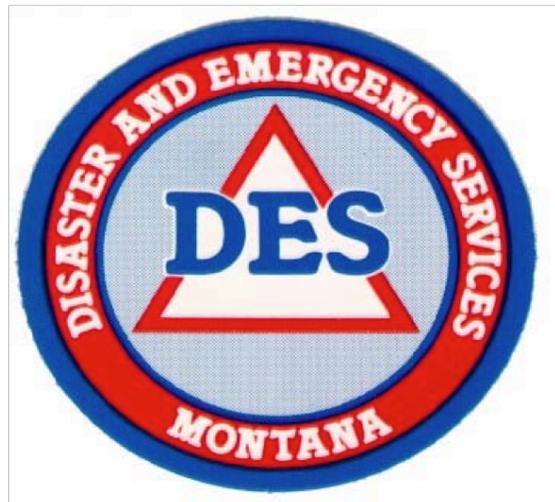


**GRANITE COUNTY
&
INCORPORATED
COMMUNITIES OF
PHILIPSBURG & DRUMMOND**



**EMERGENCY
OPERATIONS PLAN**

**GRANITE COUNTY DISASTER & EMERGENCY SERVICES
P.O. BOX 925 PHILIPSBURG, MT 59858
OFFICE (406) 560-0695, FAX (406) 866-287-3081**

PREFACE

The full intent of the Granite County Emergency Operations Plan (EOP) is to provide guidance and coordination for specific incidents taxing emergency response resources or threatening the lives and property of citizens within the county boundaries.

The Plan has been created with the involvement and collaboration of many agencies and volunteer community response groups throughout the jurisdiction. It serves as not one agency's plan, but rather a community plan that strives to provide a coordinated mechanism for the implementation of a wide variety of incident management and emergency assistance activities for the protection of our citizens and their economic well being. Included in these activities is coordination between local and regional resources and authorities; interaction with nongovernmental, private donor, and private sector organizations; and the support of State and Federal entities, when appropriate.

The EOP is an essential element of the policy coordination and reconciliation mechanisms of county government. It is designed to support existing county policy and decision making entities during response to a specific threat or incident. Also, while the EOP itself creates no new authorities, it serves to unify and enhance the incident management capabilities and resources of individual agencies and organizations acting under their own authorities in response to a wide array of potential threats and hazards. Further, this Granite County Emergency Operation Plan (EOP) is in direct alignment with State of Montana Disaster & Emergency Services planning efforts and the National Response Framework (NRF) in purpose, scope, and structure; and functions within the National Incident Management System (NIMS).

As with the creation of this entire document, the implementation of the EOP and its supporting protocols requires extensive cooperation, collaboration, and information sharing across agencies and community response groups, as well as between government and the private sector. The Granite County Board of Commissioners asks for the continued exemplary support and coordination exhibited by all emergency services agencies and leaders by their full endorsement and implementation of the EOP as presented on the following pages.

Cliff Nelson, Chairman
Granite County Commission

Date

LETTER OF AGREEMENT

The Granite County Emergency Operations Plan (EOP) is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of emergencies and disasters. The content and structure of the Plan effectively addresses strategies to reduce the vulnerability to all natural and manmade hazards, minimize damage, and assist in the recovery from any type of incident that occurs. It describes the structure and coordination of local multi-agency response to a variety of threatening conditions, imminent disasters, and actual incidents. The EOP also assists in the important homeland security mission of deterring or lessening the impact of terrorist attacks affecting the United States and specifically this jurisdiction. By signing this letter of agreement, local departments and agencies and other organizations commit to:

- Supporting EOP concepts, processes, and structures and carrying out their assigned functional responsibilities to ensure effective and efficient incident management; including designating representatives to staff interagency coordinating structures, as becomes necessary;
- Providing cooperation, resources, and support to Granite County in the implementation of the EOP, as appropriate and consistent with their own authorities and responsibilities;
- Cooperating with appropriate county/local incident management leadership as appropriate and consistent with their own authorities and responsibilities, in order to enable effective and efficient incident management;
- Modifying existing interagency and agency incident management and emergency response plans to facilitate coordination with the Granite County Emergency Operations Plan (EOP),
- Forming and maintaining incident management partnerships with local, regional and State entities, the private sector, and nongovernmental organizations;
- Utilizing department- and agency-specific authorities, resources, and programs to facilitate incident management activities in accordance with the EOP, and
- Developing, exercising, and refining departmental and organizational capabilities to ensure sustained operational readiness in support of this EOP.

Signatory departments and agencies follow.

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AKA	- Also Known As	FSA	- Farm Service Agency
APR	- Air Purifying Respirator	FWP	- Fish, Wildlife & Parks
ARC	- American Red Cross	IC	- Incident Command
ATF	- Alcohol, Tobacco and Fire Arms	ICP	- Incident Command Post
BIA	- Bureau of Indian Affairs	ICS	- Incident Command System
BLM	- Bureau of Land Management	IMAC	- Interagency Modeling and Atmospheric Assessment Center
BNSF	- Burlington Northern Santa Fe (Railroad)	IND	- Improvised Nuclear Device
CAP	- Civil Air Patrol	JFO	- Joint Field Office
CBRNE	- Chemical, Biological, Radiological, Nuclear, & Explosive	JIC	- Joint Information Center
CDC	- Center For Disease Control	JIS	- Joint Information System
CEO	- Chief Elected Official or Chief Executive Officer	JOC	- Joint Operating Center
CERT	- Community Emergency Response Team	JTTF	- Joint Terrorism Task Force
CFR	- Code of Federal Regulations	LEPC	- Local Emergency Planning Committee
CISM	- Critical Incident Stress Management	LGDIM	- Local Government Disaster Information Manual
CJIN	- Criminal Justice Information Network	MACS	- Multi-Agency Coordination System
COG	- Continuity of Government	MCA	- Montana Code Annotated
COOP	- Continuity of Operations	MDT	- Montana Department of Transportation
CPG	- Civil Preparedness Guide	MDU	- Montana Dakota Utilities
DCI	- Department of Criminal Investigation	MHP	- Montana Highway Patrol
DEQ	- Department of Environmental Quality	MOU	- Memorandum of Understanding
DES	- Disaster & Emergency Services	NAWAS	- National Alert Warning System
DMA	- Disaster Mitigation Act	NIMS	- National Incident Management System
DNRC	- Department of Resources & Conservation	NFIRS	- National Fire Incident Reporting System
DOJ	- Department of Justice	NPS	- National Park Service
DPHHS	- Department of Health & Human Services	NRF	- National Response Framework
EAP	- Emergency Action Plan	NWS	- National Weather Service
EAS	- Emergency Alert System	OHS	- Office of Homeland Security
EMS	- Emergency Medical System	P & S	- Primary and Support
EOC	- Emergency Operations Center	PAO	- Public Affairs Officer
EOP	- Emergency Operations Plan	PDA	- Preliminary Damage Assessment
ERG	- Emergency Response Guide	PHEP	- Public Health Emergency Preparedness (Program)
ESF	- Emergency Support Functions	PIO	- Public Information Officer
FBI	- Federal Bureau of Investigation	PPE	- Personal Protection Equipment
FEMA	- Federal Emergency Management Agency	RACES	- Radio Amateur Civil Emergency Services
FIRM	- Flood Insurance Rate Map	RDD	- Radiological Dispersal Device
FRMAC	- Federal Radiological Monitoring & Assessment Center	RERT	- Regional Emergency Response Team
		RRT	- Radiological Response Team
		S & R	- Search and Rescue
		SA	- Special Agent

SCBA	- Self-Contained Breathing Apparatus	USGS	- United States Geological Survey
SECC	- State Emergency Coordination Center	VOAD	- Volunteer Organizations Active in Disasters
SERC	- State Emergency Response Commission	WMD	- Weapons of Mass Destruction
SOG	- Standard Operating Guide		
SOP	- Standard Operating Procedures		
USAR	- Urban Search & Rescue		
USC	- United States Code		
USDA	- United States Department of Agriculture		
USFS	- United States Forest Service		

Section I

Basic Plan

BASIC PLAN

INDEX 1 - PLAN SCOPE & ORGANIZATION

The Granite County Emergency Operations Plan is modeled after the National Response Framework (NRF) and the structure is inter-relational in nature. It is based on a community hazard vulnerability analysis and is designed so that appropriate sections and annexes can be cross-referenced to confront unique or varying characteristics and stages of any incident or threat that might confront the county.

The Plan consists of (1) a “Basic” Plan, followed by (2) “Emergency Support Functions” (ESFs) Annexes, with overarching (3) “Support Annexes” and (4) “Incident Specific Annexes” to follow.

Any emergency support function (ESF) under this Plan may be transferred from one governmental agency to another with the consent of the heads of agencies or departments involved and with the concurrence of the County Commissioners. Any additional incident functional responsibility may be assigned to the head of a local department or agency by the County Commission with the mutual consent of the County Commission and the assigned department or agency head. If a part of this Plan, including assigned responsibilities and tasks, is found to be invalid for any reason, all valid parts that are severable from the invalid part remain in effect.

Section I - Basic Plan Presents the composition of the jurisdiction itself and provides the user with essential information regarding how emergency services plan to organize and coordinate in the event of an incident beyond normal day-to-day operations.

Section II - Emergency Support Function (ESF) Annexes Provide a broad overview concerning organization of separate actions or activities serving a particular purpose in emergency or disaster situations.

Section III - Support Annexes Address broad administrative and procedural functions, such as finance or evacuation, that relate to many of the ESFs and Incident Specific Annexes.

Section IV - Incident Specific Annexes Designed to address specific hazards, discuss hazard-specific strategies, and special applications.

Section V - Appendices Contains supplemental information to other sections of the EOP. Appendices typically include forms, maps, charts or procedural checklists used to manage various emergencies.

PERCEIVED HAZARDS

This Emergency Operations Plan is designed to respond to hazards identified within Granite County. While this Emergency Operations Plan cannot identify **all** hazards that may occur, it is strongly held that jurisdictions adequately prepared for the major hazards identified will be able to effectively coordinate response and coordination efforts (with modification of normal emergency response procedures or techniques). A hazard analysis was completed in 2005 during the development of Granite County's Hazard Mitigation Plan. The predominant threats identified during that process were winter storms, extended cold, drought, wildfire and flooding, hazardous materials release, transportation accidents, and dam failure. Damaging winds, communicable disease, terrorism, utility and communications failure, and water supply and watershed contamination have the potential to affect the Granite County communities as well.

INFERENCES

Inferences and terminology are important for the purposes of this Plan. If, for example, this Plan refers to "Law Enforcement" within the structure of Incident Command, which law enforcement agency is meant depends upon which has jurisdiction. It could be municipal police officers, the Granite County Sheriff or the Montana Highway Patrol. An organized format consisting of a basic plan and annexes, combined with common terminology, and a system of management (National Incident Management System "NIMS") will facilitate incident coordination and management through phases of any emergency, disaster or threat. In any event, the goal of the jurisdiction and of this Plan is to work together, and to provide mutual support for the protection of our citizens.

AGENCY/DEPARTMENTAL RESPONSIBILITY

As a multi-agency coordination document, the Granite County Emergency Operations Plan is not intended to take the place or assume responsibility for individual operating procedures, plans or responsibilities. Each agency or department is responsible for developing its own implementing instructions or internal plans to carry out assigned responsibilities. Such documents may include the agency's or department's continuity of operations plan, standard operating procedures (SOPs) or guides (SOGs), tactical pre-plans, internal notification or fan outs, and checklists. The legal authorities and references cited in this Plan are not intended to be inclusive regarding any single function or area of public safety, management or response. Users of this Plan are advised to work with appropriate city, county and state attorneys regarding legal questions and references to law in performance of specific duties or functions.

INDEX 2 - PROFILE OF GRANITE COUNTY

POPULATION

Granite County is located in west central Montana occupying 1,733 square miles. The population of Granite County is 2,879. Philipsburg, with an estimated population of 922, is the county seat and is about 80 miles south and east of Missoula. Drummond has a estimated population of 219 and is 53 miles east of Missoula located on Interstate 90. The 1,709 remaining residents of the county are scattered throughout the unincorporated portions of the county.

Granite County experiences a seasonal population increase attributed to recreational and aesthetic attractions at Georgetown Lake. Summer home (525 estimated pop.), and Stuart Mill Bay and Piney Campground (50 to 300 estimated) populations swell during the months of June, July, and August. Seasonal population during the winter months average 95 in the Georgetown Lake area.

ECONOMY

For many years, the Granite County economy was driven by the mining industry and stabilized by the agricultural and logging economies. The economy reflects its current demographics to include growing retirement, recreational, and commuter populations. Cattle production and hay production, as well as timber sales also share a part of the economic base.

GOVERNMENTS AND AGENCIES

Any disaster within the boundaries of Granite County may require the coordination, communication, and cooperation of several government and federal agencies. Beyond town and county governments, these entities include the U.S. Forest Service, Bureau of Land Management, the Montana Department of Natural Resources and Conservation and possibly the Bureau of Reclamation. Federal lands account for approximately 64 percent of the total land area of the county, including the Lolo National Forest - Missoula District, and the Beaverhead-Deerlodge National Forest - Philipsburg District.

THE TERRAIN AND NATURAL RESOURCES

Granite County is bounded by the Sapphire Range to the west, the Garnet Range to the north, Flint Creek Range to the east and the Pintler Wilderness to the south. The Continental Divide traverses the southeastern border and elevations range from 3,950' to 8,450' across the county. Lush green mountain meadows and brush-covered foothills provide livestock grazing and recreational opportunities, while the valley floor provides irrigated farmland.

Waterways

Primary watercourses flowing through the county are the Clark Fork River, and Flint and Rock Creeks. Flint Creek generally parallels Montana Highway One from Georgetown Lake west to north, reaching the Clark Fork River at Drummond. Rock Creek flows from East Fork Reservoir and parallels Montana Highway 38 to Rock Creek Road, then flows in a northerly direction paralleling

Rock Creek Road to its confluence with the Clark Fork River approximately six miles east of the town of Clinton.

There are four major holding dams and at least twelve lesser dams scattered throughout the county. Primary dams are Flint Creek Dam on Flint Creek at Georgetown Lake, owned by Granite County; East Fork Dam on Rock Creek, owned by Montana DNRC; Fred Burr Dam on Fred Burr Creek, owned by the Town of Philipsburg (the town's water supply); and Willow Creek Reservoir, owned by the Willow Creek Irrigation District.

TRANSPORTATION

There are three main highways within Granite County. Interstate Highway 90 runs east to west along the Clark Fork River at the north end of the county. Montana Highway 1 runs west to north, from Interstate 90 near Anaconda through Philipsburg and continues north to Interstate 90 at Drummond. Montana State Highway 38 begins six miles south of Philipsburg and generally runs west through the Sapphire Mountains to US Highway 93 near Hamilton, MT. A portion of Hwy. 38 is gravel, and closes to winter traffic near the summit.

Montana Rail Link railroad generally follows Interstate 90 from Butte to Missoula through the north end of Granite County, and through the Town of Drummond.

Granite County's primary airport is located one mile southeast of Philipsburg with one 60 foot wide lighted and paved runway aligned 16/34 and is 3,600 feet in length. The Drummond airport has a 125 foot wide turf runway aligned 7/25 and is 2,400 feet in length. Multi-carrier commercial travel is available in Butte, Missoula, and Helena.

A fourth mode of transportation must be considered as relevant in describing Granite County transportation systems; that of pipeline transportation. The Yellowstone Pipeline, a major pipeline transporting refined petroleum products from Billings, Montana to Spokane, Washington crosses the northern end of the county close to Interstate 90.

A natural gas pipeline owned by Northwestern Energy travels through the county from Drummond to Philipsburg. Pipelines may be found at very, very shallow depths due to wind and water erosion and other unspecified circumstances, or may be found buried up to 20 feet deep. Specified routes and locations of major industrial pipelines are not made public, but are known by the emergency management, fire, and law enforcement officials within the county.

INDEX 3 - EMERGENCY SERVICES AND CAPABILITIES

The Granite County EOP is the coordination document for emergency services and resources within the county. Although there are a wide range of regional, state, and federal resources available to assist in the event of an emergency or disaster affecting the county, local capabilities are relied upon first and as such are described in this section.

Emergency Management

The responsibility of support and assistance in the coordination of emergency services throughout the jurisdiction is performed by the Granite County Disaster & Emergency Services (DES) Coordinator. In this capacity, that office also serves as the primary representative should the need for State and Federal assistance occur or when emergency or disaster declarations become necessary.

Local Emergency Planning Committee (LEPC)

The Local Emergency Planning Committee (LEPC) for Granite County is a cohesive and structured group. Originally formed to oversee Tier II reporting requirements and address hazardous materials issues for the jurisdiction, this entity now includes active representation from most organizations and agencies holding responsibility for public safety, have special populations concerns, or emergency response mandates and resources. LEPC committee members work to enhance the protection of life and property of responders and citizens of this jurisdiction.

Law Enforcement

Granite County is served by a sheriff's department with a sheriff, undersheriff, three deputies and five reserve officers. The sheriff's office also provides law enforcement services to the towns of Drummond and Philipsburg.

