource needs to maintain operations and communicate shortages to Logistics Section.
- Review department SOPs as they relate to the developing incident.
- Develop and implement department action plan.
- Evaluate potential safety issues and make recommendations to the Planning Section.
- Document incident actions and costs incurred.

D: Authorities and Limitations

◆ MCA 90-4-3.

◆ The Incident Commander (IC) has authority to coordinate the use of resources and personnel.

◆ The CEOs have the authority to declare a State of Emergency within their jurisdiction and the responsibility to request a state or federal declaration if appropriate.

◆ CEOs have the authority to enter into mutual aid agreements between their jurisdictions and other jurisdictions.

◆ MCA 10-3-104 and 10-3-406 give the Governor and local chief elected officials the authority to *“direct and compel the evacuation of all or part of the population from an emergency or disaster area.....when necessary for the preservation of life or other disaster mitigation, response, or recovery;”* and to *“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.”*

◆ The MTDOT and the Federal Highway Administration have the authority to close state and federal highways and bridge structures.

◆ The County Health Officer has broad authority over matters of public health to include air and water quality concerns, food supplies, wastewater systems, and disease prevention.

E: Warning and Notification

Information about utility failures and resource shortages would be obtained by a variety of sources. If it is an incident that occurs without warning, like a utility failure, notification could occur through 911 dispatch, telephone calls coming into the office, or observance by utility crews or responders in the field. For resource shortages that are likely to develop over time,

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notification and planning would most likely be facilitated through the County Disaster & Emergency Services Office.

F: Public Information

Requests for voluntary cutbacks in consumption of scarce resources should be disseminated when appropriate. The distribution of such notices should be coordinated by the designated Public Information Officer as directed by the Incident Commander.

Mandatory rationing or curtailment instructions may be issued by the Chief Elected Officials (CEOs) as authorized by local ordinance. Such instructions should be carefully coordinated with other affected jurisdictions and agencies.

G. Considerations and Implementation Responsibilities

◆ Rumor Control

Rumor control is vital during emergency operations. Sensitive or critical information should be authorized and verified before release. Unconfirmed rumors or information from unauthorized sources should be addressed immediately.

Do not release information that might hinder emergency response or pose a further threat to public safety. Examples include:

- Personal conjecture about the course of the emergency or the conduct of response.
- Speculation.
- Demeaning information/statements.
- Information that might compromise the effectiveness of response and recovery.

◆ Priorities

If the utility system is damaged, restoration is critical with emphasis on water treatment, storage, and distribution followed by wastewater systems and sanitation, power/electricity, and then fuels. The Planning Section should work closely with Incident Command and Operations to develop restoration priorities based on the particular incident and shortages faced.

Annex 8: Civil Unrest

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Introduction:

Primary Agency: Law Enforcement Agencies

Support Agencies:

- Fire Agencies
- Stillwater County Disaster and Emergency Services
- City/County 911 Dispatch Center
- Emergency Medical Services
- Public Works Agencies
- Public Health Agencies
- Montana DOT
- Montana Highway Patrol
- Montana National Guard
- Montana DES
- National Weather Service
- American Red Cross of Montana

Purpose

To establish the procedures necessary to reduce, or minimize, the loss of property and threat to persons in areas of civil unrest and to assist in the restoration of order and a return to normal activity after such disturbances.

Situation & Assumptions

A. Situation

1. Civil unrest (or *disorder*), like terrorism, is a hazard which, while the frequency of occurrence can seldom be predicted, necessitates considerable planning on the part of the agency(s) responsible for addressing it. In addition, depending on the magnitude of the incident(s), civil unrest can rapidly deplete the available resources of any single agency. While the Town of Columbus and Stillwater County have been fortunate in that incidents of any consequence have not materialized, this does not mean that an individual or organized act of civil disorder is not something that could occur. Given the diversity of issues and causes available, the local jurisdictions could realistically be involved in responding to and recovering from such an incident, requiring concerted effort on the part of the responding agencies.

2. Planning for and responding to civil disturbances is primarily the responsibility of local law enforcement and associated resources. Unless other considerations warrant, all other city and

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county departments are responsible for maintaining their own operations and services during this type of event. When situations occur which are beyond the capabilities of the involved jurisdiction, additional support may be necessary from other jurisdictions and/or the state.

3. Civil unrest will be defined to include those acts that involve criminal activity by a group that comprises a threat to the lives and property of others. These disturbances may be precipitated by a specific event, or result from longstanding grievances. In general terms these events will fall under definitions in Montana Code Annotated (MCA) Title 45, Chapter 8, Part 1.

B. Assumptions

1. Civil disturbances within jurisdictions covered by mutual aid agreements that provide for limited assistance by other jurisdictions will generally only be reported to Montana DES for informational purposes. The primary users of this section will be those jurisdictions that require state assistance in such events.

Concept of Operations

A. General

An important component of activity prior to, during, and following any civil unrest event is in coordinating the communication flow of information with local, state, and federal agencies that may be involved.

Operations and missions under this plan will be carried out during distinct phases: *Preparedness, Response, and Recovery*.

◆ The **Preparedness Phase** covers normal readiness. During this period, plans will be reviewed for validity and exercised to train necessary personnel on an annual basis.

◆ The **Response Phase** has two separate modes:

1. The *increased readiness, or "warning" period* includes the time after a small, contained civil disturbance has begun, or the threat of a civil disturbance has been received. This threat may result from information gathered by law enforcement, or received from other sources. Readiness to implement the plan will take precedence during this alert period until such time as the DESC/EOC is notified that no assistance will be needed.

2. The *emergency operations period* begins when notification of a major disturbance is received, or a jurisdiction issues a request for assistance and operations are initiated to resolve the situation.

◆ The **Recovery Phase** will begin after a civil disturbance and will include necessary resources as identified in the *Recovery Annex* to the EOP.

B: Direction & Control

◆ See the Direction and Control Annex in Section II: Functional Annexes.

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◆ All operations will be carried out using NIMS ICS. Federal support will be provided through the National Response Plan ESF #13 “Public Safety and Security”.

◆ Local law enforcement will assume the Incident Command role. Upon notification to the local 911 dispatch center of a potential or actual civil disturbance, communications among all responding agencies will be established to insure that;

- All responses are coordinated,
- Information is provided to all parties involved as it becomes available,
- The release of information at the state level will be done through the Joint Information Center, as detailed in the EOP.

◆ The Incident Commander will establish an Incident Command Post (ICP) as soon as possible and ensure that the location of the ICP and identity of the IC is disseminated to all responders. When command post operations are established in proximity to civil disturbance areas they will be co-located to facilitate the coordination of all response efforts.

◆ The IC will adapt the management structure to reflect the need and complexity of the incident. In accordance with other annexes, this may include, but is not limited to activating the EOC, establishing unified command, and requesting mutual aid support from neighboring jurisdictions.

◆ The senior fire official of the affected jurisdiction will be responsible for the coordination of all fire suppression activities related to civil disturbances.

◆ The Department of Military Affairs (DMA) may be called upon to provide personnel to augment local agencies during civil disturbances and will be directed as to its response by the Governor, or his designee.

◆ Such state resources that are committed to a civil disturbance will be coordinated through the MT DES State Emergency Coordination Center (SECC) and the local Emergency Operations Center (EOC) as appropriate. The operational level of the EOC will be determined as the situation develops and those agency representatives required will be notified.

◆ The level of state response will be dictated by the requesting jurisdiction and will be done on a request only basis.

C. Authorities and Limitations

◆ The Incident Commander (IC) has authority to coordinate the use of resources and personnel at the scene of the emergency.

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- ◆ The Commissioners have the authority to declare a State of Emergency within their jurisdiction and the responsibility to request a state or federal declaration if appropriate.
- ◆ Commissioners have the authority to enter into mutual aid agreements between their jurisdictions and other jurisdictions.
- ◆ MCA 10-3-104 and 10-3-406 give the Governor and local chief elected officials the authority to *“direct and compel the evacuation of all or part of the population from an emergency or disaster area.....when necessary for the preservation of life or other disaster mitigation, response, or recovery;”* and to *“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.”*

4. MCA Title 45, Chapter 8 Part 1: “Conduct Disruptive of Public Order”.

- ◆ The County Coroner’s Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.

D. Public Information

- ◆ See the Public Information Annex in Section II: Functional Annexes
- ◆ Once appointed, the Public Information Officer (PIO) will be responsible for the coordination and dissemination of public information during the emergency and will clear all press releases through the Incident Commander. Instructions to the public may include:
 - Traffic detours;
 - Areas of operation that are restricted due to actual or anticipated unlawful activity and/or;
 - Curfews imposed as a result of the activity.
- ◆ All approved press releases will be logged and a copy saved for the disaster records.
- ◆ The EAS may be used when appropriate.

E: Operational Roles & Responsibilities

The following are a list of suggested actions by certain agencies to take during the Response phase’s *warning* and *operations* periods as well as the Recovery phase of a civil unrest incident.

◆ **Law Enforcement:**

Warning Period

- Maintain adequate stock of items likely to be in high demand.
- Evaluate equipment needs.

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- Update resource lists.
- Establish and update periodically, inter-agency coordination/communication.
- Assume Incident Command.
- Provide public information regarding appropriate responses to minimize impact to public safety.