Search And Rescue

A formal Search And Rescue organization is chartered in Granite County, performing standard search operations. Under State statute, Granite County Search And Rescue serves under the authority of Sheriff as an auxiliary unit of the Sheriff's Office.

Emergency Communications

There is a 24-hour enhanced 9-1-1 dispatch center housed at the sheriff's office located in Philipsburg. All county emergency calls and emergency services dispatching are routed through this center. The Montana Highway Patrol (MHP), Montana Department of Transportation (MDOT), Montana Game and Fish, and the Montana Department of Livestock have their own dispatch systems, but also make use of the county's dispatch center.

Fire Services

Fire service is provided by three (3) Volunteer Fire Departments located in Drummond, Philipsburg and Georgetown Lake. The U. S. Forest Service has fire vehicles located at its Philipsburg facility and the Montana Department of Natural Resources and Conservation (DNRC) houses fire vehicles in adjacent Deer Lodge County, 10 miles east of the Granite County line on Montana Highway One.

County Road And Bridge and Town Public Works

The Granite County Road Department is responsible for maintaining and clearing roadways and infrastructure such as bridges and culverts along county right of ways. The cities of Drummond and Philipsburg public works are responsible for maintaining and clearing roadways and infrastructure, such as bridges and culverts, within their jurisdictions. Public services such as water availability (for fire protection and human consumption), sewage treatment, and waste disposal are also vital functions supervised by municipal public works.

Health And Medical System

The Granite County Medical Center in Philipsburg is a Critical Access Hospital served by one doctor, a 24-hour emergency room, and able accommodate as many as five patients. The Center also houses a medical clinic and a twenty-one bed long-term care facility. Major hospitals are located in Anaconda, Butte and Missoula. Missoula, approximately 80 miles northwest of Philipsburg, provides Life Flight and Care Flight helicopter services to the county, weather permitting. The Georgetown Lake Volunteer Fire Department has a Quick Response Unit.

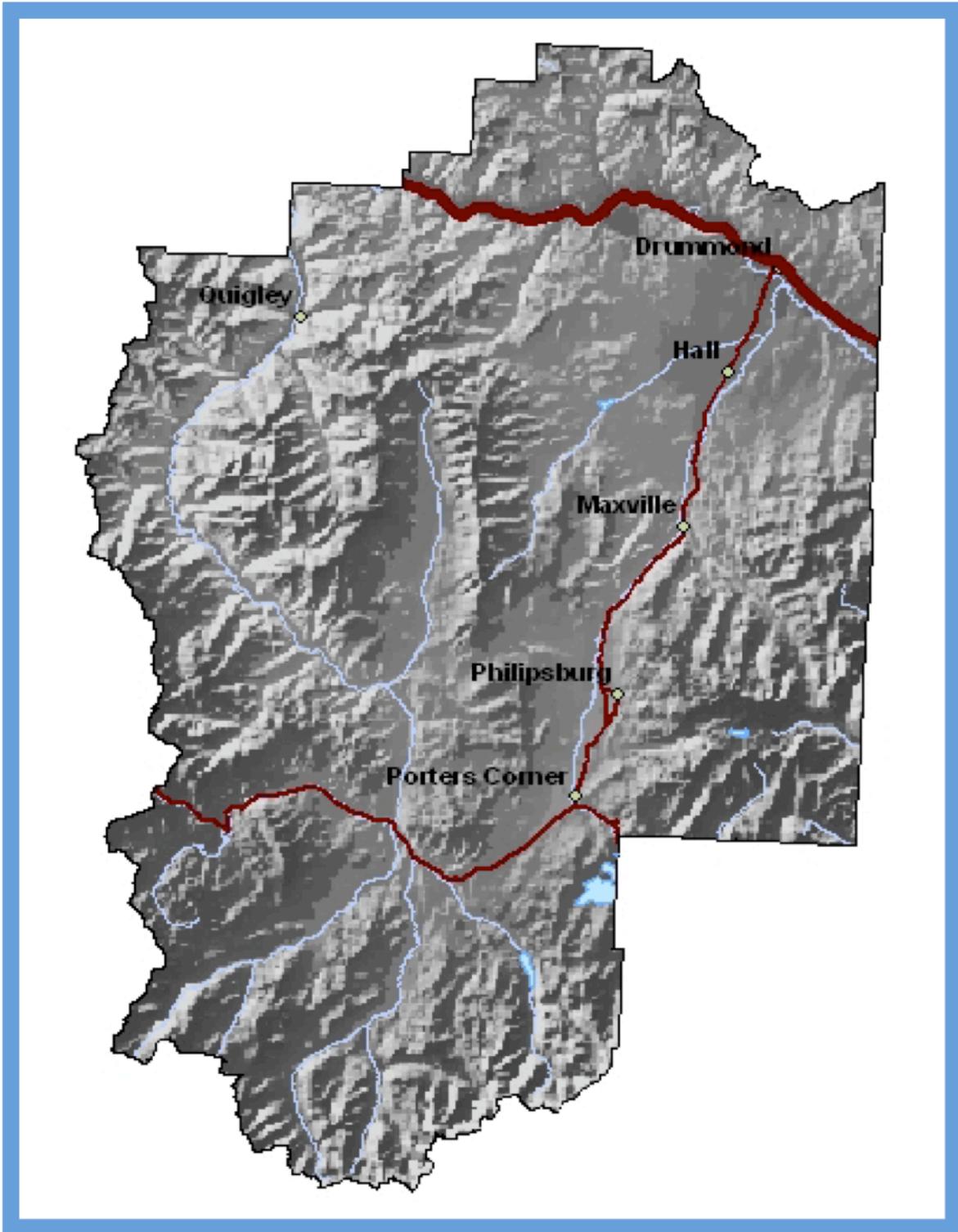
Ambulance service is provided by on-call volunteer ambulance crews based in Drummond and Philipsburg. There is one ambulance unit at each of the two locations.

Granite County Public Health has completed their Emergency Response Plan which is a separate document and considered an annex to these guidelines. It outlines the SOPs of the Sanitarian, the Public Health Nurses, the Mental Health Staff, and the County Health Officer.

Schools

Schools not only house special populations and are a high public safety priority, but as public sector entities also host staging areas, shelter, mass feeding and transportation resources and capabilities. Schools in Granite County include Drummond Schools (Grades PK-12) , Hall Elementary (PK-8), Philipsburg Schools (PK through 8) and Granite High School (Grades 9-12).

MAP & FEATURES OF GRANITE COUNTY, MT



INDEX 4 - EMERGENCY SERVICES COORDINATION

I. PURPOSE:

The Emergency Operations Plan is the main coordinating document for Granite County, the City of Drummond and Philipsburg. The plan provides for the coordinated response of local government to natural, technological or man-caused incidents, emergencies or disasters.

II. SCOPE:

The Primary and Support (P&S) Responsibility Matrix (Index 5) establishes a matrix outline, and denotes lead and support roles. Section II of this EOP contains Emergency Support Function (ESF) Annexes describing the respective purpose, scope and responsibilities of each function. Section III of the EOP contains Support Annexes describing in more detail how to carry out specific emergency functions. Section IV outlines the major hazards specific to Granite County, and describes roles and responsibilities for each hazard.

III. AUTHORITIES:

Montana Code Annotated (MCA) – Title 10, Chapter 3, Parts 1 through 13.
United States Code (USC) – Title 42, Section 5121 ET seq.: The Robert T. Stafford Disaster Relief and Emergency Assistance Act, As Amended

IV. PLANNING ASSUMPTIONS:

The following assumptions were made during the formation of this Plan:

- Locally controlled resources (people and equipment) which are normally available for day-to-day operations would be available for emergencies.
- 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.
- Funding levels remain adequate to provide the levels of service existing when this document was prepared.
- The initial response will be accomplished through the local resources for up to 24 hours.
- The state hazmat response teams are available. A Montana regional hazardous material response team resource can be accessed through the Granite County DES Coordinator's Office. In the event of a hazardous material incident involving Montana Rail Link (MRL) BNSF Railroad Missoula, Helena, or Billings hazardous materials response teams will be available.
- The Red Cross is available for support as needed.
- The local and regional hospitals and emergency rooms remain open.

- The state and district DES offices are available for support.
- Cellular telephones will probably not be available during large incidents.
- Cellular telephone service may not be available during large incidents due to (1) damaged communication or transmission equipment, or (2) any incident triggering a magnitude of public calls and consequently overburdening the system.
- Oil field or pipeline emergencies will primarily be fire or hazmat, and the primary responsibility for response (including rescues) rests with the operator. County response will be primarily for ancillary events such as wild land fire, off-property spill containment, patient transport, or law enforcement activities associated with the incident.
- Mine incidents will be handled by the operator and appropriate mine safety organizations. County response will be limited to surface activities; directed to ancillary events such as wild land or secondary fire, patient transport, or law enforcement activities associated with the incident.
- Military aircraft accidents will be handled by the military. County response will be primarily for ancillary events such as wild land fire, or law enforcement activities associated with the incident.

V. GENERAL CONCEPT OF OPERATIONS:

If an emergency or disaster situation occurs within Granite County, an informed and coordinated response is necessary to protect lives and preserve property. Only trained personnel accomplishing prearranged plans and procedures will be prepared to respond in an effective and efficient manner. The chief elected officials (CEO) of each jurisdiction have the ultimate responsibility for the health, safety, and welfare of the public. The primary responsibility of the CEO in a disaster or emergency situation is the allocation of resources and implementation of policy, and dissemination of information. Mutual aid agreements are in place for jurisdictional areas to request mutual aid support. On-site control remains with the designated response agencies using an incident command structure that reflect the National Incident Management System (NIMS). Specific concepts are outlined below:

- ❖ Disaster or emergency operations should reflect the daily operational responsibilities of each agency or department. Most emergency situations are handled routinely by the emergency service agencies in Granite County.
- ❖ The Granite County emergency operations center will be activated when an incident requires extended management by local government officials other than the primary responders, involves multi-jurisdictions requiring local government involvement, is needed to support on-scene command, or is beyond the scope of local resources.
- ❖ EOC activation may be requested by incident commanders, local government officials, DES coordinator or by a higher government authority.
- ❖ Tasks and responsibilities will be assigned and performed by each organization as outlined by this Plan. Management and control of response personnel remains the responsibility of the tasked organization.
- ❖ Requests for assistance from local government jurisdictions included in this EOP must be made in accordance with existing mutual aid or other written agreements.

- ❖ Local government must commit its resources to emergency operations. Local government may request assistance from the next level of government only after its resources have been expended and/or are clearly inadequate to cope with the incident.
- ❖ All requests for assistance from the State or Federal governments will go through the Disaster & Emergency Services Division in Helena and must be approved by the Board Of County Commissioners. Procedures for this are located in the Local Government Disaster Information Manual (LGDIM).
- ❖ The State Disaster & Emergency Services Division will process assistance requests, coordinate State assistance, and prepare the necessary requests for Federal assistance with the Governor.
- ❖ Once response activities cease, restoration of response capability is the next highest priority. Recovery and mitigation efforts **DO NOT** take precedence over restoration of response capability.
- ❖ All departments, agencies or organizations must maintain detailed records (operational logs) of actions taken during incidents including: date/time, actions taken, overtime, resources expended, and other information of value. These logs are necessary when State and Federal assistance or Mutual Aid Agreement resources are involved. These logs could also be of benefit if liability claims are filed as a result of a disaster.
- ❖ Damage assessment information is the primary responsibility of the specific persons or agencies tasked in the appropriate annexes. However, all agencies must be prepared to provide input to the responsible agency(ies).

VI. Plan Activation:

The Granite County Disaster & Emergency Operations Plan is in effect at such time as:

- ❖ An incident, emergency or disaster occurs or is imminent;
- ❖ An incident, emergency or disaster is declared by the CEO's or
- ❖ An incident, emergency or disaster is declared by the Governor; or
- ❖ A Presidential or federal agency declaration or designation is issued.

INDEX 5 - INCIDENT COMMAND SYSTEM

PURPOSE: Proper incident command helps to provide accurate information, strict accountability, effective planning and cost-effective operations, as well as logistical support for any incident. In order to properly mitigate the risks associated with an incident or emergency, the Incident Command System (ICS) integral to the National Incident Management System (NIMS), was recognized and adopted as the management system to be used for all incidents within this jurisdiction. This was accomplished through the August, 2009 signed acceptance of Granite County EOP by local governing bodies. (Resolution 2009-20)

I. DEFINITIONS:

- A. **INCIDENT COMMAND SYSTEM:** The management system used to direct all operations at the incident scene. The Incident Commander is located at an Incident Command Post (ICP) at the incident scene.
- B. **UNIFIED COMMAND:** An application of the ICS used when there is more than one agency with incident jurisdiction. Agencies work together through their designated Incident Commanders at a single ICP to establish a common set of objectives and strategies, and a single Incident Action Plan.
- C. **AREA COMMAND (UNIFIED AREA COMMAND):** Established as necessary to provide command authority and coordination for two or more incidents in close proximity. Area Command works directly with the Incident Commanders. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than the ICP.
- D. **MULTI-AGENCY COORDINATION SYSTEMS (MACS):** An activity or a formal system used to coordinate resources and support between agencies or jurisdictions. A MAC Group functions within the MACS. MACS interact with agencies or jurisdictions, not with incidents. MACS are useful for regional situations. A MACS can be established at a jurisdictional EOC or at a separate facility.
- E. **EMERGENCY OPERATIONS CENTER (EOC):** EOC's are used in varying ways at all levels of government and within private industry to provide coordination, direction, and control during emergencies. EOC facilities can be used to house Area Command and MACS activities as determined by agency or jurisdictions policy.
- F. **STAGING AREA:** A location where incident personnel and equipment are assigned on an immediately available status. Equipment and personnel will be held at the staging area until called for at the emergency site by the command post. Staging areas will be designated as the need arises.

II. ICS FUNCTIONAL DESCRIPTIONS:

- A. **CHIEF ELECTED OFFICIAL(S):**
 - a. Establishes policy, direction, and allocates clear authority by statute to the incident commander. Provides support to accomplish action plan goals.
 - b. May also take ICS role as IC, staff officer, or section chief.
 - c. Operates from regular office or EOC.
- B. **INCIDENT COMMANDER:**
 - a. Has overall management responsibility at the incident and establishes priorities based on the nature of the incident, available resources, and local policies.
 - b. Oversees tactical operations.
 - c. Assigns command staff (safety officer, liaison officer, public information officer, and communications officer) and general staff (operations chief, finance/administration chief, logistics chief, planning chief) as needed during the incident.
 - d. Implements Emergency Operations Procedures requirements.
 - e. Authorizes media releases and media access.
 - f. Normally operates from the incident command post at the scene, depending on the scope of the incident or event.
- C. **SAFETY OFFICER:** Monitors incident safety conditions both present and future, identifies unsafe conditions or practices, ensures safety compliance requirements are met, and develops measures for assuring the safety of all assigned personnel. **HAS AUTHORITY TO STOP UNSAFE OPERATIONS.**
- D. **LIAISON OFFICER:** Acts as primary contact for representatives of other agencies to coordinate their involvement in the incident.
- E. **PUBLIC INFORMATION OFFICER:** Acts as the point of contact for the media or other organizations seeking general information from the incident. Coordinates the release of information about the incident and media access to the incident.
- F. **COMMUNICATIONS OFFICER:** Coordinates communications needs among participating units and agencies. Arranges/provides communication equipment and develops communications plans.
- G. **OPERATIONS CHIEF:** Develops the tactical organization and directs resources to carry out the action plan. Coordinates the activities of the response units.
- H. **FINANCE/ADMINISTRATION CHIEF:** Monitors and tracks costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance. Arranges or provides administrative support.
- I. **LOGISTICS CHIEF:** Provides or arranges for resources and services to support the organization (on-scene and EOC), including facilities, food, supplies, equipment, services, and other items.

- J. **PLANNING CHIEF:** Develops the action plan to accomplish the incident objectives. Collects, records, and evaluates incident information and damage assessment information, and maintains status of assigned resources and significant incident events. Plans the mobilization and demobilization.

III. AUTHORITY /LIMITATIONS OF INCIDENT COMMANDER:

- A. The authority of the Incident Commander is limited to the powers specifically granted by statute and those derived from activation of this plan.
- B. By participation in the various contingency plans, agencies are meeting their statutory obligations or have voluntarily agreed to carry out assigned objectives in support of the Incident Commander. With the exception of applicable powers noted above (III, A), the adopted Incident Command System recognizes the autonomy of these agencies and their obligation to be accountable to directors, elected officials, boards or governing bodies outside the control of the County. Reference 10-3-102 (3) M.C.A.
- C. The term “jurisdiction” shall be construed to recognize the limited purposes for which boundaries are established. For example, the State Department of Lands may, by contract, have jurisdiction to suppress fire on land which does not belong to the State. This type of jurisdiction does not include incident command responsibility for other types of incidents.