Operations Period

- Assess impact on department resources and ability to provide normal routine response to calls for service.
- Assess the magnitude of the incident continually until resolution with respect to inter-agency involvement and ability to maintain services. *(Keep CEOs involved)*
- Respond to and control the incident in accordance with department SOP's.
- Assess situation for additional needs from supporting departments and/or other appropriate agencies.
- Provide overall incident strategy and management.
- Establish Unified Command with other affected jurisdictions as appropriate.
- Establish and maintain contact with the media, provide public and protective action information, and alert and warning as appropriate.
- Assess damage to department resources and facilities

Recovery Phase

- Release excess personnel and equipment according to demobilization plan as resolution occurs.
- Assist in the compilation of damage assessment of jurisdiction's equipment, utilities, roads, and buildings to support requests for appropriate disaster recovery assistance.
- Assign personnel to monitor and direct any long-term recovery process.
- Complete required paperwork and reports.
- Participate in post incident analysis.

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◆ **Public Works:**

Warning Period

- Increase warehouse inventories for items that are likely to be in high demand.
- Establish inter-agency coordination/communication.

Operations Period

- Assist as directed/indicated by Incident Command.
- Assess damage to department resources and facilities.
- Assist with the distribution of available resources.
- Identify security concerns and needs to Incident Command.
- Coordinate public information release with the PIO.

Recovery Phase

- Release excess personnel and equipment according to demobilization plan as resolution occurs.
- Assist in the compilation of damage assessment of jurisdiction's equipment, utilities, roads, and buildings to support requests for appropriate disaster recovery assistance.
- Assign personnel to monitor and direct any long-term recovery process.
- Complete required paperwork and reports.
- Participate in post incident analysis.

◆ **Fire/Rescue:**

Warning Period

- Evaluate equipment needs.
- Update resource lists.
- Establish and update periodically, inter-agency coordination/communication.

Operations Period

- Assist as directed/indicated by Incident Command.
- Assess damage to department resources and facilities.

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- Respond to requests on public safety issues as appropriate.
- Identify security concerns and needs to Incident Command.
- Keep up-to-date information on situation and conditions. Utilize appropriate access routes as conditions change.

Recovery Phase

- Complete required paperwork and reports.
- Participate in post incident analysis.

◆ Emergency Management/DES:

Warning Period

- Evaluate equipment needs.
- Update resource lists.
- Establish and update periodically, inter-agency coordination/communication.
- Participate in regional coordination group to foster cooperation among affected jurisdictions.

Operations Period

- Consider activation of EOC.
- Consider activation of volunteer organizations.
- Consider need for Emergency Declaration and begin process if necessary.
- Establish and maintain reporting and coordination contact with cooperating jurisdictions, state and volunteer agencies as appropriate.
- Assist as requested by Incident Command and Command Staff.
- Keep CEOs informed on current conditions, capabilities, and activities in the jurisdiction.
- Maintain a unit log of major decisions and actions taken.
- Identify security concerns and needs to Incident Command.
- Keep up-to-date information on situation and conditions posted in the EOC.

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Recovery Phase

- Assist Recovery Branch in the assessment of damages.
- Provide coordination point for disaster recovery activities and agencies.
- Complete required paperwork and reports.
- Participate in post incident analysis.
- Revise and update Emergency Operations Plan as incident analysis indicates.

Annex 9: Terrorism

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Introduction:

Primary Agency: Unified Command

Supporting Agencies:

- Fire Agencies
- Law Enforcement Agencies
- Stillwater County Disaster and Emergency Services
- City/County 911 Dispatch Center
- Emergency Medical Services
- Public Works Agencies
- Public Health Agencies
- Montana DOT
- Montana Highway Patrol
- Montana National Guard
- Montana DES
- National Weather Service
- American Red Cross



Purpose

To establish the procedures necessary to reduce, or minimize, the loss of property and threat to persons in areas of terrorist activity and to assist in the restoration of order and a return to normal activity after such disturbances.

Situation & Assumptions

A. Situation

1. Terrorism is defined as “The unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives.” Terrorists often use threats of violence or bio-chemical releases to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes. A terrorist incident may involve a single threat or multiple threats in one jurisdiction or they may target several jurisdictions at the same time. Although all threats of terrorism do not actually present real danger to the public or responders, all threats require prompt action coordination, and communication across agencies as necessary to protect the public and first responders from credible terrorism acts such as bombs at pipeline or tank farms, chemical and biological warfare. It is also important to remember that terrorists often choose targets that offer little danger to themselves and areas with easy public access. In general terms these events will fall under definitions in Montana Code Annotated (MCA)

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Title 45, Chapter 8, Part 1.

2. Terrorism is a federal crime and the FBI has the lead for *Crisis Management* while FEMA is the lead agency for *consequence management* on terrorist events. Terrorists use many different types of weapons including explosives, kidnapping, hi-jacking, arson, or shootings, as well as the weapons B-NICE (biological, nuclear, incendiary, chemical and explosive. Radiological, biological or chemical agents are also possible weapons.
3. Response agencies in Stillwater County have some required training and equipment to respond to an NBC incident such as HazMat training and Radiological detecting equipment. However, because Stillwater County doesn't have an adequate number of trained personnel and equipment for NBC incidents, our principal responsibility is to call those agencies/response teams who have the appropriate training and equipment.
4. Stillwater County is not considered to be at high risk for civil unrest incidents or terrorism. However, there are several risks including the Stillwater Mine, the Montana Silversmiths, the SMC Smelter, along with their refinery, laboratory, and storage facility, railroads and highways crossing through Stillwater County, the airport, pipelines, utility power lines, proximity to federal land, the Mystic Lake Dam and other waterways, and infrastructure, such as transportation systems from the East to West sides of the county.
 - Recent bombing incidents have shown there can be a sequence of events carefully timed to inflict further harm on those whose job it is to respond to assist others. Additional hazards may include: armed resistance, use of weapons, booby traps, and secondary events/devices.
 - Stillwater County will utilize the Incident Command System.
5. Unrelated groups and individuals have found a common cause in their deep distrust of the government and their eagerness to fight back. The result is a noticeable rise in activity of unregulated state militia, white supremacist groups and anti-government extremists on a nationwide level. Activities by such groups run the gamut from peaceful and orderly public demonstrations to sudden eruption of violence, accompanied by arson, looting and assault, as well as the deliberate release of hazardous materials.

B. Assumptions

1. This plan will go into effect when a WMD incident has occurred or a credible threat has been identified.
2. All operations will take place under the ICS described in the Emergency Operation Plan for Stillwater County.

Section III. Hazard Specific Annexes

3. The size and geographic location of a community are not necessarily the deciding factors as to when and where an incident may occur.
4. Certain types of facilities are more vulnerable than others. These include federal, state and local government buildings, schools, nuclear power facilities, power plants, substations and transmission lines, pipelines, refineries, and gas plants. Likewise, certain groups of individuals are more likely to be targets. These include public servants, especially those whose duty it is to enforce the law, politicians, and employees of federal agencies.
5. CEO's and law enforcement may have an opportunity to analyze conditions during a preliminary negotiation stage thus allowing for the notification of key officials and departments concerned with routine dissemination of information. Should violence erupt, people are better able to respond.
6. Officials in local government have the responsibility for protecting life, property and the environment. In addition, they have the responsibility for keeping citizens informed of possible community disruption and danger.
7. No single agency at the local, state, federal or private level possesses the authority and the expertise to act unilaterally on many difficult issues that may arise in response to threats or acts of terrorism. The initial actions taken by responding agencies will affect the final outcome of this type of incident.
8. State and federal response teams and other support agencies will respond with technical expertise and resources upon request by local officials.
9. As the local, state and federal responders will be working together, they will define working perimeters that may overlap. Perimeters may be used to control access to the area, target public information messages, assign operational sectors among responding organizations, and assess potential effects on the population and the environment. Control of these perimeters may be enforced by different authorities who will impede the overall response if adequate coordination is not established.
10. There will be a stronger reaction (i.e. fear) to a terrorist incident from the public than with other types of incidents.
11. An act of terrorism, particularly if involving WMD, may overwhelm local and state governments almost immediately.
12. The federal government may also be overwhelmed, especially if multiple locations are affected.

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13. If appropriate personal protective equipment is not available, entry into a contaminated area (i.e., a hot zone) may be delayed until the material dissipates to levels that are safe for emergency response personnel. Responders should be prepared for secondary devices.

14. With a Bio-Terrorism event, the onset may first be recognized by Public Health Agencies and departments, County Nurse, doctors, hospitals, etc. Due to the enormous risk of life and property, supplemental response by state and federal agencies is critical. They will be notified immediately so they can more expediently be dispatched should the need arise. It is important that local jurisdictions coordinate and cooperate closely with the County and State Disaster and Emergency Services, the FBI, Montana Department of Public Health and Human Services, the U.S. Environmental Protection Agency, the Department of Livestock and the Department of Agriculture. State and federal agencies can readily be accessed through the **State DES Division Duty Officer at 406-324-4777**. In some cases when the mechanism to disperse is WMD and a chemical agent is involved, Stillwater County will respond under the guidelines of the Hazardous Material Annex along with guidance from the Department of Public Health and Human Services.

Concept of Operations

A. General

An important component of activity prior to, during, and following any civil unrest event is in coordinating the communication flow of information with local, state, and federal agencies that may be involved.

Operations and missions under this plan will be carried out during distinct phases: *Preparedness, Response, and Recovery*.

◆ The **Preparedness Phase** covers normal readiness. During this period, plans will be reviewed for validity and exercised to train necessary personnel on an annual basis.

◆ The **Response Phase** has two separate modes:

1. The *increased readiness; or “warning” period* includes the time after a small, contained civil disturbance has begun, or the threat of a terrorist attack has been received. This threat may result from information gathered by law enforcement, or received from other sources. Readiness to implement the plan will take precedence during this alert period until such time as the DESC/EOC is notified that no assistance will be needed.

2. The *emergency operations period* begins when notification of a major disturbance is received, or a jurisdiction issues a request for assistance and operations are initiated to resolve the situation.