IV. ASSIGNMENT:

- A. The County Commissioners/Mayor may assign incident command responsibility for a specific disaster to an agency officially judged to be best suited to respond.
- B. Such assignments shall follow statutory responsibilities when applicable.
- C. Assignments shall be based on consideration of the following factors:
 - 1. Specific and implied statutory responsibility;
 - 2. Expertise of the official and agency personnel;
 - 3. Resources of the agency – equipment, materials and personnel;
 - 4. Willingness of the selected official to assume responsibility.

V. DUTIES:

- A. “Duties”, as used in this section, means those tasks, other than powers, which an Incident Commander has voluntarily accepted as a result of the assignment.
- B. Planning Duties:
 - 1. Oversee preparation of assigned policies and procedures to be entered into this Plan.
 - 2. Complete Incident Command pre-plans and procedures for assigned incidents. These documents are not included in this Plan.

- C. Emergency/Disaster Duties:
 - 1. Safety of the responders.
 - 2. Protection of life, health and property.
 - 3. Recovery operations to critical facilities and infrastructure.

REFERENCE:

MCA 10-3-1209. Local emergency response authorities -- powers and duties.

“(1) Every local emergency response authority designated pursuant to this part shall respond to incidents occurring within its jurisdiction according to the local emergency operations plan. The local emergency response authority shall also respond to an incident that initially occurs within its jurisdiction but spreads to another jurisdiction. If an incident occurs on a boundary between two jurisdictions or in an area where the jurisdiction is not readily ascertainable, the first local emergency response authority to arrive at the scene of the incident shall perform the initial emergency response duties.

(2) Each local emergency response authority shall define in writing its incident management system and specifically define the agency that will be the incident commander.

(3) The incident commander shall declare that the emergency situation associated with an incident has ended when the acute threat to public health and safety or to the environment has been sufficiently addressed.”

INDEX 6 - ASSIGNMENT OF TASKS AND RESPONSIBILITIES

Those who share the responsibility of public safety and emergency management in Granite County have agreed to coordinate their roles in situations that may reach beyond normal emergency response operations. The “Emergency Services Primary And Support Responsibility Matrix” outlines organizational areas of responsibility in reference to emergency management functions and hazards. All county and/or city departments should prepare their own internal checklists or SOPs to accomplish Incident Management tasks.

GRANITE COUNTY EMERGENCY SERVICES

PRIMARY & SUPPORT RESPONSIBILITY MATRIX FOR DISASTER/EMERGENCY RESPONSE

	CO. COMMISSIONER/MAYOR	CLERK & RECORDER	LAW ENFORCEMENT	DISPATCH E-9-1-1	DISASTER & EMERG. SERVICES	RURAL FIRE DEPT	CITY FIRE DEPT.	SEARCH & RESCUE	COUNTY ROAD DEPT.	CITY PUBLIC WORKS	CORONER	EMS	HOSPITAL(S)	PUBLIC HEALTH & ENVIRON.	RED CROSS	PUBLIC SCHOOLS	PUBLIC UTILITIES	COUNTY EXTENSION	VETERANARIAN	MEDIA &/OR NWS	MONTANA DES	STATE OR PUBLIC LANDS	MONTANA DOT	MT NATIONAL GUARD	
EMERGENCY SUPPORT FUNCTIONS (ESFs)																									
ESF #1 TRANSPORTATION			S	S	S				P	P															
ESF #2 COMMUNICATIONS			S	P	S	S	S	S	S	S	S	S		S		S									
ESF #3 PUBLIC WORKS/ENGINEERING					S				P	P				S			S								
ESF #4 FIRE FIGHTING			S	S	S	P	P	S	S	S		S					S								
ESF #5 EMERGENCY MANAGEMENT	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S		S	S				
ESF #6 MASS CARE, HOUSING, & HUMAN SERVICES					S									S	P	S									
ESF #7 RESOURCE SUPPORT			S		P	S	S	S	S	S		S	S	S	S	S	S				S				
ESF #8 PUBLIC HEALTH & MEDICAL SERVICES					S						S	S	P	P	S	S			S	S					
ESF #9 SEARCH & RESCUE			S		S	S		P	S			S													
ESF #10 OIL AND HAZMAT RESPONSE			S	S	S	P	P					S	S	S								S			S

Section I – Basic Plan

	CO COMMISSIONER/MAYOR	CLERK & RECORDER	LAW ENFORCEMENT	DISPATCH E-9-1-1	DISASTER & EMERG. SERVICES	RURAL FIRE DEPT	CITY FIRE DEPT.	SEARCH & RESCUE	COUNTY ROAD DEPT.	CITY PUBLIC WORKS	CORONER	EMS	HOSPITAL(S)	PUBLIC HEALTH & ENVIRON.	RED CROSS	PUBLIC SCHOOLS	PUBLIC UTILITIES	COUNTY EXTENSION	VETERANARIAN	MEDIA &/OR NWS	MONTANA DES	STATE OR PUBLIC LANDS	MONTANA DOT	MT NATIONAL GUARD
ESF #11 AGRICULTURE & NATURAL RESOURCES	S				S									P				S	S					
ESF #12 ENERGY					S												P							
ESF #13 PUBLIC SAFETY & SECURITY			P	S	S	S	S	S	S		S													
ESF #14 LONG-TERM COMMUNITY RECOVERY & MITIGATION	P	S			P									S										
ESF #15 PUBLIC INFORMATION	P				S				S	S	S			S		S					S			
SUPPORT ANNEXES																								
CONTINUITY OF GOVT. / CONTINUITY OPERATIONS	P	S	S		S	S	S		S	S				S				S						
EVACUATION	S		P	S	S	S	S		S	S		S									S			
FINANCIAL MANAGEMENT		P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S					
LOGISTICS MANAGEMENT		S	S		S	S	S	S	S	S		S	S		S	S	S							
SPECIAL NEEDS POPULATIONS					S									P										
VOLUNTEER & DONATIONS MANAGEMENT					P										S									
WARNING, NOTIFICATION, & ALERTS			S	P	S																P			
HAZARD SPECIFIC RESPONSE (INCIDENT ANNEXES)																								
BIOLOGICAL INCIDENT	S		S	S	S	S	S				S	S	P	P		S		S	S	S				
BOMB THREAT / SUSPICIOUS PACKAGE			P	S	S							S												
DROUGHT, BLIGHT, OR INFESTATION	P		S		S	S	S			S				S										
EARTHQUAKE			P	S	S	S	S	S	S	S		S	S	S			S				S			
FLOOD /DAM FAILURE			S	S	S	P	P	S	S	S				S							S			
HAZARDOUS MATERIALS			S	S	S	P	P					S	S	S							S			S
MAJOR FIRE			S	S	S	P	P					S					S							
MASS CASUALTY/ MASS FATALITY			P	S	S	S	S		S		P	S	S											
SEVERE WINTER WEATHER			S	S	S			S	P	P				S			S				S			S
TERRORISM/ THREAT	S		P	S	S	S	S					S	S	S			S				S			
TORNADO	S		P	S	S	S	S	S	S	S		S	S	S			S				S			
WILD FIRE		S	S	S	S	P	P																	

P= Primary S = Support More than one Primary designation in an annex category recognizes variable factors may exist.

INDEX 7 - INITIAL PROCEDURES AND DECLARATIONS

I. PURPOSE:

Emergency Operations Center (EOC) activation levels and measures are described, as well as procedures for initiating and preparing an emergency or disaster proclamation or declaration.

II. COMMON TERMINOLOGY:

- A. Incident** - An occurrence or event of natural or human cause, which requires an emergency response to protect public safety, health or property.
- B. Emergency** - The imminent threat of a disaster causing peril to life or property which timely action can avert or minimize.
- C. Emergency Condition** - A decision by the Incident Commander that an emergency exists locally. Multiple agency response is imminent or is already in progress. This decision is not a proclamation.
- D. Emergency Proclamation** - A formal decision by the Chairman of the County Commissioners or the Chief Executive or the Governor that an emergency exists within the respective jurisdiction.
- E. Disaster Condition** - A decision by the Incident Commander that a disaster exists locally and multiple agency response is in progress. State and federal assistance is, or may be, needed. This decision is not a declaration.
- F. Disaster** - 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, including tornadoes, windstorms, snowstorms, wind-driven water, high water, floods, earthquakes, landslides, mudslides, volcanic action, fires, explosions, acts of terrorism, air or water contamination requiring emergency action to avert danger or damage, blight, droughts, infestations, riots, sabotage, hostile military or paramilitary actions, disruption of state services, or accidents involving radiation by-products or other hazardous materials.
- G. Disaster Declaration** - A formal decision by the Chairman of the County Commissioners or the Chief Executive or the Governor that a disaster exists within the respective jurisdiction.
- H. Emergency Operations Center (EOC)** - The area identified as an EOC is located in the Sheriff's Office in Philipsburg. The function of the EOC is to coordinate and/or support disaster mitigation, response and recovery efforts in the event of an imminent threat or actual occurrence of an emergency or disaster incident.

III. DECLARATION GUIDELINES:

- A. A Local Emergency Proclamation or Disaster Declaration:
 - The Governor’s powers are not required
- B. A Local Emergency Proclamation Or Disaster Declaration, Followed By A Request That The Governor Also Issue A Proclamation Or Declaration:
 - The Governor’s powers are delegated down through the chain of command to local authorities. (Assistance may be available from the Governor’s Emergency And Disaster Fund, and may be accompanied by statement from the local jurisdiction that the local emergency 2 mill levy has been levied).
- C. Governor’s Emergency Proclamation Or Disaster Declaration:
 - The Governor’s powers are delegated down through the chain-of - command to local authorities. (Assistance may be available from the Governor’s Emergency And Disaster Fund, and may be accompanied by statement from the local jurisdiction that the local emergency 2 mill levy has been levied).
- D. Once the local governing body or Governor has issued an EMERGENCY PROCLAMATION or DISASTER DECLARATION:
 - The Incident Commander shall commence direction of recovery operations in accordance with this Emergency Operations Plan (EOP).

IV. PROCEDURAL STEPS:

- A. Emergency or Disaster Condition - For an incident threatening to become an Emergency or Disaster Condition, the following steps apply:
 - 1. The Incident Commander shall contact the County DES Coordinator through the 9-1-1 Center;
 - 2. The County DES Coordinator shall report to the Incident Commander;
 - 3. The Incident Commander shall monitor the situation and, if conditions warrant, make the decision to elevate the incident to an Emergency or Disaster Condition.
- B. Emergency Proclamation - An Emergency Proclamation is used in the event that (a) no losses have occurred; however, a threat to health, life, or property exists and the proclamation is needed to enact protective measures; or (b) limited losses have occurred and a proclamation is needed to enact response and protective measures to prevent further losses.
 - 1. The following actions usually occur in conjunction with a formal proclamation:
 - a. Requesting the Governor to enact specific emergency powers;
 - b. Requests for the use of money from the Governor’s Disaster & Emergency Fund; and
 - c. Requests for state or federal assistance, including the Army Corps of Engineers.

2. The Emergency Proclamation Process:
 - a. The Incident Commander directs the preparation of Situation Reports and Damage Reports.
 - b. The Incident Commander and County DES Coordinator meet with the Chairman of the County Commissioners or the Chief Executive and/or the County or City Attorney, to review situation and damage reports.
 - c. Protective measures and related costs are selected and assessed against existing resources.
 - d. Specific purposes for an emergency proclamation are established.
 - e. The Chief Executive or Chairman of the County Commissioners shall prepare the order, or designate someone to prepare the order, for their signature.
 - f. If the EOC or portions of this EOP have not already been activated, the County DES Coordinator shall activate both.
 - g. An emergency proclamation is issued in the form of a resolution.
 - h. The resolution is filed with the County Clerk, and provided by the County DES Coordinator, working with the designated Montana DES District Representative, to Montana DES Office as soon as possible.
 - i. The Incident Commander may make the decision to utilize the EOC to direct response activities.
 - j. The County DES Coordinator shall notify the Red Cross and as soon as apparent their services are, or may be needed.
 - k. Reference the Montana Division of Disaster & Emergency Services “Local Government Disaster Information Manual” (LGDIM) concerning extending or terminating an emergency proclamation.
- C. Disaster Declaration - A Disaster Declaration is used when severe losses have occurred to public land, life and/or property and a declaration is needed to enact response and recovery measures. (Review the distinction between emergency proclamation and a disaster declaration.)
 1. The following actions usually occur in conjunction with a formal declaration:
 - a. Formal Activation of this plan;
 - b. Requesting the governor to enact specific emergency powers;
 - c. Requests for the use of money from the Governor’s Emergency And Disaster Fund;
 - d. Requests for state or federal assistance, including the Army Corps of Engineers.

2. The Disaster Declaration Process:
 - a. The Incident Commander directs the preparation of Situation Reports and Damage Reports.
 - b. The Incident Commander and County DES Coordinator meet with the Chief Executive Officer(s) or the County Attorney, to review situation and damage reports.
 - c. Response and recovery measures, and related costs, are selected and assessed against existing resources.
 - d. Specific purposes for a disaster declaration are established.
 - e. The Chief Executive or Chairman of the County Commissioners shall prepare the order, or designate someone to prepare the order, for their signature.
 - f. If the EOC or portions of this EOP have not already been activated, the County DES Coordinator shall activate both.
 - g. A disaster declaration is issued in the form of a resolution.
 - h. The resolution is filed with the County Clerk, and provided by the County DES Coordinator, working with the designated Montana DES District Representative, to Montana DES Office as soon as possible.
 - i. The information will also be disseminated to the public.
 - j. The Incident Commander may make the decision to utilize the EOC to direct or support response activities.
 - k. The County DES Coordinator shall notify the appropriate resources to support the incident in coordination with the Incident Commander.

Reference:

Montana DES “Local Government Disaster Information Manual ” (LGDIM)

Tab F – “Disaster Declarations” contains sample city/county declaration resolutions, SBA requests, drought designation requests, and declaration requests.

Tab G - Emergency & Disaster Fund Handbook For Applicants.

Tab N - Value of Emergency 2 Mill Levy By Montana County/SFY09.

The manual is available in the Granite County DES Office and online and also by accessing the Montana DES website http://dma.mt.gov/des/Library/LGDIM_2008/Default.html.

V. EMERGENCY OPERATIONS CENTER (EOC) ACTIVATION

Granite County DES will notify EOC staff as indicated for support of an incident. Granite County may operate its decision making authority and policy level support to ICS and field response operations through a “virtual EOC” concept or distance conferencing technology. This application may be particularly useful when power outages occur, travel is impaired or events are of quite lengthy duration (days and weeks). Technology may include web-EOC tool accessed from a variety of locations with internet access.

EOC ACTIVATION LEVELS

Level 0	Internal EOC Activation	Normal daily response operations. Situation does not require outside assistance at this point and notification is for informational purposes only. The DES Coordinator, deputy coordinator and/or administrative support staff may be present.
Level 1	Internal EOC Activation	Incident is becoming more significant, but does not require additional resources outside those currently involved. Incident may require that key EOC staff become involved. Chief Executive Officers are notified of situation. Notification of other local departments or agencies within the County for informational purposes only. Situation Report submitted to the Montana Division of Disaster & Emergency Services. Logs and tracking practices initiated within the EOC.
Level 2	Partial EOC Activation	Incident is significant and has become a burden to the local jurisdiction. Requests for state or federal resources, as necessary. State emergency or disaster declaration likely. Federal declaration possible, but not probable. Local agencies and departments notified of standby status for EOC activation. Implementation of applicable sections of the County Emergency Operations Plan. County Disaster Resolution or Declaration is drafted, or drafted and submitted.
Level 3	Full EOC Activation	Incident is well beyond local and state resources. EOC and the Granite County Emergency Operations Plan are fully activated. Non-critical day-to-day operations and functions are suspended. State and Federal disaster declarations are imminent.

INDEX 8 - EXTRAORDINARY POWERS

I. PURPOSE:

Policies for the use of extraordinary powers are hereby established.

II. OPERATING CONCEPTS:

1. Authority

- a. Incident commanders decide when to use an extraordinary power.
- b. If the power is outside the authority of the Incident Commander, he should contact another “Incident Commander” who has the authority, or consult with the County Attorney.
- c. Notwithstanding questions of authority, Incident Commanders have a duty to immediately and unilaterally use powers identified in this Plan whenever all of the following conditions exist:
 1. Persons or property are directly exposed to severe danger,
 2. The impact of the danger is in progress or is imminent; and
 3. The time lost in obtaining approval from authorities would prevent successful protective measures.
- d. The use of an extraordinary power, which has not been approved by specified authorities, shall be limited to the measures needed to eliminate the immediate danger.
- e. Having used an extraordinary power without the benefit of approval, the Incident Commander shall immediately seek confirmation from the specified authority.

II. SCOPE OF APPLICATION:

This Section does not restrict emergency powers granted by law to the Incident Commanders.