◆ The **Recovery Phase** will begin after the act of terrorism and will include necessary resources as identified in the *Recovery Annex* to the EOP.

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B: Direction & Control

- ◆ See the Direction and Control Annex in Section II: Functional Annexes.
- ◆ All operations will be carried out using NIMS ICS. Federal support will be provided through the National Response Plan ESF #13 “Public Safety and Security”.

- ◆ Local law enforcement will assume the Incident Command role. Upon notification to the local 911 dispatch center of a potential or actual civil disturbance, communications among all responding agencies will be established to insure that;
 - All responses are coordinated,
 - Information is provided to all parties involved as it becomes available,
 - The release of information at the state level will be done through the Joint Information Center, as detailed in the EOP.

- ◆ The Incident Commander will establish an Incident Command Post (ICP) as soon as possible and ensure that the location of the ICP and identity of the IC is disseminated to all responders. When command post operations are established in proximity to civil disturbance areas they will be co-located to facilitate the coordination of all response efforts.

- ◆ The IC will adapt the management structure to reflect the need and complexity of the incident. In accordance with other annexes, this may include, but is not limited to activating the EOC, establishing unified command, and requesting mutual aid support from neighboring jurisdictions.

- ◆ The senior fire official of the affected jurisdiction will be responsible for the coordination of all fire suppression activities related to civil disturbances.

- ◆ The Department of Military Affairs (DMA) may be called upon to provide personnel to augment local agencies during civil disturbances and will be directed as to its response by the Governor, or his designee.

- ◆ Such state resources that are committed to a civil disturbance will be coordinated through the MT DES State Emergency Coordination Center (SECC) and the local Emergency Operations Center (EOC) as appropriate. The operational level of the EOC will be determined as the situation develops and those agency representatives required will be notified.

- ◆ The level of state response will be dictated by the requesting jurisdiction and will be done on a request only basis.

C. Authorities and Limitations

- ◆ The Incident Commander (IC) has authority to coordinate the use of resources and personnel

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at the scene of the emergency.

◆ The Commissioners have the authority to declare a State of Emergency within their jurisdiction and the responsibility to request a state or federal declaration if appropriate.

◆ Commissioners have the authority to enter into mutual aid agreements between their jurisdictions and other jurisdictions.

◆ MCA 10-3-104 and 10-3-406 give the Governor and local chief elected officials the authority to *“direct and compel the evacuation of all or part of the population from an emergency or disaster area.....when necessary for the preservation of life or other disaster mitigation, response, or recovery;”* and to *“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.”*

4. MCA Title 45, Chapter 8 Part 1: “Conduct Disruptive of Public Order”.

◆ The County Coroner’s Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.

D. Public Information

◆ See the Public Information Annex in Section II: Functional Annexes

◆ Once appointed, the Public Information Officer (PIO) will be responsible for the coordination and dissemination of public information during the emergency and will clear all press releases through the Incident Commander. Instructions to the public may include:

- Traffic detours;
- Areas of operation that are restricted due to actual or anticipated unlawful activity and/or;
- Curfews imposed as a result of the activity.

◆ All approved press releases will be logged and a copy saved for the disaster records.

◆ The EAS may be used when appropriate.

E: Operational Roles & Responsibilities

The following are a list of suggested actions by certain agencies to take during the Response phase’s *warning* and *operations* periods as well as the Recovery phase of a civil unrest incident.

◆ Law Enforcement:

Warning Period

- Maintain adequate stock of items likely to be in high demand.

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- Evaluate equipment needs.
- Update resource lists.
- Establish and update periodically, inter-agency coordination/communication.
- Assume Incident Command.
- Provide public information regarding appropriate responses to minimize impact to public safety.

Operations Period

- Assess impact on department resources and ability to provide normal routine response to calls for service.
- Assess the magnitude of the incident continually until resolution with respect to inter-agency involvement and ability to maintain services. (*Keep CEOs involved*)
- Respond to and control the incident in accordance with department SOP's.
- Assess situation for additional needs from supporting departments and/or other appropriate agencies.
- Provide overall incident strategy and management.
- Establish Unified Command with other affected jurisdictions as appropriate.
- Establish and maintain contact with the media, provide public and protective action information, and alert and warning as appropriate.
- Assess damage to department resources and facilities

Recovery Phase

- Release excess personnel and equipment according to demobilization plan as resolution occurs.
- Assist in the compilation of damage assessment of jurisdiction's equipment, utilities, roads, and buildings to support requests for appropriate disaster recovery assistance.
- Assign personnel to monitor and direct any long-term recovery process.
- Complete required paperwork and reports.

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- Participate in post incident analysis.

◆ **Public Works:**

Warning Period

- Increase warehouse inventories for items that are likely to be in high demand.
- Establish inter-agency coordination/communication.