1. SPECIAL SITUATIONS

- a. Evacuation
- b. Closure of Roads and Streets
- c. Closure of Public Places and Buildings
- d. Restricting Area Access
- e. Debris removal and entering private property

REFERENCES:

- MCA 2-4-303 **Emergency or temporary rules..... “imminent peril to the public health, safety, or welfare.” Title 2 - Government Structure And Administration. Administrative Procedure Act. Part 3 – Adoption And Publication of Rules.**
- MCA 10-3-103 (5) Pertains to “disaster medicine” Order of evacuation and medicine.
- MCA 10-3-104 (2) Governor’s Authority to evacuate, control ingress/egress.
- MCA 10-3-406 Authority of principal executive officer.
- MCA 10-3-701 "Tactical Incident Assistance Act"
- MCA 10-3-1112 Limitation of powers. Interstate Emergency Services.
- MCA 90-4-311 Obligations of state and local executives. Part 3 - Energy Supply Emergency, Chapter 4 - Powers, Energy Development & Conservation.
- MCA 32-1-561 Closure of banks during emergency. Title 32 – Financial Institutions.

INDEX 9 - RESOURCE DOCUMENTS & REFERENCES

Granite County Emergency Resource Information is published by the Disaster & Emergency Services Coordinator. This is a separate document but is considered a part of this Emergency Operations Plan; however it has wider distribution than this plan. It is a quick reference for Emergency Response Agencies and a tool to be used during an incident, emergency or disaster.

This Granite County Emergency Resource Information Manual contains the following information:

1. The names, titles, home and work and cell phone numbers of the following people:
 - a. Local elected officials
 - b. County department heads
 - c. Administrators of local schools
 - d. City Council Members and Mayors
 - e. Administrators of local offices of state and federal agencies
 - f. Officials of public utilities
2. 24-Hour phone numbers for fire, law enforcement, medical and public works responders.
3. 24-Hour phone numbers of contacts at all radio and TV stations in viewing area.
4. 24-Hour emergency numbers for selected state and federal agencies.
5. 24-Hour emergency numbers for selected national emergency advisory services.
6. Major resources of all agencies dispatched by the E-9-1-1 Center and other agencies of local, state and federal government.
7. Non-profit groups.
8. Private companies.

The Directory is divided into the following sections:

- | | |
|-------------------------------------|------------------------------------|
| 1. Barricades | 16. Sand Bags |
| 2. Bomb Technicians | 17. Search and Rescue |
| 3. Communication | 18. Specialized Response Resources |
| 4. Emergency Medical | 19. Terrorism-WMD |
| 5. Fire Departments | 20. Transportation |
| 6. Fuel Suppliers | 21. Utilities |
| 7. Government | 22. Vacuum Trucks |
| 8. Hazardous Materials | 23. Veterinary/Plant Health |
| 9. Irrigation Ditches | 24. Volunteers |
| 10. Law Enforcement | |
| 11. Mortuary | |
| 12. Public and Environmental Health | |
| 13. Public Works | |
| 14. Radiological defense | |
| 15. Recovery Resources | |

The Directory will be given out to all emergency responder agencies. When an update occurs, the old directory pages should be shredded to insure unpublished numbers are not released. As changes are made, the Dispatch center will be notified in writing of any changes to enable the center to keep current with any updates.

SUPPORTING REFERENCE DOCUMENTS

There are numerous plans and other reference material regarding specific hazard, agency, and jurisdictional response policies, procedures and guidelines. These include several pre-event mitigation plans, which may be useful during the recovery and post-event mitigation phases. Many of these plans may be found at various locations throughout the county or even accessed electronically, but all of them may be found in one location at the Granite County Office of Disaster & Emergency Services at the County Courthouse in Philipsburg.

Emergency Operations Supporting Reference Documents						
	EOP	Declaration & Legal Authority	Hazard Specific HazMat	Hazard Specific Dam	Hazard Specific Fire	Mitigation Plan
Montana Local Government Disaster Information Manual (LGDIM)		X				
Montana Emergency Alert System (EAS) Plan, 2008	X					
Intrastate Mutual Aid System (IMAS) Guide, 2006	<i>Other</i>					
Granite County EOP, 2011	X					
Granite County Public Health Emergency Response Plan	X	<i>not currently on file</i>				
Granite County Medical Center EOP	X	<i>not currently on file</i>				
Granite Co. Pre-Disaster Mitigation Plan 2005						X
Granite County Community Wildfire Protection Plan, 2006						X
Drummond School District Crisis Procedure Manual	X	<i>not currently on file</i>				
Philipsburg School District Crisis Procedure Manual	X	<i>not currently on file</i>				
Granite Co. Cooperative Fire Management Plan, May 2010					X	
DNRC, BLM, U.S. Forest Service 2010 Annual Operating Plan					X	
Granite County Wildfire Annual Operating Plan, April 2010					X	

Section I – Basic Plan

Montana Raillink Emergency Procedures	X <i>not currently on file</i>
(Hazmat) Emergency Response Guidebook (ERG)	X <i>not currently on file</i>
(Hazmat) CAMEO Suite (computer software)	X <i>not currently on file</i>
Flint Creek Dam Emergency Action Plan	X
East Fork Dam EAP	X
Fred Burr Dam EAP	X
Willow Creek Dam EAP	X
Yellowstone Pipeline Group Emergency Response Manual	<i>not currently on file</i>
Northwestern Energy Natural Gas Pipeline Manual	<i>not currently on file</i>

FORMAL AGREEMENTS, DECLARATIONS, AND REFERENCES

Granite County has executed cooperative agreements with nearby counties and neighboring municipalities. A chronology of such agreements, and declarations or resolutions as may be relevant to emergency management in Granite County, are listed below. Complete documents are on file in the Office of the County Commissioners. State and Federal general authorities and references for this EOP are also provided.

AUTHORITY & REFERENCES

- A. Federal Civil Defense Act of 1950, as amended.
- B. Montana Civil Defense Act of 1951.
- C. Montana Disaster Act of 1977.
- D. Local Government Disaster Information Manual (LGDIM), located in the County Disaster & Emergency Office.
- E. Federal Disaster Relief Act of 1974, Public Law 93-288.
- F. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law (PL) 93-288, as amended by PL 100-707.

INDEX 10 - RECOVERY

PURPOSE: After a disaster, local government has the primary responsibility to be prepared to minister to the injured, to maintain life-support services, and to assist an affected area in returning to normal. If the local government is overwhelmed, supplemental assistance from the State of Montana and, possibly the Federal Government, may be needed.

PROCEDURES: As soon as a disaster occurs, planning should begin for returning the community or area to normal operations. Immediate areas to be considered by the Incident Commander, Chief Elected Officials, Disaster & Emergency Services, Law Enforcement, Public Utilities, Fire Services, and Public Works:

- ❖ Government officials will support recovery efforts and, if deemed necessary, will levy the 2 mills for disaster/emergency funding.
- ❖ Law enforcement will maintain law and order. Investigation and evidence recovery will be ongoing in any criminal acts taking place or involved in an incident.
- ❖ If evacuation has occurred, planning should be made for returning people to their homes as soon as possible.
- ❖ Public works will identify and prioritize work to be completed for immediate recovery efforts.
- ❖ Public utilities will cooperate with officials to ensure critical facilities work is completed as quickly as possible.
- ❖ Structural integrity of infrastructure and evaluations of road and bridge safety will be done as soon as possible.
- ❖ Health care and public health will be kept abreast of needed repairs and delays in recovery efforts, especially those efforts that may affect their ability to provide for the health and welfare of the citizens.
- ❖ State help will be asked for during recovery efforts if local resources can not accomplish needed tasks to ensure the safety of the public.
- ❖ If the Robert T. Stafford Disaster Relief and Emergency Assistance Act provisions are satisfied, a Presidential Disaster may be enacted. The Stafford Act is the primary legislative authority for the Federal Government to assist local and State governments in executing their responsibilities for disaster response and recovery.
- ❖ Identification of sources and programs for recovery assistance and the means for obtaining them will be done by the Disaster & Emergency Services Coordinator. The sources and programs include:
 - Volunteer organizations
 - Mutual Aid Agreements
 - State Assistance
 - Federal Assistance Programs
 - Private Sector Contracting

- ❖ Establishing procedures for mobilizing assistance from each available source including:
 - Conditions under which request for assistance will be made
 - Channels to follow to request assistance
 - Preparations of necessary required disaster declarations or other documents required for State and/or Federal Assistance
- ❖ All officials will participate in post-incident critique and supplement plan revisions.

Disaster & Emergency Services will update the Emergency Operations Guideline as needed after the post-incident critique.

FEDERAL DECLARATION AND RECOVERY ASSISTANCE

Assistance is requested through a federal declaration when an emergency or disaster escalates beyond the capability of local and state resources. The Montana DES District I Representative, in coordination with Montana DES and FEMA Region VIII will provide support and assistance should the county require or be eligible for federal disaster assistance.

Three primary types of federal declarations exist:

- **Presidential**
Assistance under a Presidential declaration is activated according to Public Law 93-288 (as amended by PL 100-707, Stafford Act). Several types of assistance, including individual and public, may be available depending on the severity and magnitude of the situation.
- **Small Business Administration (SBA)**
These programs are designed to aid individuals and businesses. SBA provides low interest loans through its physical and/or economic injury loan programs or under the economic dislocation program. These programs may be activated through an SBA, Secretary of Agriculture, or Presidential declaration.
- **Secretary of Agriculture - Drought**
A Secretarial disaster designation may be requested for damage to crops due to a variety of causes. It is the most common Secretarial designation. The Secretarial designation activates USDA Farm Service Agency/Agricultural Credit low interest emergency loans to producers affected by the drought, and normally activates the SBA assistance programs mentioned earlier.

References:

Robert T. Stafford Disaster Relief and Emergency Assistance Act Section 406 Public Assistance Program

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Section 411 Individual and Family Grant Program, and Public Assistance Program

INDEX 11 - MITIGATION

I. PURPOSE: Before, during and after a disaster, measures can be taken to lessen the impact of a disaster. Mitigation measures can save the county lives and resources. Mitigation actions should be a cooperative effort between local, state, and federal government agencies.

II. BACKGROUND:

Mitigation was approached by Granite County as an organized jurisdictional planning effort in 2006. The process included analysis of pertinent hazard history, estimates of community vulnerability and potential loss, and identification of actions or projects that may be taken to lessen or eliminate impact of potential future events.

The Granite County Pre-Disaster Mitigation (PDM) Plan was approved by the Montana Division of Disaster & Emergency Services and the Federal Emergency Management Agency as result of that effort. Community PDM Plans are required to maintain eligibility for federal assistance for mitigation projects and disaster cost reimbursement. PDM plan updates are required by FEMA every five years to remain eligible for pre- and post disaster mitigation funding.

III. GENERAL GUIDE:

Future Mitigation planning efforts may include such items as:

- A. Zoning ordinances
- B. Building codes and enforcement
- C. Public health ordinances
- D. Fire regulations
- E. Hazardous materials ordinances
- F. Dam inspection ordinances
- G. Traffic code
- H. Flood Plain Management Program
- I. River Setbacks
- J. Hazardous Fuel Reduction Programs

Granite County will continue to support mitigation efforts through hazard awareness, working with the agencies that have formal responsibility for mitigation, and ensuring continued efforts to implement hazard reduction measures. Documentation and records gathered from response and recovery stages of a disaster will assist in determination of useful post-disaster mitigation measures and controls for Granite County, and the towns contained within its boundaries.

References:

Granite County Pre-Disaster Mitigation Plan, 2006
Disaster Mitigation Act (DMA) October 30, 2000. Public Law 106-390
Amends Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-107)

INDEX 12 - PLAN DISTRIBUTION AND MAINTENANCE

A formal Granite County Plan Distribution Listing of those agencies that have been provided copies of the Plan can be found at the front section of the EOP, as can the Record of Change(s) sheet showing concurrent changes. The County Office of Disaster & Emergency Services will maintain a list of individuals and organizations assigned controlled copies of the EOP, and ensure that changes and revisions to the Plan are prepared, coordinated, published and distributed.

The Granite County Emergency Operations Plan (EOP) continues to be refined and revised as needed through a process of yearly review, exercise, and evaluation. The Title III, Local Emergency Planning Committee (LEPC), as a local advisory group, will assist the DES Coordinator to ensure sections of the Plan are updated as appropriate and the entire document is thoroughly reviewed not less than every 4 years. This includes **all** annexes and appendices.

The EOP, or sections of the EOP, shall be activated at least once a year in the form of a simulated incident or disaster exercise to provide practical controlled operational experience for those agencies and organizations sharing responsibility for protection of lives or property within the jurisdiction. Activation of a significant portion of this EOP to meet, prepare, or respond to an actual occurrence may substitute for an annual exercise.

PROCEDURES FOR INTERIM CHANGES AND FULL UPDATES OF THE EOP

- A. The entire EOP will undergo formal review by actual activation, simulation, or formal evaluation at least every three (3) years. During the interim period, agencies and organizations named in the Plan and/or having a role in protecting lives and property will be responsible for notifying the Granite County Office of Disaster & Emergency Services of any perceived needed changes and for ensuring that representation from their respective organization is present during formal Plan evaluation and review.
- B. Any department or agency with described responsibilities under the EOP may propose a change to the Plan. County Disaster & Emergency Services is responsible for coordinating all proposed modifications to the EOP, with primary and support agencies, and other stakeholders as required.
- C. No proposed change should contradict or override authorities or other plans contained in statute, Executive order or regulation. Other changes may include additions of new or supplementary material and deletions, new directives, legislative changes, or procedural changes based on lessons learned from exercises and actual events.
- D. After coordination has been accomplished (including receipt of the necessary signed approval supporting the final change language) the County Office of Disaster & Emergency Services will issue an official Notice of Change to controlled EOP copy-holders of record. The notice will specify:
 1. The calendar date
 2. Assigned change number
 3. Subject
 4. Purpose,

5. Background,
 6. Action required
 7. Stated change language on one or more numbered and dated insert pages that will replace the modified pages in the EOP.
- E. Once published, the modifications will be considered part of the EOP for operational purposes pending a formal revision and re-issuance of the entire document. Interim changes can be further modified or updated using the above process.
- F. Only those with controlled copies will automatically be provided updates and revisions. Upon receiving update pages, plan holders should (1) replace revised pages or sections to their own copies of the EOP, and (2) sign and date the "Record Of Changes" Log at the front of their EOP, thus signifying that the pages have been replaced with the new inserts.
- G. The "Record of Changes" Log Sheet may be found in the front section of the Emergency Operation Plan (EOP) following Concurrence pages and the EOP Distribution List.

Section II
Emergency Support
Function (ESF)
Annexes

ESF #1: TRANSPORTATION

PURPOSE: ESF #1 addresses the movement of emergency services' equipment and resources during an emergency or disaster. It recognizes that county roads, state highways, rail and air transportation are the primary methods by which goods, services and personnel are transported. This function also supports the timely, accurate and practical identification of safe transportation routes in the event of relocation of a segment of the population.

ESF COORDINATOR: County DES Coordinator and Sheriff

PRIMARY AGENCY: County Road Dept./City Public Works

SUPPORT AGENCY: Law Enforcement, Emergency Services Dispatch Center

SCOPE: ESF #1 focuses on identification and ongoing assessment of viable and impaired routes and transportation systems. Prioritization of maintenance and repair begin at this level. ESF #1 also anticipates acquisition or employment of alternate means of transportation services as needed to respond, mitigate and recover in regard to an emergency or disaster situation.

SITUATION: There are three main highways within Granite County. U.S. Interstate Highway 90 runs east to west along the Clark Fork River at the north end of the county. Montana Highway 1 runs west to north, from Interstate 90 near Anaconda through Philipsburg and continues north to Interstate 90 at Drummond. Montana State Highway 38 begins six miles south of Philipsburg and generally runs west through the Sapphire Mountains to US Highway 93 near Hamilton, Montana. Highway 38 is closed to traffic during the winter months. Citizens throughout the county and surrounding communities rely on this network of transportation routes for ingress and egress of traffic and access to emergency services. Other transportation infrastructure consists of the Montana Rail Link line (through the north end of the county) and buried pipelines carrying natural gas product.

Philipsburg Public Works and the County Road Department are responsible for maintaining and clearing roadways, bridges, and culverts within their jurisdictions. The Montana Department of Transportation (DOT) maintains state and federal highway access. Montana Rail Link maintains the railroad tracks and right-of-way.

While each jurisdiction has adequate resources to maintain transportation routes, employees often serve in other emergency services capacities, such as fire fighting or ambulance crews. In extreme circumstances, town and county resources will be stretched. The Montana Department of Transportation and Montana Highway Patrol are integral to ESF #1, sharing timely road and weather information and resources as needed. It is expected that State agencies will actively support local efforts as requested by the Granite County DES Coordinator through Montana Disaster & Emergency Services.

RESPONSIBILITIES:

- ❖ Identify damage to transportation infrastructure through designated representatives of the County Road Department and Philipsburg Public Works. Law Enforcement, Emergency Services Dispatch Centers, Montana Department of Transportation, and other sources.
- ❖ Prioritize essential transportation routes and help coordinate resources to ensure ingress and egress to critical areas.
- ❖ Monitor primary and secondary travel routes, cleaning roadways of obstructions, removing debris, and determining road repair priorities.
- ❖ Ensure the Identification and marking of hazardous areas that would limit traffic flow, signing impassable roads as soon as possible after an event
- ❖ Assess bridges after flooding, dam failure, or other disasters for damage and structural integrity.
- ❖ Identify alternative means of ground, water, and air transportation resources to meet identified shortfalls; in order to move supplies, equipment, personnel and citizens.
- ❖ Process and coordinate requests for transportation support of supplies, equipment, and personnel.
- ❖ Monitor predicted weather occurrences that may further impair transportation function.
- ❖ Act as central information collection point for decision making and recovery operations planning regarding transportation routes and other transportation issues.
- ❖ Facilitate restoration and recovery of the transportation infrastructure.

AUTHORITIES:**EOP CO-REFERENCE:**

ESF #3 - Public Works & Engineering, Section II
ESF #7 - Resource Support, Section II
Logistics Management Support Annex, Section III

REFERENCE DOCUMENTS:

ESF #2: COMMUNICATIONS

PURPOSE: In the event that communications system damage or failure occurs, ESF #2 supports restoration of the communications infrastructure and facilitates the recovery of systems and applications.

ESF COORDINATOR: Sheriff/Emergency Services Dispatch

PRIMARY AGENCY: Emergency Services Dispatch Center(s)

SUPPORT AGENCY: Law Enforcement, Fire Services, County Road and Bridge, Search and Rescue, Emergency Medical Services (EMS), County, Schools, Coroner, County DES, Radio Amateur Communications Emergency Services (RACES), Private Sector Communications & Technical Services Providers

SCOPE: For the purposes of this annex, communications are described as:

“information transfer involving the technology associated with the representation, transfer, interpretation, and processing of data among persons, places and machines. It includes transmission, emission or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical or other electromagnetic systems.”

The information contained in ESF #2 does not attempt to replicate day-to-day communications procedures, or replace contingency plans and protocols established in Granite County Sheriff’s Dispatch SOPs.

SITUATION: Public safety communications systems within Granite County include landlines, cellular phones and satellite telephone. However, the primary system is radio voice and data communications. Public safety radio provides for paging, two-way simplex operation and repeater systems located at fixed sites. These units may be accessed from portable, mobile and fixed stations. Radio coverage throughout Granite County is not 100%.

Staffed on a 24-hour basis, the Granite County Dispatch is housed at the sheriff’s office located in Philipsburg, and is the established nerve center for provision of emergency services to the public, coordination of emergency services response, and location of support resources for field responders. Sufficient communications equipment and capabilities are available to provide the communications necessary for most emergencies. An equally vital role is held by private sector communications providers in repair and re-establishment of phone, cyber, and FAX capabilities to save lives and protect property, and to maintain continuity of government and services. Technology is often system-reliant and may not be serviceable in time of need, or is subject to failure in some instances. Infrastructure damage or system overload may severely impair or render incapable single or multiple communications systems’ ability to function.

ASSUMPTIONS:

- ❖ As the primary warning point for Granite County, it is the duty of all dispatch personnel to notify officials responsible for managing an emergency/disaster.
- ❖ All agencies and agency personnel who maintain mobile radios in the course of their jobs are expected to be familiar with local dispatch center communications contingency plans that may exist for secondary and back-up communications.
- ❖ Government officials and local government personnel, as well as auxiliary personnel resources may not be trained in use of handheld radios for uses of communication.
- ❖ Granite County communications systems will survive or withstand the effects of most disasters and emergencies.
- ❖ Prohibitive circumstances may include:
 - The necessity to vacate a building in which communications equipment and personnel are located.
 - Lack of (or failure of) redundant systems.
 - Limitations such as overburdened systems.
 - Absence of electrical power or backup generators.

COMMUNICATIOIS STRUCTURE IN GRANITE COUNTY:

- ❖ **Land line Telephones** are the primary means of communication between fixed locations.
- ❖ **Cell phone** use is prevalent
- ❖ **Emergency Services Portable Radios** are carried by the following agency/department personnel: DES Coordinator, Law Enforcement, Fire, and EMS.
- ❖ **Pagers:** Personnel carrying pagers are alerted by tone or call sign. Individuals answer the Page by responding to Dispatch as necessary.
- ❖ **Mobile Radio Communication** is available in all support service vehicles. Support service vehicles include Law Enforcement, Fire, EMS, the County Road Department, and Philipsburg Public Works.
- ❖ **Repeater Sites** are identified as Rumsey Mountain and Slide Rock.
- ❖ **Criminal Justice Information Network (CJIN)** is a telecommunications network used primarily by federal, state and local law enforcement agencies to exchange criminal justice information. CJIN is housed in the Granite Dispatch Center and is operational twenty-four hours a day, seven days a week.
- ❖ **National Warning System (NAWAS)** is a nationwide private-line telephone system using voice communication for government-to-government warning, originally intended to serve as part of the civil defense warning system. It is used for the dissemination of warnings and other emergency information from regions to states to local government. The NAWAS line is located in the Granite Dispatch Center and may be used to communicate with other warning points in the NAWAS network, should that contingency arise.

- ❖ **Amateur Radio Groups/Operators** RACES and ARES are the most common types of amateur radio communications organizations known to exist. Within Granite County, the local RACES organization can be contacted through the Granite County Resource List.

CONCEPT OF OPERATIONS:

- ❖ In the event of a power failure affecting the Granite 911 Dispatch, the Sheriff's Office will initiate an auxiliary power source located in the Sheriff's Office building, fueled by natural gas, which can maintain service continually. The generator is fitted for propane use also.
- ❖ In the event of total failure of the communications system AND the auxiliary power solution planned for the Granite 911 Dispatch, all responders will rely upon mobile radios in their possession.
- ❖ Channel designation and contingency communications procedures will be directed by the Incident Commander, in coordination with Granite Emergency Services Dispatch Center.
- ❖ Organization and use of emergency vehicles for transmission relay in the event of systems failure and reception area problems are the responsibility of the Incident Commander: using portable repeaters, vehicle-to-vehicle, or radio-to-radio relay.
- ❖ Incident Command requests for portable repeaters will be directed to the Granite County Sheriff's Office.
- ❖ The Granite County EOC cell phones, land lines, satellite phones, cell phones, fax machine, internet/email, and handheld radios if necessary.
- ❖ Messengers will be utilized, conditions permitting, when no other form of electronic communication is available, or when necessary, within the EOC.
- ❖ Should phone, FAX, and e-mail capabilities be disrupted, Emergency Alert System (EAS) implementation will be coordinated and communicated by alternate means of responder portable and/or mobile radios or with the assistance of the local amateur radio group.
- ❖ Phone, internet, dispatch system and FAX communications ability for emergency services functions and coordination will be restored through private sector communications companies and service providers.
- ❖ NAWAS communications may be used as alternate method to communicate with other communities on the system, the State, or the NWS should the system be functioning and the contingency arise.

RESPONSIBILITIES:

- ❖ Track significant impairment, communication system interruption, or communications failure immediately to:
 - a. emergency responders
 - b. system providers
 - c. local/state officials
 - d. the general public

- ❖ Report significant impairment, communication system interruption, or communications failure immediately and advise on alternative communications methods to:
 - a. emergency responders
 - b. system providers
 - c. local/state officials
 - d. the general public

- ❖ Identify available resources to meet the need for backup emergency response communications systems and/or for communications relay, as the situation indicates. Resources may include:
 - a. Local communications provider - Dunn Communications
 - b. RACES Group
 - c. Communications Software Systems Emergency Tech.
 - d. Radio cache available from regional or state location
 - e. State DES IT
 - f. National Guard resource equipment
 - g. U.S. National Forest Service communications resources

- ❖ Support or coordinate acquisition of trained personnel to operate backup emergency response communications systems and/or for communications relay, as the situation indicates.

AUTHORITIES:

Federal Communication Commission Guidelines (FCC)

EOP CO-REFERENCE:

Warning, Notification, & Alerts Support Annex, Section III
ESF #12 - Energy, Section II

REFERENCE DOCUMENTS:

ESF #3: PUBLIC WORKS & ENGINEERING

PURPOSE: ESF #3 addresses the multi-faceted and critical function of pre- and post-event mitigation or preventative measures, immediate assessment of impacts to systems and infrastructure, coordination of emergency repairs, and assistance to ensure transportation routes are open and safe.

ESF COORDINATOR: Chief Elected Officials

PRIMARY AGENCY: Public Works

SUPPORT AGENCY: City Clerk/County Clerk, County DES, City/County Public Health, Private Utilities, Private Sector Contractors, Insurance Providers

DEFINITIONS:

Infrastructure - The basic facilities, services and installations needed for the functioning of a community or society. The term typically refers to the physical or technical structures that support a society, such as roads, water supply, sewers, power grids, telecommunications, and so forth. The term may also include basic services provided by the seat of government, law enforcement, fires services, hospitals, and schools.

SCOPE: This Annex focuses on response phase actions and priorities during expanding situations that may be threatening the jurisdiction, as well as cascading or acute events.

ESF #3 is a fundamental building block to restoration of essential services, short-term recovery, and long-term restoration planning. Much of ESF #3 addresses services provided to municipalities, recognizing that the majority of county, state and federal buildings and resources reside within those municipalities.

Annexes that are helpful as support to ESF #3 include **ESF #1 Transportation** and the **Financial Management Support Annex**.

SITUATION: Predictable events affecting Granite County and the communities within and which may require activation of ESF #3 include flooding, severe weather, fire, or any number of events. While the county infrastructure is maintained primarily by Granite County Road and Bridge (see **ESF #1 Transportation**), the Towns of Philipsburg and Drummond employ various personnel charged with the oversight of city services, including:

- a. Philipsburg Public Works (streets and parks)
- b. Philipsburg Water Treatment Plant
- c. Philipsburg Sewage Plant
- d. Drummond Waste Water System

- e. Fred Burr Dam And Water Supply
- f. Fred Burr Water System
- g. Phillipsburg Hydro-generating Plant

ESF #3 recognizes that private sector construction companies, private utilities and cooperatives, and the Montana Department of Transportation are stakeholders and may also provide resources; often playing a key role in the rapid restoration of infrastructure-related services.

ASSUMPTIONS:

- ❖ Manpower is limited and in an incident, disaster or emergency, a number of the employees could be engaged in other response duties.
- ❖ Activation of MOUs between city and county services to employ equipment and operators may be necessary.
- ❖ In an event impacting a large area, neighboring jurisdictions may not be able to support outside requests, and competition for private-sector resources may be a factor.

CONCEPT OF OPERATIONS:

- ❖ The County and incorporated towns/cities will review reports, identify priorities, and develop an infrastructure action strategy using the following guides:
 - 1. Life safety
 - 2. Life sustaining
 - 3. Convenience
- ❖ The Public Works Department and the County Road Department are primary to the function of debris removal, road and bridge maintenance and repair, and protection and maintenance of water treatment and sewage plants within in their jurisdictions.
- ❖ All departments/agencies will coordinate closely with Incident Command regarding road conditions, infrastructure problems, and closures.
- ❖ Standard operations may indicate road barricade of unsafe areas, drainage of flooded areas as appropriate (unblock manholes and culverts, dig channels, employ sump pumps, filling and placement of sandbags, etc.).
- ❖ Mutual aid or inter local agreement resources for personnel, equipment or other resources will be requested through the DES Coordinator.
- ❖ Hazardous material response and clean up will NOT be undertaken by city/town public works or County Road Department. In a situation involving hazardous material, Department personnel should contact the incident commander immediately (or the County DES Coordinator if an ICP has not yet been established).
- ❖ Building or structural debris removal must be pre-approved by a sanctioned safety inspector or structural engineer.

- ❖ Construction or repair of dikes or water control structures will not be undertaken without authorization of the IC, and (when time permits) the local governing official.
- ❖ Detailed daily logs and supporting records involving all expenses for equipment, materials, and manpower during threat and emergency/disaster periods will be maintained by each department.

RESPONSIBILITIES:

Critical Structures

- ❖ Determine the structural strength and safety of all critical facilities in the disaster area, or provide the expertise for structural assessment.

Essential Services

- ❖ Prioritize and coordinate the repair of electrical, natural gas, water, and sewage services.
 - Maintain and protect wastewater treatment facilities.
 - Restore potable water and sanitary facilities.
 - When required, re-route the water system for emergency supply.
 - Supply potable water and temporary sanitary facilities, as needed.
 - Initiate and coordinate the repair and maintenance of the sewage system.
 - Coordinate to repair vital utility systems.
- ❖ Coordinate with the County Health Department to identify actions to mitigate health hazards, as a result of malfunctions and breakages in the water and/or sewage system.
- ❖ Ensure that timely information about water and sewage outages, contamination and/or shortages is provided to the designated Public Information Officer (PIO) for the situation or event.
- ❖ Ensure that fuel and equipment are available to perform identified tasks.
- ❖ Assist in action planning to address debris and garbage disposal operations within the jurisdiction.

Transportation Routes

- ❖ Provide and maintain emergency access roads to and from critical areas.
 - Emergency Services Buildings
 - Hospitals
 - Schools
 - Nursing Homes
 - Disaster or Emergency Area
- ❖ Monitor primary and secondary travel routes, cleaning roadways of obstructions, removing debris, and determining road repair priorities.

- ❖ Identify and mark hazardous areas that would limit traffic flow, signing impassable roads as soon as possible after an event.
- ❖ Assess bridges after flooding, dam failure, or other disasters for damage and structural integrity.

Advisory and Administrative

- ❖ Provide preliminary damage assessment reports to the Emergency Operations Center.
- ❖ Advise the Emergency Operations Center on water shortages, outages, and impact predictions.
- ❖ Assist in identifying resource and construction needs and contractual requirements to repair, restore or supplement critical infrastructure and essential services:
 - Equipment Needs (on-hand)
 - Specialized Equipment (not-on-hand)
 - Personnel/Operator Needs
 - Materials
 - MOUs
- ❖ Coordinate with local authorities to assist in obtaining required waivers and clearances for repair and re-establishment of critical infrastructure.
- ❖ Coordinate closely with Logistics and Finance Sections concerning construction needs and contractual requirements to repair, restore or supplement critical infrastructure and essential services.

AUTHORITIES:

EOP CO-REFERENCE:

ESF #1 - Transportation, Section II
ESF #7 - Resource Support, Section II
ESF #15 - Public Information, Section III
Logistics Management Support Annex, Section III
Financial Management Support Annex, Section III

REFERENCE DOCUMENTS:

ESF #4: FIRE FIGHTING

PURPOSE: ESF #4 addresses fire detection, protection and suppression efforts in the event of threatening or potentially catastrophic rural, urban and wildland fires occurring within or near jurisdictional boundaries.

ESF COORDINATOR: Local Fire Department or the Granite County Fire Warden’s Office, as appropriate to jurisdiction.

PRIMARY AGENCY: Fire Services

SUPPORT AGENCY: Law Enforcement, Emergency Services Dispatch, County Road And Bridge, City Public Works, Public Utilities, Emergency Medical Services (EMS), County DES Office, Search and Rescue

SCOPE: ESF #4 manages and coordinates firefighting activities that go beyond, or threaten to go beyond, day-to-day local response. A number of emergency support functions and corresponding resources also supplement ESF #4.

SITUATION: Fire service is provided by three (3) Volunteer Fire Departments located at Drummond, Philipsburg, and Georgetown Lake. The U. S. Forest Service has fire vehicles located at its Philipsburg facility, and the Montana Department of Natural Resources and Conservation (DNRC) houses fire vehicles in adjacent Deer Lodge County (10 miles east of the Granite County line on Montana Highway One.)

Additional resource support may be provided to or available from the Montana Department of Natural Resources and Conservation, Bureau of Land Management (BLM) and the United States Forest Service (USFS).

RESPONSIBILITIES:

- ❖ Control, contain and extinguish fires.
- ❖ Coordinate needs for immediate and on-going security and traffic control as a function of law enforcement, in conjunction with a fire event.
- ❖ Ensure availability of emergency medical support at fire location(s).
- ❖ Coordinate with specified emergency support agencies to request resources in the event of an evacuation and for other assistance as relating to fire response.
- ❖ Coordinate information with local authorities through the County DES Office regarding fire danger, specific hazards, public alerts and fire activity.
- ❖ Maintain and file with the fire warden and County DES Office any and all mutual aid agreements, in-place contracts for service, or memorandums of understanding (MOUs) regarding supplemental fire services and support.

AUTHORITIES:

EOP CO-REFERENCE:

- ESF #7 - Resource Support, Section II
- Logistics Management Support Annex, Section III
- Major Fire Incident Annex, Section IV
- Wildfire Incident Annex, Section IV

REFERENCE DOCUMENTS:

- Fire District Mutual Aid Agreement
(none known to exist)
- Granite County Emergency Resource Information Manual

ESF #5: EMERGENCY MANAGEMENT

PURPOSE: ESF #5 serves to support local government and agencies throughout progression of developing situations, incident management and recovery operations.