Operations Period

- Assist as directed/indicated by Incident Command.
- Assess damage to department resources and facilities.
- Assist with the distribution of available resources.
- Identify security concerns and needs to Incident Command.
- Coordinate public information release with the PIO.

Recovery Phase

- Release excess personnel and equipment according to demobilization plan as resolution occurs.
- Assist in the compilation of damage assessment of jurisdiction's equipment, utilities, roads, and buildings to support requests for appropriate disaster recovery assistance.
- Assign personnel to monitor and direct any long-term recovery process.
- Complete required paperwork and reports.
- Participate in post incident analysis.

◆ **Fire/Rescue:**

Warning Period

- Evaluate equipment needs.
- Update resource lists.
- Establish and update periodically, inter-agency coordination/communication.

Operations Period

- Assist as directed/indicated by Incident Command.

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- Assess damage to department resources and facilities.
- Respond to requests on public safety issues as appropriate.
- Identify security concerns and needs to Incident Command.
- Keep up-to-date information on situation and conditions. Utilize appropriate access routes as conditions change.

Recovery Phase

- Complete required paperwork and reports.
- Participate in post incident analysis.

◆ Emergency Management/DES:

Warning Period

- Evaluate equipment needs.
- Update resource lists.
- Establish and update periodically, inter-agency coordination/communication.
- Participate in regional coordination group to foster cooperation among affected jurisdictions.

Operations Period

- Consider activation of EOC.
- Consider activation of volunteer organizations.
- Consider need for Emergency Declaration and begin process if necessary.
- Establish and maintain reporting and coordination contact with cooperating jurisdictions, stat and volunteer agencies as appropriate.
- Assist as requested by Incident Command and Command Staff.
- Keep CEOs informed on current conditions, capabilities, and activities in the jurisdiction.
- Maintain a unit log of major decisions and actions taken.
- Identify security concerns and needs to Incident Command.

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- Keep up-to-date information on situation and conditions posted in the EOC.

Recovery Phase

- Assist Recovery Branch in the assessment of damages.
- Provide coordination point for disaster recovery activities and agencies.
- Complete required paperwork and reports.
- Participate in post incident analysis.

Revise and update Emergency Operations Plan as incident analysis indicates.

1. All first responders establish and develop a communication link with the ICS.
2. All appropriate means will be used to deter, defeat and respond to all terrorist attacks, within our jurisdiction boundaries, against all resources, both people and facilities. We will attempt to reduce vulnerabilities to terrorism, will try to deter terrorist acts and respond if terrorist attacks occur. Policies will not be affected by terrorist acts and terrorists and their sponsors will be dealt with vigorously to reduce their capabilities and support. Terrorism will not be allowed to succeed. Pursuit, arrest and prosecution of terrorists are of the highest priority.
3. The goal during the immediate response phase of an incident shall be to terminate terrorist attacks so that terrorists do not accomplish their objectives or maintain their freedom, while seeking to minimize damage and loss of life and provide emergency assistance. In a hostage situation, our responsibility is life safety -- of the hostage, the public and the responders. Although we will make no concessions to terrorists, lines of communication with terrorist leaders will be maintained. If hostage negotiations are required, law enforcement personnel have the authority to call for assistance.
4. Pursuant to PDD – 39, the FBI has Federal lead responsibility for crisis management to threats or acts of terrorism that take place within the United States territory.
5. First responders involved in a terrorist incident become part of the crime scene. Law enforcement personnel will likely interview you. You may be required to testify in court as to what you saw, did and did not do.
6. The Incident Command System (ICS) that was initially established likely will transition into a Unified Command System (UCS) as mutual-aid partners and State and Federal responders arrive to augment the local responders.
7. Incidents involving nuclear materials implement the Radiological Annex to coordinate

Section III. Hazard Specific Annexes

radiological response with respect to assessment, monitoring, protective actions, and public information release (See Radiological Events and Radiological Information Appendix 7.1, and 7.2).

8. Incidents involving biological or chemical material require coordination within local/state public health officers regarding threat assessment consultation, agent identification, epidemiological investigation, hazard detection and reduction, decontamination, public health, medical and pharmaceutical support operations and release of public information (*See the Health and Medical Annex*)
9. Incidents involving hazardous material (as defined under CERCLA and EPA) implement the Hazardous Material Annex with respect to containment, control and cleanup, protective actions and release of public information (*See Hazardous Materials Annex*).
10. Incidents involving weapons of mass destruction require coordination with local, state and federal law enforcement agencies regarding threat credibility assessment. Weapons of mass destruction are defined as any destructive device – explosive, incendiary, poison gas, bomb grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or device similar to the above – capable of causing a significant destructive event, any weapon involving a disease organism or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.
11. In a terrorist incident, the area of operations is potentially a crime scene, hazardous material site and a disaster site. Operational boundaries need to be defined with common terminology and procedures for officials responding to the crime, the hazardous material incident and the disaster. These boundaries may be used to control access to the area, target public information messages, assign operations sectors among responding organizations and assess potential effects on the populations and the environments.
 - a. The Crime Scene Boundary defines the law enforcement scene. Access to the scene may be restricted on law enforcement authority. Response activities within the crime scene may require special procedures in order to protect evidence collection.
 - b. The Hazardous Material Boundary defines the hazardous material site, which may be referred to in technical operations as the “working point” (nuclear) or the “hot zone” (biological/chemical). Depending on the spread of contaminants, this site may include some portions of the crime scene and surrounding community. Access into this area may be restricted to personnel wearing protective clothing and using decontamination procedures.