ESF COORDINATOR: Local Governing Official(s)

PRIMARY AGENCY: County DES Office

SUPPORT AGENCY: Chief Elected Officials. Law Enforcement, Emergency Services Dispatch, County Road and Bridge, Emergency Medical Services (EMS), County Attorney, County Clerk & Recorder, Fire Services, Hospitals, County Public Health, Schools, Coroner, Search & Rescue, Public and Private Utilities, Red Cross

SCOPE: ESF #5 describes the function of Emergency Management (versus incident management) under a “whole systems” approach that supports the County Commission in its responsibility to protect life and property, assisting with aspects of the emergency as requested by the Incident Commander, and as dictated by the situation under the authority of Montana Code Annotated. (MCA) Title 10, Chapter 3 - Montana Disaster Act.

This Granite County Emergency Operations Plan (EOP) and this ESF #5 – Emergency Management should not be confused with the internal standard operating procedures (SOPs) of the County DES Office, or an Emergency Operations Center (EOC) SOP.

SITUATION: Most major emergencies can be managed at the field level under established procedures of local government emergency services agencies. ESF #5 addresses threats and events that may tax local resources, become large scale-operations, or by which Granite County and the incorporated communities within will benefit from the support that the Granite County DES Program is able to provide. The program is led and facilitated by the appointed County DES Coordinator under the Granite County Office of Disaster & Emergency Services.

The Disaster & Emergency Services Coordinator, by State Law, is responsible for emergency and disaster preparedness and the coordination of response and recovery resources. The coordinator has no statutory authority over any department or organization. The coordinator acts as an advisor to the Chief Elected Officials and emergency response agencies. The effectiveness of emergency management support to all entities during an emergency or disaster situation is based on the willing participation of the agencies and positions named as Support Agencies in this annex.

ASSUMPTIONS:

- ❖ Appropriate support agencies and resources will provide the County DES Office with names and numbers of department points-of-contact (at least 2 deep) and confirm that information on annual basis.
- ❖ Montana DES staff will be available or provide a representative to assist and advise regarding administrative procedures and considerations in the assessment of damages, disaster declaration process and state and federal disaster aid and programs, and other disaster-related matters.

OPERATING CONCEPT: The function of emergency management in support of response agencies, scene management, the responsibilities of elected offices, and protection of the public will be affected under the following operating concepts:

- ❖ An Incident Commander on-scene will notify the Granite County DES Coordinator of any incident or situation that: (1) may threaten the safety of people or property, or (2) requires a response of more than two agencies or organizations, or (3) requires extraordinary resources.
- ❖ The Incident Commander or his/her liaison officer will establish a flow of information between the incident and the local DES Coordinator or his/her representative.
- ❖ The Incident Commander or his/her liaison officer will establish a briefing schedule with the local DES Coordinator regarding incident status.
- ❖ All agencies having a role in imminent threat, response, or recovery activities will keep a detailed log of calendar dates, time, contacts, work activities, & associated costs or resources used; to be provided in a timely manner to the County Clerk and Recorder. (Guidelines are outlined in the **Financial Management Support Annex**, Section III of this EOP.)
- ❖ The Granite County DES Coordinator is the point-of-contact between the local jurisdiction(s) and State Disaster & Emergency Services Division.
- ❖ Local requests involving state or federal assistance in the event of an emergency or disaster must be made through the Granite County Disaster & Emergency Services. If the DES Coordinator is unavailable, the Sheriff has the authority to grant these requests.
- ❖ The EOC will be activated to the extent required to adequately support the incident.
- ❖ EOC resources and EOC operations are under the management of the Granite County DES Office. EOC communications, support materials, supplies, and staffing and organization are the responsibility of the DES Coordinator.
- ❖ The DES Coordinator will notify administrative support staff and agency representatives to respond to a designated location for emergency management coordination and assignments, as the situation may require.
- ❖ Requested agencies will provide pre-identified and qualified individuals to represent their respective organizations and function in the EOC. A pre-identified individual may represent more than one function or one agency, by mutual agreement of the departments/agencies involved and the Granite County DES Coordinator.

RESPONSIBILITIES: Emergency management responsibilities as provided through the Disaster & Emergency Services (DES) Office by the Disaster & Emergency Services (DES) Coordinator include:

- ❖ Support multi-agency planning and operations coordination. Attend scheduled planning meetings for purposes of Incident Action Plan (IAP) development and operational briefings scheduled by Incident Command.
- ❖ Participation in establishment of overall goals and objectives in developing, acute, or post-event environments.
- ❖ Serving as a conduit for resource acquisition. Assistance to locate and/or acquire supplies, equipment, personnel and other resources in support of the response effort and incident command, emergency management needs, or by local government.
- ❖ Facilitating requests for assistance from other local jurisdictions and state and/or federal assistance.
- ❖ Coordination of the functional needs of Public Information, Shelter, and Volunteer Management.
- ❖ Assistance to determine what resources should be utilized (American Red Cross, memorandums-of-understanding (MOUs), mutual aid, state or federal assistance), what administrative requirements must be met, what costs the associated costs may be.
- ❖ Set up a conferencing area and/or activate the County Emergency Operations Center to meet the demands of the situation, by guidelines established in the Basic Section of this EOP.
- ❖ Coordination of preliminary damage assessment information and financial impacts for review by Granite County chief executive officers and possible submission to State DES.
- ❖ Prepare requests for local government issuance of state or federal declarations, or designations as necessary, when an incident disrupts normal activity or exceeds 2 mills.
- ❖ Provide input if requested on decisions by public officials to issue, amend or rescind executive orders, proclamations and regulations as needed.
- ❖ Provide an effective collection point for coordination of administrative, financial, and information regarding response and recovery issues with which to anticipate needs or impacts, and ensuring that elected and key officials are informed.
- ❖ Assistance with coordination of financial management and recovery planning and operations in conjunction with an emergency or disaster event.
- ❖ Advise or confer on decisions to authorize the incurrence of emergency liabilities and expenses, to be paid as claims against the county/city/town from the general fund.
- ❖ Assist to coordinate and participate in post-incident critiques, event debriefings, and plan revisions, (including changes or update of the Granite County EOP as necessary).
- ❖ Preparation to shift from immediate restoration of essential services to short-term recovery, and long-term recovery/mitigation phases and planning.

AUTHORITIES:

Montana Code Annotated (MCA) Title 10, Chapter 3 - Montana Disaster Act

EOP CO-REFERENCE:

Basic Plan, Section I

ESF #7 - Resource Support, Section II

ESF #12 - Energy, Section II

ESF #14 - Long Term Community Recovery & Mitigation, Section II

ESF #15 – Public Information, Section II

Logistics Management Support Annex, Section III

Financial Management Support Annex, Section III

REFERENCE DOCUMENTS:

Granite County Emergency Resource Information Manual

Local Government Disaster Information Guide (LGDIM)

ESF #6: MASS CARE, HOUSING, AND HUMAN SERVICES

PURPOSE: ESF #6 supports local efforts to address shelter and non-medical mass care, housing and human services needs of individuals, households and families impacted by potential or actual incidents or disasters.

COORDINATOR: Granite County DES Office

PRIMARY AGENCY: American Red Cross

SUPPORT AGENCY: Schools, Churches, Fraternal Organizations, County Public Health, County Mental Health.

SCOPE: This annex provides the overall framework for the function of coordination and oversight of mass care and temporary emergency shelter needs of populations within Granite County. It does not offer a Standard Operating Procedure for shelter set-up, organization, and management. An abbreviated shelter management outline follows on the last page. Reference may be made to the American Red Cross Shelter Operations Management Toolkit if need be.

ESF #3 should be activated together with the **Volunteers and Donations Support Annex**. The **Evacuation Support Annex**, **Special Needs Populations Support Annex**, and **ESF #15 – Public Information** may also be referenced in the event of activation of this ESF.

SITUATION: Support for this function may vary, depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of response and recovery efforts. Within the county the American Red Cross, churches, and fraternal organizations offer the greatest resources.

The American Red Cross (ARC) is a humanitarian non-profit organization established by congressional charter is, in part, to provide shelter and care for people displaced from their homes as a result of a disaster. Montana Red Cross Chapters are located in Butte, Helena, and Missoula.

While private homes and commercial accommodations will probably satisfy most shelter and care needs, situations may develop which necessitate mass care and public shelter activation. Granite County also recognizes that it may become host to evacuees from adjacent counties or by people who are simply passing through the area and caught in a specific event.

There are ____ shelters identified in Granite County. Shelter agreements exist for ____ of them and are on file at _____. Shelter facilities are NOT stocked with supplies.

Possible Emergency Shelter Locations

Shelter	Location	Contact	Capacity	Shelter Agreement	Special Needs
Philipsburg					
Drummond					
Hall					
Georgetown Lake					

ASSUMPTIONS:

- ❖ All potential shelter facilities in Granite County have not been identified.
- ❖ Law Enforcement is responsible for the transport and care of jail or correctional facility populations and has an Emergency Plan in place for that purpose.
- ❖ Local government and the American Red Cross hold the primary role in the provision of feeding and shelter for disaster victims. The American Red Cross charter is specific in its description of the role of the Red Cross and relief activities to mitigate suffering caused by disasters. Aid from the Red Cross to disaster victims is NOT dependent upon a Presidential or State declaration of an emergency or disaster.

- ❖ No shelters have been identified in Granite County to provide adequate protection against nuclear radiation.
- ❖ Limited sheltering facilities and resources in rural communities and isolated areas may necessitate “shelter-in-place” measures for personal protection versus evacuation and shelter.
- ❖ A large number of evacuees will choose shelter in the homes of friends and relatives outside the threatened or impacted area.
- ❖ The average period of time in emergency shelter will be less than 5 days.

CONCEPT OF OPERATIONS:

- ❖ The County Commission or Mayor authorizes activation and closing of public shelters.
- ❖ Shelters for immediate care of victims of flood, fires, storms, etc., will be activated and maintained by the American Red Cross whenever possible.
- ❖ Until such time that the American Red Cross arrives, Granite County will establish, manage, and coordinate shelter and mass care operations.
- ❖ When initiating shelter activation in an emergency or disaster, the Disaster & Emergency Services Coordinator will use the Red Cross shelter activation standard operating procedure. (See “**Abbreviated American Red Cross Format for the Function Of Shelter Operations**” at the end of this annex.)
- ❖ The expenditure of county funds for food, transportation, and other supplies or equipment for mass care or shelter must be approved by the County Commission or CEO of the appropriate jurisdiction.
- ❖ American Red Cross, as a support agency, will work closely with Granite County Disaster & Emergency Services and the Incident Command organization in maintaining records and submitting reports on all persons accommodated in the shelters.
- ❖ Beyond immediate shelter, short and long-term housing is primarily the responsibility of state and federal government.

RESPONSIBILITIES:

- ❖ Liaison with Incident Commander to determine incident impact, type of event, stage of response or recovery, predicted duration, available transportation routes, special needs facilities or populations in the impacted area, and expected number of people.
- ❖ Identification of appropriate facilities or locations for mass care of populations for the current situation.
 1. **Type of Disaster** - Specific facilities may not be appropriate for usage depending on the type of disaster or emergency.
 2. **Availability** - Facilities available for sheltering or mass care should have pre-disaster arrangements in place, cannot conflict with usual and customary facility function and use, and be inventoried as a shelter location.

3. **Time** - The length of time which the shelter/mass care facility must be used helps determine the services needed from a facility.
 4. **Type of Facility** – Capacity, pre-arranged shelter agreements and insurance coverage considerations, food preparation/kitchen equipment, etc.
- ❖ Notification of designated local organizations and agencies to support mass care operations.
 - ❖ If the situation indicates, liaison with adjacent county Disaster & Emergency Services coordinators to obtain their lists of special facilities and points-of-contact for hospitals, nursing homes or other critical care facilities, and other locations that could provide shelter and care.
 - ❖ Coordination of messaging and instruction through identified methods to populations, facilities, and/or target areas needing shelter or care on how to report to a collection point or arrange transportation, shelter assignments, etc. **(See ESF #15 – Public Information, Section II of this Plan)**
 - ❖ Provide assurance that volunteer work forces meet local standards and qualifications to perform assigned duties. **(See Volunteers & Donations Support Annex of this Plan)**
 - ❖ Oversee coordination of services to provide information on victims or evacuees to family members.
 - ❖ Collect and maintain information regarding shelter populations.
 - ❖ Oversee the support, care, and recovery needs of the special needs population within the jurisdiction. **(See Special Needs Populations Support Annex of this Plan)**
 - ❖ Provide assurance that mental health professionals and qualified volunteers are coordinated to support the counseling needs of effected populations in victim-related recovery efforts. **(See Public Health & Medical Annex of this Plan).**
 - ❖ Ensure that shelters are returned to their pre-use condition following closing of each facility or building.
 - ❖ Generation and maintenance of shelter agreements with identified host locations, organizations, and other services for mass care and feeding. Copies of all such agreements and understandings will be filed with the Granite County DES Office.
 - ❖ **Law Enforcement:** Provision of security to shelters as needed.
 - ❖ **Fire Department:** Responsible to carryout public assembly inspections in shelters.
 - ❖ **Office of Public Health:** Oversees the safe and sanitary operation of shelter, food handling, and feeding locations. Assists with coordination and management of shelter needs of people needing specialized assistance, such as those that are sight impaired, have health or mobility problems, not able to drive, etc. **(See Special Needs Populations Support Annex).**

AUTHORITIES:

36 U.S.C. §§ 300101-300111 (2007). The Congressional Charter of 1905. Establishment of the American Red Cross

EOP CO-REFERENCE:

Evacuation Support Annex, Section III
Special Needs Populations Support Annex, Section III
ESF #15 – Public Information, Section II
Volunteer and Donations Support Annex, Section III
Logistics Management Support Annex, Section III

REFERENCE DOCUMENTS:

American Red Cross “Shelter Operations Management Tool Kit”

Abbreviated American Red Cross Format for the Function Of Shelter Operations

1. A. American Red Cross

1. Manage the operation of mass shelters and mass feeding to include a place to sleep, food for victims, and workers, a location for disaster health services, and clothing and personal items for disaster victims.
2. Shelter Manager, in coordination with the assistant manager, will set up and run shelters which will include:
 - a. Registration of all occupants.
 - b. Obtain and check shelter supplies.
 - c. Display identifying signs.
 - d. Mass feeding.
 - e. Individual assistance and counseling.
 - f. Emergency medical services.
 - g. Sleeping arrangements.
 - h. Recreation services.
 - i. Closing the shelter.

Billiting Officer will be in charge of all sleeping arrangements.

Volunteer Coordinator will train volunteers to assist for the duration of the shelter operation.

Family Services will assist with:

- a. Registration of shelter residents and staff.
 - b. Financial assistance to individuals with disaster caused needs.
 - c. Counseling and referral services.
6. Health services will assist with:
 - a. Coordinating shelter nurses with public health officers.
 - b. Provide emotional support, protect health, and prevent disease.
 7. Food services will:
 - a. Prepare and serve food to victims and workers.
 - b. Obtain food and supplies.
 - c. Keep records of food supplies received and expended.
 8. Maintenance crew to assist:
 - a. In keeping shelter clean and neat
 - b. Keep equipment and appliances working.

2. B. County Health Department

Review shelter operations assistance capabilities with Red Cross.

Assist Red Cross meet the needs of disaster victims arriving at the shelters.

Identify special population groups, which will require special shelter requirements.

- a. Handicapped
- b. Senior Citizens
- c. Nursing Homes
- d. Care Homes
- e. Prisoners

ESF #7: RESOURCE SUPPORT

PURPOSE: ESF #7 addresses resource support (other than funds) from local agencies, private sector entities, and neighboring jurisdictions prior to, during, and/or after incidents.

ESF COORDINATOR: Granite County DES Office

PRIMARY AGENCY: Granite County DES Office

SUPPORT AGENCY: Law Enforcement, Country Road and Bridge, Public and Private Utilities, City and Rural Fire Departments, Hospitals, Schools, County Public Health, Emergency Medical Services, Search and Rescue, Churches, Red Cross, NWS, Private Sector Business/Industry

SCOPE: The Resource Support Function does NOT stockpile supplies. This Annex relies on the **GRANITE COUNTY EMERGENCY RESOURCE INFORMATION MANUAL** as its base document, and may also involve the procurement personnel and operational assistance.

SITUATION: Resource support in the event of an emergency or disaster may include emergency relief supplies, facility space, office equipment, office supplies, contracting services, telecommunications, security services, and personnel required to support immediate response actions, staffing, coordination, and management activities.

RESPONSIBILITIES:

- ❖ Maintenance and ready access of a comprehensive listing of all possible resources located within the jurisdiction to include equipment, facilities, and personnel that may be available from both public and private sectors.
(See “Resource Documents & References,” Granite County Basic Plan)
- ❖ Maintenance and ready access of all existing mutual aid, memorandum of understandings, cooperative agreements and other documents for procurement of services or resources. (See “**Resource Documents & References,**” **Granite County Basic Plan**)
- ❖ Pre-established arrangements to acquire procurement personnel to assist with all functions in any phase of incident response or recovery.
- ❖ Thorough knowledge and familiarity with protocols and laws that govern procurement of all resources on behalf of the local jurisdiction and support ESF’s specific to logistics, financial management, contracting, and documentation.