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- c. The Disaster Boundary identifies the community-at-risk, which may need to take protective actions such as shelter, evacuation or quarantine. Access into this area may or may not be restricted on the authority of local (or state) health officials.
 - d. Because of a lack of appropriate personnel protective equipment, entry to contaminated areas needs to be delayed until the material dissipates to safe levels or until the proper equipment and technical experts arrive.
12. The dissemination of accurate, timely public information is of utmost importance to minimize fear in the general population and reduce problems related to rumor control.

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Appendix 9.1

RADIOLOGICAL INCIDENTS:

Follow the same procedures for hazardous material spills with these added considerations:

1. Isolate the incident area. Rescue the injured and initiate any needed emergency treatment. DETAIN all concerned, unless seriously injured. Cordon off area until a radiological team can be brought in with radiological instruments. This is a highly technical field, and this work must be performed by competent professionals. No material or equipment should be removed from the scene without being surveyed by the monitoring team for contamination.
2. Fires should be fought (following hazardous material precautions), with the minimum dispersal of water or material runoff.
3. No food should be consumed in the incident area.
4. The radiological team will come under the control of the Incident Manager. The team will assume control of the technical operations to test for radiological contamination and initiate decontamination procedures.
5. Depending on the magnitude of the incident, activate the Emergency Operations Center.
6. When victims of the incident involving radioactive materials are taken to the hospital for treatment, be sure the hospital personnel understand that special precautions must be followed because of contamination.
7. Do not clear the scene or assume the incident is closed until radiological operations experts have given their clearance.

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Appendix 9.2

RADIOLOGICAL EVENT INFORMATION

The chances that the United States will be affected by the detonation of nuclear weapons are extremely remote. However, the fact that thousands of nuclear warheads exist in the world today does not preclude the possibility that the usage of one or more of the devices is possible whether it be an all-out nuclear exchange between the superpowers, terrorist groups carrying out threats via nuclear blackmail, an accidental launch, or the effect of nuclear detonations occurring on the other side of the world. Local government will be hard pressed to provide their constituents with accurate information on the effects of nuclear radiation. This annex organizes the structure for radiological operations and identifies responsibilities and procedures for operating in a radiation environment.

GENERAL:

1. Every political jurisdiction within the State could be subject to the effects of nuclear detonations, especially radioactive fallout.
2. A nuclear attack or accidental launch could occur without warning.
3. Radioactive fallout may affect the county even if the detonations occur in another country thousands of miles away.
4. Local governments may have to operate, without outside assistance, during and after an attack, for prolonged periods of time.
5. Stillwater County is not considered a "High Risk" area by the Federal Government, and therefore is not expected to receive the direct effects of a nuclear attack.

MONITORING

Emergency services (e.g., fire, law enforcement, etc.) that are currently assigned Radiological monitoring sets may be utilized as the radiological reporting net for the county.

COUNTY RESPONSE

Similar to the situation related to hazardous waste incidents, detecting and responding to a radiological release to the environment requires specialized equipment and personnel beyond the capabilities of Stillwater County. Any release or suspected release will be reported to Montana DES for response. Any area suspected of radiological contamination shall be isolated from the public until monitoring and mitigation is completed. Assistance will be contacted by the Incident Commander or the DES Coordinator.

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RADIOACTIVE FALLOUT can be categorized into either the early (localized) fallout or the delayed (worldwide) fallout. **Localized fallout** is defined as those particles which reach the earth within 24 hours after the nuclear explosion. The **delayed fallout** consists of smaller particles which ascend into the upper levels of the atmosphere and are carried to all parts of the earth. The delayed fallout is brought down to earth by rain or snow over periods ranging from months to years. **Fallout** is radioactive. Its intensity and hazard to the public is dependent upon the length of time since the nuclear explosion, the distance between the fallout particles and the organism, and the mass (material/substance) between the fallout and the organism.

SHORT-TERM EFFECTS OF RADIATION EXPOSURE

Following are estimated short-term effects on humans of external exposure to gamma radiation from fallout during a period of one week or less. The total exposure is given terms of Roentgens (R), a unit for measuring the amount of radiation a person is exposed to.

0 - 50 R	No visible effects.
50 - 200 R	Fifty percent (50%) may experience nausea; and 5% may require medical attention; no deaths are expected.
200 - 450 R	Most will require medical attention because of serious radiation sickness. Fifty (50%) percent may require hospitalization.
450 - 600 R	Serious radiation sickness; all require medical attention. Death for more than fifty (50%) percent within one to three weeks.
Over 600 R	Severe radiation sickness. One hundred (100%) percent will die within three weeks.

No special clothing can protect people against gamma radiation, and no special drugs or chemicals can prevent large doses of radiation from causing damage to the cells of the body. However, antibiotics and other medicines are helpful in treating infections that will follow excessive exposures (radiation weakens the body's ability to fight infection).

NOTE: People exposed to radiation **DO NOT** become radioactive. Radiation sickness is not contagious or infectious; it cannot be "caught" from another person.

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Appendix 9.3

BOMB THREATS

- A. If you observe a suspicious object or potential bomb on, **DO NOT HANDLE THE OBJECT!** Clear the area immediately and call the Police.

- B. Any person receiving a phone call bomb threat should ask the caller:
 1. When is the bomb going to explode?
 2. Where is the bomb located?
 3. What kind of bomb is it?
 4. What does it look like?
 5. Why did you place the bomb?

- C. Keep talking to the caller as long as possible and record the following:
 1. Time of call.
 2. Age and sex of caller.
 3. Speech pattern, accent, possible nationally, etc.
 4. Emotional state of the caller.
 5. Background noise.

- D. Police Officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects as they evacuate and should report the location of any such suspicious objects to Police. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.

- E. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked EXIT and alert others to do the same.

- F. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for emergency services personnel. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**

- G. Once outside, move to the buildings designated evacuation assembly point at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

- H. If requested, assist Emergency crews as necessary.

- I. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an official.
IMPORTANT: After any evacuation, report to your designated evacuation assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Building Safety Officer will take attendance and assist in accounting for all building occupants.

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Appendix 9.4

BIOLOGICAL EMERGENCY RESPONSE

Adopted, as part of this Stillwater County EOP, is the current “All Hazards Emergency Operations Plan” developed and adopted by the Montana Department of Public Health, Stillwater County Environmental Health Department and the Stillwater County Public Health Nurse. This document is to be attached to the County EOP.

This annex provides for the organized effort necessary to minimize the effects of terrorism. The possibility of an enemy attack seems highly remote to most people. Yet, the threat cannot be ignored, and may in fact be in the form of a terrorist threat. This Contingency Plan will identify procedures and considerations for public officials and organizations. The purpose of this annex is to ensure that the Stillwater County Emergency Operation Plan is adequate to respond to the consequences of terrorism within Stillwater County including terrorism involving Weapons of Mass Destruction (WMD).

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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

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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

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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.**

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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.

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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.

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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

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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

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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.

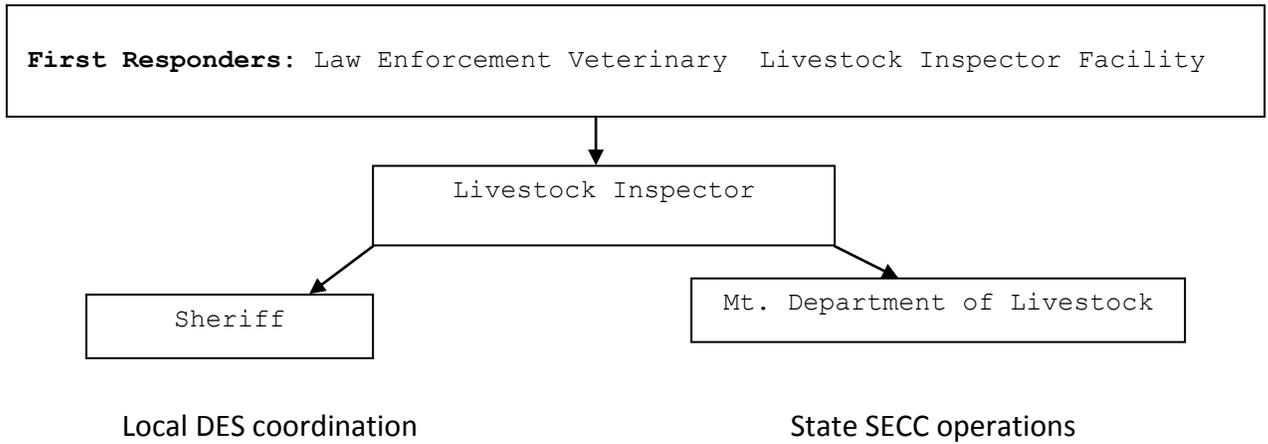
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Procedures:

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.

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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:

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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

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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.

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<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.)

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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?

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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			

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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		

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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.

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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)

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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

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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			

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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

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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

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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

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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.

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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

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BOARD OF COUNTY COMMISSIONERS

Dennis Shupak

Fire Warden Signature and Date

Gerald W. Dell

Clerk and Recorder and Date

Maureen Davey