AUTHORITIES:

EOP CO-REFERENCE:

Logistics Management Support Annex
Financial Management Support Annex
ESF #1 through ESF #15

REFERENCE DOCUMENTS:

Granite County Emergency Resource Information Manual

ESF #8: PUBLIC HEALTH AND MEDICAL SERVICES

PURPOSE: Emergency Support Function #8 provides the mechanism for a coordinated response to public health and medical care needs (to include veterinary and/or animal health issues when they pose a threat to human health) during a developing or actual health or medical emergency or disaster

ESF COORDINATOR: Granite County DES Office

PRIMARY AGENCY: Granite County Public Health **OR** Granite County Medical Center

SUPPORT AGENCY: Emergency Medical Services (EMS), County Mental Health, County Coroner, Public Schools, American Red Cross, Veterinarians, Media

SCOPE: ESF #8 supports the Granite County Public Health Emergency Preparedness (PHEP) Plan maintained by Granite County Public Health, and the Emergency Operations Plan developed and maintained by Granite County Medical Center (as a critical access hospital) residing within county boundaries. In a public health or a medical emergency affecting Granite County, those Plans become the primary coordinating documents, and the Granite County DES Coordinator and the Granite County EOP will act in support of those agencies and plans.

Activation of **ESF #15 – Public Information, Biological Incident Annex, ESF #11 - Agriculture and Natural Resources, and Mass Casualty/Mass Fatality Incident Annex** may be appropriate when activating this Annex.

SITUATION: Should a health or medical emergency arise, Granite County Public Health and/or the Granite County Medical Center will be pivotal in coordinating the response and the support of other agencies, offices and organizations (including pharmacies, where applicable) to assure resources, surveillance, protection, a coordinated medical response, proper care and disposition of deceased, and timely public information and education.

A public health or medical emergency affecting Granite County may involve any one or a combination of all five (5) components of the health system within county. They are identified as follows:

Local public health officials, through the Montana Department of Public Health And Human Services (DPHHS), are the link to resources provided by the Federal Center for Disease Control (CDC) in terms of human health emergencies and other medical issues, but do not perform direct emergency treatment.

The Granite County Office of Public Health is served by a Public Health Director, a Nurse, a Sanitarian, a Health Educator, Emergency Preparedness Coordinator, and an administrative person.

Local hospitals provide direct medical care to victims including treatment and response to trauma, disease, and other medical emergencies. Granite County is served by the Granite County Medical Center as a Critical Access Hospital.

Emergency Medical Services (EMS) are one of the primary sources of emergency transport of sick or injured individuals to hospitals or between hospitals. Ambulance service is provided by on-call volunteer ambulance crews based in Drummond and Philipsburg. There is one ambulance unit at each of the two locations. A Quick Response Unit with trained EMTs does reside at Georgetown Lake. This unit is able to provide basic emergency medical services, but is not certified to transport.

Veterinarian Local veterinarians, auction yards, and Fish and Game personnel are also trained to be vigilant for signs of disease in animal populations that may threaten human populations and communicate with the State Veterinarian on suspect occurrences and matters of concern.

Local mental health providers play a primary role in behavioral health services as they relate to crisis issues in post-disaster phase.

Medical And Congregate Care Facilities Within Granite County

Facility	No. of Beds	Contact	Comments
Medical			
Granite Co. Medical Center	3-5		Swing beds
Nursing Homes			
Nursing Home	20		.
Assisted Living Facilities			
Developmentally Disabled Facility(ies)			

ASSUMPTIONS:

- ❖ Hospitals have established Emergency Operations Plans that are practiced on a regular basis.
- ❖ Granite County Health Officers are responsible to oversee health and medical management within the jurisdiction.

- ❖ Medical resources available through area and regional medical, health and mortuary services mutual aid agreements will be available.
- ❖ Public Health emergencies involving infectious disease may affect staffing availability and scheduling within all public health and emergency services agencies, as well as the hospital and medical facilities.

GENERAL CONCEPT OF OPERATIONS:

- ❖ Response to health and medical emergencies or disasters will be coordinated under the Incident Command System.
- ❖ Trauma emergencies and multiple transport needs are a function coordinated between hospitals, EMS, and regional trauma hospitals.
- ❖ Hospitals will provide stabilization and treatment of those who suffer various exposures to hazardous materials. This includes decontamination of individuals.
- ❖ Routine health, medical, and ancillary services will continue to function during less severe emergency situations.
- ❖ Extreme measures by Granite Public Health such as mass dispensation of vaccines, quarantine, public closures, and other such actions will be authorized by the County Board of Health.
- ❖ Granite County Public Health will assume a key role in formation of a core group of public agency representatives to help provide and support a unified emergency response to meet the public health needs of the county.
- ❖ Hospitals have an established, but limited amount of isolation and quarantine space, which may result in the need for imposed quarantines and imposed quarantine space.
- ❖ Montana DPHHS will assist to locate, procure, screen and allocate health and medical supplies and resources, including personnel required to support health and medical operations in an emergent public health emergency or following a catastrophic trauma event.
- ❖ Entities listed in ESF #8 hold a collective interest to ensure proper storage, disposition, management, and records maintenance regarding deceased human beings, safe drinking water, waste disposal, animal carcass disposal, and air quality.

RESPONSIBILITIES:

Disaster & Emergency Services

- ❖ Functions as a coordinating point for local response operations to report medical and/or public health needs and/or concerns in the event of an emergency or disaster.
- ❖ Provides assistance in the location and procurement of resources as requested to support efforts to deal with health and medical emergencies.
- ❖ Cooperates in joint coordination of action planning and strategy implementation among lead and supporting agencies and private sector organizations in response to medical, public health and/or animal health threats, emergencies, or disasters.

- ❖ Assists in coordination efforts by local health officials and veterinarians during any event involving a biological threat to humans and animals.
- ❖ Partners with the established core group of hospital, public health, elected officials, Incident Command, Coroner and other key agencies to provide unified and coordinated information to the public.

Law Enforcement

- ❖ Provide security to medical facilities and health personnel, as necessary.
- ❖ Communicate and coordinate with Public Health officials concerning personnel/staff and jail population protections against public health threat.

Public Health

- ❖ Provide epidemiological surveillance, case investigation and follow-up within the jurisdictional areas.
- ❖ Rapidly assess health and medical needs of the jurisdiction.
- ❖ Informs the County Health Board and CEOs of existing or impending health and/or environmental problems.
- ❖ Coordinate operations for immunizations or quarantine, if required within the jurisdictional areas.
- ❖ Assume a key role in the formation of a core group of public agencies to provide a unified emergency response to meet public health needs.
- ❖ Partner with established core group of hospital, public health, elected officials, DES, and Incident Command to provide unified and coordinated information to the public.
- ❖ Take a lead role in delivery of emergency public health education to the public.
- ❖ Organize and directs supplemental health and medical hires for disaster service and emergent medical volunteers; ensures positive identification and proof of licensure.
- ❖ Communicate and coordinates closely with emergency services agencies and hospitals concerning personnel/staff protections against public health diseases and threats.

Hospitals & Medical

- ❖ Rapidly assess health and medical needs of the hospital (or facility).
- ❖ Prepare to decontaminate victims exposed to hazardous substances following an event in which hazardous materials are present.
- ❖ Maintain patient/casualty tracing system.
- ❖ Coordinate with Public Health to set up immunization dispensing centers as required.
- ❖ Advise requesting hospitals and/or County Public Health of conditions within the hospital and number and type of beds, as the situation may call for.

- ❖ Communicate and coordinate with Public Health officials concerning personnel/staff and patient protections against public health threat.
- ❖ Partner with the established core group of hospital, public health, elected officials, DES, Coroner, and Incident Command and other key agencies to provide unified and coordinated information to the public.

Sanitarian

- ❖ Assist in the procurement of the appropriate testing and inspection services for suspected indoor and outdoor contamination sites, and public and private water and sewer systems.
- ❖ Coordinate with Department of Environmental Quality to limit danger to the environment through contamination of any hazardous material release.
- ❖ Assist the State and Federal resources with the testing of the environment that may be required to determine the extent of contamination.
- ❖ Inspect for purity and usability of all foodstuffs, water, drugs and other consumables exposed to the hazard within the jurisdictional areas.
- ❖ Inspect and, if required, dispose of food suspected of contamination.
- ❖ Partner with the established core group of hospital, public health, elected officials, DES, and Incident Command to provide unified and coordinated information to the public.
- ❖ Coordinates with animal control to ensure proper disposal of dead animals within jurisdictional areas.
- ❖ Coordinate with DPHHS, USDA, EPA and other federal and state entities during any event involving an abnormal biological threat to humans and animals.
- ❖ Monitor and evaluates environmental health risks or hazards and ensures appropriate actions are taken to protect the health and safety of disaster victims, responders and the general public within jurisdictional areas.
- ❖ Inspect damaged buildings for health hazards within jurisdictional areas.
- ❖ Coordinate with Public Utilities and Public Works to ensure availability of potable water and sewage treatment and disposal within jurisdictional areas.
- ❖ Ensure adequate sanitary facilities at emergency shelters and response personnel.
- ❖ Will work with CEO's and State on environmental matters after a disaster to try to lessen future disaster costs.

Mental Health Organizations (Public & Private)

- ❖ Critical Incident Stress Teams (CIST), Mental Health and ministerial associations will provide outreach and assist local physicians and hospitals to provide medical, health and crisis counseling to caregivers, responders, and victims.
- ❖ Coordinate with shelters to identify persons that may need outreach and assistance.
- ❖ Coordinate with core group of agencies for dissemination of public information and provision of unified and effective message.

Coroner

- ❖ Assist with the coordination of the disposition of bodies during mass casualty incidents that are beyond the capability of local resources.
- ❖ Designate individuals to perform the duties of Deputy Coroners.
- ❖ Establish and maintain a comprehensive record-keeping system for continuous updating and recording of fatality information.
- ❖ Communicate and coordinate with Public Health officials concerning personnel protections against public health threats.
- ❖ Establish collection points to facilitate recovery operations.
- ❖ Establish temporary morgue sites.
- ❖ Identify mass-burial sites if needed.
- ❖ Partner with established core group of hospital, public health, elected officials DES, and Incident Command to provide unified and coordinated information to the public.

Animal Control

- ❖ Coordinate with City and County Public Health Officers on locations, collection and disposal of dead animals.
- ❖ Partner with the established core group of public health and elected officials, Granite County DES, and other agency representatives as appropriate to provide unified and coordinated information to the public.

AUTHORITIES:

- M.C.A. Powers & Duties of Local Boards of Health 50-2-116
- M.C.A. Powers & Duties of Public Health Officers 50-2-118

EOP CO-REFERENCE:

- ESF #15 – Public Information, Section II
- ESF #11 - Agriculture and Natural Resources, Section II
- Biological Incident Annex, Section IV
- Mass Casualty/Mass Fatality Incident Annex, Section IV

REFERENCE DOCUMENTS:

Granite County “Public Health Emergency Preparedness Plan”
State of Montana “Animal Health Emergency Management Plan,”
Montana Department of Livestock, November 2007.

ESF #9: SEARCH AND RESCUE

PURPOSE: ESF #9 addresses components of the search and rescue coordination function to perform actual searches for people that are lost, trapped, or injured.

ESF COORDINATOR: Law Enforcement

PRIMARY AGENCY: Granite County Search And Rescue

SUPPORT AGENCY: Emergency Medical Services, County Road and Bridge, Fire Services

SCOPE: This annex addresses the organization of local resources for immediate action to execute actual searches, perform extrication, and provide on-site medical treatment to injured victims. The annex does not replace Standard Operating Procedures (SOP) or training developed and maintained by the local search and rescue organization or the Sheriff's Department.

Outside resources are often vital to the performance to search and rescue functions within the county. If such documents exist, mutual aid agreements or Memorandum's of Understanding (MOUs) involving Search And Rescue functions and resources will be kept current by the Sheriff's Office and/or Granite County Search and Rescue and copies of such agreements provided to the Granite County DES Coordinator.

SITUATION: Circumstances under which Granite County may be affected to the extent that it becomes necessary to activate ESF #9 include avalanche, structural collapse following a seismic or extreme wind event, severe winter storm, plane crash, or flooding.

Besides fixed populations residing within the county, there are an influx of people who come into the area during summer vacation and hunting season. The expanse of the county, difficult topography, and the remoteness of some areas within the county, combined with various outdoor activities in which these people participate can result in situations calling for SAR efforts. Although a chartered Search And Rescue organization DOES exist in Granite County, response organizations from within the county may be relied upon to assist during a search and rescue mission. Trained Search And Rescue teams from neighboring jurisdictions may also be called upon to assist.

CONCEPT OF OPERATIONS:

- ❖ The U.S. Air Force directs SAR operations for downed or missing military aircraft, scheduled carriers, aircraft carrying people or things of national significance, or aircraft of international origin. The sheriff has jurisdiction over ground sites once the object of the search has been located, unless this is pre-empted by federal authority.
- ❖ Under current state law, SAR activities are under the direct jurisdiction of the local sheriff, and will occur under an Incident Command structure coordinated by the Sheriff's Office.

- ❖ The Sheriff's Department is responsible for costs associated with each Search and Rescue mission.
- ❖ It is the responsibility of the sheriff to understand local jurisdictions SAR responsibilities regarding private, state and federal lands.
- ❖ The National Weather Service will be contacted immediately upon activation of SAR operations. Periodic weather reports will be made to aid rescue efforts.
- ❖ The need for fixed wing aircraft or helicopters will be decided by the sheriff and he may call Civil Air Patrol, support from Malmstrom Air Force Base, or the Aeronautics Division of the Montana Department of Transportation (MDOT). If the sheriff requests, this call should be made through the State DES office.
 - a. The MDOT Aeronautics Division is the sole coordination and activation source of the Montana Volunteer Air Search System.
 - b. MDOT Aeronautics Division will inform appropriate sheriffs, via CJIN of counties to be over flown in air searches.
 - c. Airspace will need to be cleared for SAR operations.
- ❖ When requested by the Sheriff, MT Fish, Wildlife, and Parks Wardens can act as supplemental SAR personnel. They are not to be considered primary SAR responders.
- ❖ In a situation warranting outside resources (an event of catastrophic proportions), a national Urban Search and Rescue (USAR) task force may be deployed by FEMA. Request for USAR support must be channeled through the County DES Office. The estimated time for a USAR Team to arrive to this area is a minimum of eight (8) hours.
- ❖ Fire-Related extrications: The primary responsibility of incident command is the safety of the responders. Fire-related extrication is particularly hazardous and standards regarding this should be strict. Fire-related extrication should be carried out only by properly trained and equipped fire professionals under qualified supervision, in an ICS configuration.

RESPONSIBILITIES:

- ❖ Coordination of local agencies and personnel to support activated Search And Rescue team(s)
 - Fire Department Personnel will be placed on alert, and may provide extra SAR volunteer support.
 - Local EMS and Hospitals may be placed on standby or alert for possible casualties.
 - Assistance by County Road Department personnel and equipment should be accessed by approval of the Granite County Commissioners.
- ❖ Have a policy in place regarding processing, supervision, and liability issues for walk-on volunteers who converge on the scene to assist with Search & Rescue functions.
- ❖ Provision of timely and accurate information to the family, media and general public. Information will be provided at the direction of the IC, in coordination with the Coroner and public information officer of the County, (if either of these entities are involved), by

- ❖ the Incident PIO. (See **Mass Casualty/Mass Fatality Incident Annex** and **ESF #15 – Public Information** of this EOP)
- ❖ Identification and activation of State Resources. The County DES coordinator will contact the State DES duty officer during SAR operations involving large-scale efforts and work with IC to support requests for State resources.
- ❖ Upon response involving more than one operational period, outside resources and/or multiple injuries or deaths, anticipate integration of local plans and resources with incoming Regional or National response resources. (See **Logistics Support Annex** of this EOP)

AUTHORITIES:

MCA 7-32-235; 7-32-2121 SAR under county sheriff
MCA 19-12-105 SAR as part of duties of volunteer fire personnel

EOP CO-REFERENCE:

ESF #7 - Resource Support, Section II
ESF #15 - Public Information, Section II
Volunteers & Donations Support Annex, Section III
Logistics Support Annex, Section III
Mass Casualty/Mass Fatality Incident Annex, Section IV

REFERENCE DOCUMENTS:

Granite County Emergency Resource Information Manual

ESF #10: OIL AND HAZARDOUS MATERIAL RESPONSE

**Please see the
“HAZARDOUS MATERIAL INCIDENT” Annex,
Section IV in the Incident Specific Annexes Section
of this Plan**

ESF #11: AGRICULTURE AND NATURAL RESOURCES

PURPOSE: Emergency Support Function #11 supports local efforts to address (1) provision of nutrition assistance; (2) control and eradication of an outbreak of a highly contagious or economically devastating animal or zoonotic disease; (3) highly infective exotic plant disease or economically devastating plant pest infestation; to include bio- or agri-terrorism incidents (4) assurance of food safety and food security, and (5) protection of natural and cultural resources and historic properties resources prior to, during, and/or after an incident.

ESF COORDINATOR: County Commissioners/Mayor

PRIMARY AGENCY: County Public Health, County Cooperative Extension (Contingent on Threat or Event)

SUPPORT AGENCY: County Weed and Pest, DES Coordinator’s Office, local veterinarians, State Veterinarian, Montana Dept. of Livestock, U.S. Department of Agricultural field personnel

DEFINITION:

Zoonotic Disease - A disease caused by infectious agents that can be transmitted between (*or are shared by*) animals and humans.

SCOPE: Roles will be determined by scope and context of the incident, i.e. human, animal, crop, nutrition and food supply, cultural, or any combination of those five categories. As a State resource, veterinary consultation and/or Montana Department of Livestock or Montana Department of Agriculture assistance may necessitate the involvement or support of the County DES Coordinator, the County Office of Public Health, County Weed and Pest, or the County Extension Educator.

ESF #11 may be limited in scope, but the possibility of severe economic impact to local communities is a critical element. Responsibilities within ESF #11 serve mainly to ensure that the flow of information and provisions for economic relief remain strong between all levels of government and the private sector, at the same time assisting to safeguard the food supply and provide nutritional assistance where needed.

SITUATION: Many of the resources and much of the responsibility to mitigate the effects of, prepare for, respond to, and recover from agricultural disasters and disasters affecting natural resources, including wildlife, fall to state and particularly federal entities. It should be noted that in Granite County crop and livestock emergencies and disasters, while representing substantial losses to the producers themselves, may also have a devastating effect on the economic well-being of business, industry and support services within the jurisdiction. Many local businesses derive much of their income from agricultural-related sales and services.

RESPONSIBILITIES:

- ❖ Appraise local elected officials of physical damage and estimated economic impact of emergencies or disasters affecting livestock or crops in regard to sickness, death loss, infestations and other agricultural losses.
- ❖ Support state and federal authorities in response to an outbreak of a highly contagious or economically devastating animal or zoonotic disease, outbreak of highly infective exotic plant disease, or an economically devastating plant pest infestation.
- ❖ Coordinate with locally-placed United States Dept. of Agriculture (USDA) officials, local veterinarians, State Departments of Livestock, Fish and Game, and Agriculture, and public health officials to provide material and education regarding nutritional, food safety, and agricultural programs, information, and assistance during actual or potential threats or disasters.
- ❖ Ensure that animal, veterinary and wildlife issues in regard to public health in natural disasters are supported, including carcass disposal.
- ❖ Support the Montana Department of Agriculture in measures to identify and monitor safety and security of the commercial food supply to include products in distribution and retail sites, lab analysis of food samples, control of products suspected to be adulterated, local facility closures, food borne disease surveillance, and field investigations.
- ❖ Assist to assess collective local nutrition assistance needs or deficits within Granite County.
- ❖ Work with state and federal agencies to obtain identified appropriate food supplies and coordinate delivery and/or distribution primarily to congregate care settings.
- ❖ Assist state and federal government to establish accessible individual and family assistance program locations to administer food stamp programs.
- ❖ Pre-identify and coordinate measures to protect and conserve local cultural resources.

AUTHORITIES:

- M.C.A. 81-1-102. Provides for authority for supervision and protection of livestock interests from theft and disease.
- M.C.A. 81-2-102 Powers of the Department of Livestock
- M.C.A. 81-2-106 Cooperation by public officers.
- M.C.A. 81-2-301 Establishment of livestock disease control area, entry into area and compulsory inspection.
- M.C.A. 81-2-108 Diseased animals not to run at large-burial of carcasses:

EOP CO-REFERENCE:

ESF #9 – Public Health & Medical Annex, Section II
ESF #15 – Public Information, Section II
Biological Incident Annex, Section IV
Drought, Blight & Infestations Incident Annex, Section IV

REFERENCE DOCUMENTS:

State of Montana “Animal Health Emergency Management Plan,”
Montana Department of Livestock, November 2007.

ESF #12: ENERGY

PURPOSE: Emergency Support Function #12 is intended to restore damaged energy systems and components during a potential or actual emergency or disaster. In addition, it addresses variables involved with the restoration of reliable and continuous energy supplies.

ESF COORDINATOR: County DES Office

PRIMARY AGENCY: Public Utilities and/or Energy Company or Provider

SUPPORT AGENCY: Private Sector Providers of Electricity, Propane, Oil, and/or Natural Gas, County DES

SCOPE: ESF #12 recognizes the impact that damage to an energy system in one geographic region may have on energy supplies, systems, and components in other jurisdictions or regions relying on the same systems. Consequently energy supply and transportation problems may only affect a small portion of the county, a larger region of the state, or may be interstate in nature.

Depending on the nature of the event, activation of the **Special Needs Populations Support Annex, Evacuation Support Annex, ESF #15 – Public Information, and ESF #6 - Mass Care, Housing, & Human Services Annex** may be appropriate.

SITUATION: Actual or potential energy emergencies or disasters may arise due to shortages and disruptions in the supply and delivery of electricity, oil, natural gas and other forms of energy and fuels that impact or threaten to impact populations. Factors contributing to system or mechanical failures may include winter storm, wild fire, high winds, dam failure, or other circumstances caused by natural or human influences.

Restoration of normal operations of energy supplies or facilities is the responsibility of facility owners. However, local jurisdictions will be active in protection of the public and the environment in such an event, with particular attention to re-establishment of power and heat in winter months.

RESPONSIBILITIES:

- ❖ Collect, evaluate, and share information on energy system damage and estimates on the impact of energy system outages within affected areas.
- ❖ In the event of an actual or threatened emergency or disaster occurrence, collect and track information concerning the energy restoration process including (1) geographic information on the restoration, (2) projected restoration schedules, and (3) percent completion as repairs progress.

- ❖ Identify populations or critical services (medical, emergency dispatch services and public safety agencies, nursing homes, water treatment plants, private residence extreme medical needs, etc.) that require alternative or emergency energy support until regular service is stabilized.
- ❖ Determine availability of emergency generators and assistance, and assist to allocate and provide what emergency energy support is available.
- ❖ Coordinate and assure that priority facilities within the County (and/or City) or services receive priority restoration consideration.
- ❖ Ensure that fuel for (1) emergency services capabilities, and (2) equipment to perform energy systems repair, re-routing and maintenance, and other actions regarding essential services and critical infrastructure; is available.
- ❖ Assist to coordinate and provide public information releases regarding energy interruptions as necessary.

AUTHORITIES:**EOP CO-REFERENCE:**

ESF #1 - Transportation, Section II
ESF #3 - Public Works and Engineering, Section II
ESF #6 - Mass Feeding & Care Annex, Section II
ESF #15 - Public Information, Section II
Special Needs Populations Support Annex, Section III
Evacuation Support Annex, Section III

REFERENCE DOCUMENTS:

The Montana Energy Emergency Contingency Plan, 1989 (Under revision 2010, Montana Dept. of Environmental Quality - Planning, Prevention, & Assistance Division.)
Granite County Emergency Resource Information Manual

ESF #13: PUBLIC SAFETY AND SECURITY

PURPOSE: Emergency Support Function #13 integrates public safety and security capabilities and resources to support the full range of incident management activities associated with potential or actual incidents.

ESF COORDINATOR: Law Enforcement (controlling jurisdiction)

PRIMARY AGENCY: Law Enforcement

SUPPORT AGENCY: Search and Rescue, Fire Services, Emergency Services Dispatch, County DES Office, Coroner, County Road

SCOPE: ESF #13 supports incident management requirements including force and critical infrastructure protection, security planning and technical assistance, technological support, and public safety in both pre-incident and post-incident situations. This component of the annex is generally activated when assistance to provide public safety and security is appropriate, and/or where law enforcement resources are stretched in pre-incident or post-incident settings that require protective solutions or capabilities.

Activation of the **Evacuation Support Annex, Bomb Threat/Suspicious Package Incident Annex, and Terrorism Incident - Law Enforcement & Investigation Annex** may be compatible with use of this annex.

ESF #13 does not address criminal investigative law enforcement activities. However, activities within this annex should be fully coordinated with other activities conducted as part of any overall criminal investigation and law enforcement responsibilities. Law enforcement activities and criminal investigations are conducted in conformance with existing policies, codes, and statutes.

SITUATION: Law enforcement entities have primary responsibility for public safety and security utilizing the incident command system on-scene. In larger scale incidents, additional resources are first obtained through the activation of mutual aid agreements or arrangements with neighboring localities, specialized local or regional response teams, or State authorities.

Through appropriate channels, state and federal resources such as personnel and equipment may supplement local law enforcement efforts, and are integrated into the incident command structure using National Incident Management System principles and protocols. Those resources may include Montana National Guard support, Montana Department of Transportation, Montana Department of Justice, Montana of Fish Wildlife and Parks, Montana Department of Livestock, Montana Department of Natural Resources and Conservation, Federal Bureau of Investigation (FBI), Bureau of Alcohol, Tobacco and Firearms (ATF), and the U.S. Drug Enforcement Administration (DEA).

In the event that local and state law enforcement groups need assistance to respond to a civil disturbance or other serious law enforcement emergency, it may be appropriate to request assistance from the Montana Department of Military Affairs. Further, the Governor may request through the Attorney General, Federal military assistance under 10 U.S.C Chapter 15. The President may also use the military in a State to enforce Federal law or to protect constitutional rights. The President may federalize and deploy all or part of any State's National Guard. In the event of a national security crisis, law enforcement resources from the federal or even the state level may not be available to provide support.

RESPONSIBILITIES:

- ❖ Identify need and ensure supplemental resources are available for facility security.
- ❖ Ensure resources to provide access, traffic control, and crowd control are available.
- ❖ Coordinate pre-event and post-event security protocols ensuring proper identification and clearance in where it relates to personnel and resource assistance.
- ❖ Facilitate multi-function activation to implement evacuation policy, procedure, and resources in situations or events endangering public safety.
- ❖ Provide critical information to public information officers (PIOs) for dissemination of timely warning, notification and public information releases.
- ❖ Coordinate information regarding public safety and security issues to promote multi-agency contingency planning, and to assist in anticipating resources needs.
- ❖ Support and facilitate multi-function activation to implement security policy and resources in regard to public and private property.

AUTHORITIES:

MCA 10-3-704 &705 – Local agency to contact National Guard.
10 U.S.C Chapter 15 – Armed Forces

EOP CO-REFERENCE:

ESF #7 - Resource Support, Section II
Logistics Management Annex, Section III
Evacuation Annex, Section III
Bomb Threat/Suspicious Package Annex, Section IV
Terrorism Incident - Law Enforcement & Investigation Annex, Section IV

REFERENCE DOCUMENTS:

Granite County Emergency Resource Information Manual

ESF #14: LONG-TERM COMMUNITY RECOVERY AND MITIGATION

PURPOSE: ESF #14 provides a framework for local government, nongovernmental organizations, and the private sector to enable community recovery from the long-term consequences of a significant incident. During recovery or rebuilding efforts, this function seeks to simultaneously reduce or eliminate the risk involved with possible future occurrences.

ESF COORDINATOR: Chief Elected Officials (County Commission or Mayor)

PRIMARY AGENCY: County DES Office

SUPPORT AGENCY: County Clerk, County Treasurer, County Attorney, County Public Health, County Mental Health

SCOPE: Based on an assessment of incident impacts, support to ESF #14 may vary depending on the magnitude and type of incident and the potential for long-term and severe consequences. Resources to address significant long-term impacts in affected area(s) following the occurrence of a major incident may include state and federal program assistance in relation to housing, businesses and employment, community infrastructure, and social services.

Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources. Long-term community recovery and mitigation efforts are forward-looking and market based, focusing on permanent restoration of infrastructure, housing and the local economy, with attention to mitigation of future impacts of a similar nature when feasible. ESF #14 facilitates the application of loss/reduction building science expertise to the rebuilding of critical infrastructure (e.g. in repairing hospitals or emergency operations centers to mitigate for future seismic or tornado risk, replacing bridges following flood damage, etc.)

RESPONSIBILITIES:

- ❖ Coordinate with appropriate county and town departments, and community private sector organizations and businesses to assess short-term and long-term recovery needs.
- ❖ Identify resource shortfalls to meet recovery needs.
- ❖ Coordinate prioritization of long-term recovery goals.
- ❖ Ensure that any recovery plans and actions fully consider mitigation opportunities available through state and federal programs.
- ❖ Liaison on behalf of local government to ensure coordination and implementation of state and federal assistance to administer disaster recovery programs.
- ❖ Monitor the recovery phase to ensure that administrative and legal requirements are met.

AUTHORITIES:

- Disaster Mitigation Act (DMA) October 30, 2000. Public Law 106-390
(Amends Robert T. Stafford Disaster Relief and Emergency Assistance Act,
Public Law 100-107)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act Section 406 Public
Assistance Program
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Section 411
Individual and Family Grant Program, and Public Assistance Program

EOP CO-REFERENCE:

- ESF #5 - Emergency Management
- Financial Management Support Annex

REFERENCE DOCUMENTS:

- Granite County Hazard Mitigation Plan, 2005
- Montana Local Government Disaster Information Manual (LGDIM)

ESF #15 - PUBLIC INFORMATION

PURPOSE: Local authorities have the responsibility to communicate information regarding an actual emergency, disaster or imminent threat to the public. The Public Information Annex describes interagency policies and procedures used to rapidly mobilize assets to prepare and deliver coordinated and sustained messages to the public in response to an incident.

ESF COORDINATOR: Chief Elected Official(s)

PRIMARY AGENCY: County DES Coordinator (or CEO designee)

SUPPORT AGENCY: County DES Office, Incident Command PIO, Coroner, Public Health And Environmental, Public Schools, and various media organizations as applicable.

DEFINITIONS:

Incident Public Information Officer (PIO) - Spokesperson for the Incident Commander on incident issues.

Public Information Officer (PIO) - Local Government - Spokesperson for the governing body on policy issues and on activities broader than incident responses.

Joint Information Center (JIC) - A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media.

SITUATION: Many threats and critical events will involve more than one emergency services agency, possibly private sector organizations, and participation by local, state, federal and/or tribal entities; each with their own statutory responsibilities. A Public Information Officer may be appointed by the local governing body having ultimate responsibility for public information in that jurisdiction, to help coordinate accurate and timely information in regard to local government priorities and actions.

INCIDENT COMMAND: The policies and procedures outlined in this Annex are based on, and flow through the Emergency Operations Plan (EOP), in alignment with the National Response Framework (NRF), the National Incident Management System (NIMS), the Joint Information System (JIS), and the Incident Command System (ICS).

The Incident Commander shall appoint an Incident Public Information Officer (PIO). The Incident PIO and PIO for the local jurisdiction shall maintain a close liaison to make distinctions between those issues which are incident-related, and issues which involve the governing bodies.

The Incident Commander (or his/her designated PIO) will provide the Public Information Officer acting for local government with current information.

The person or persons who own or manage the property involved in the incident may have public information concerns. The Incident PIO shall coordinate with the spokesperson of the person or persons who own or manage the property, as appropriate.

The Incident Command PIO will arrange interviews with operations personnel and escort and accompany media to the disaster area when safe to do so.

In the event a Joint Information Center (JIC) is established, it will provide a mechanism to develop, coordinate and deliver messages in support of Incident or Unified Command and associated elements of the ICS to include the:

- Release of situation statements and other information cleared by the Incident Manager and governing body to the media;
- Maintenance of a liaison between the governing body and the Incident Public Information Officer on issues as they relate to public information and warnings.

CONCEPT OF OPERATIONS:

- ❖ Upon approval of the County Commissioners (CEO) (or city/town Mayors), the Granite County DES Coordinator or an appointed designee will act as Public Information Officer (PIO) for the jurisdiction(s).
- ❖ In some situations, Incident Command's designated PIO and the local jurisdiction's PIO may be one and the same individual. This will only occur by mutual agreement and acceptance of the Incident Commander and the local governing body.
- ❖ Release of any information concerning a disaster or emergency situation must be approved by the Incident Commander, and/or Chief Executive Officer of the governing body.
- ❖ The Incident Commander (or his/her designated PIO), and other government officials will provide the county's Public Information Officer with current information.
- ❖ The person or persons who own or manage the property involved in the incident may have public information concerns. The Incident PIO shall coordinate with the spokesperson of the person or persons who own or manage the property, as appropriate.
- ❖ The Incident Command PIO will arrange interviews with operations personnel and escort and accompany media to the disaster area when safe to do so.
- ❖ In a situation that requires a more trained PIO than the county can provide, someone will be called from another jurisdiction or agency to assist. This assistance could come through Montana DES or the Montana Department of Natural Resources and Conservation.

I. PIO Responsibilities (Local Government)

- Acts for the local government as lead Public Information representative to coordinate with the Incident PIO, state, and federal authorities if necessary.
- Responsible to coordinate a core group of representatives from various involved organizations to ensure that information is released in an accurate, consistent, and timely manner.
 - Core group participation will be determined by jurisdictional and statutory responsibilities, operational tasks, areas of expertise and responsibility, and the nature and location of the incident or threat.
 - Core group designees may be drawn from appropriate local agencies, public sector organizations, business, industry, and/or state and federal entities as appropriate.
- Functions as the press secretary, coordinates media activities for the jurisdiction's chief elected officials (CEOs), provides strategic communications guidance, and serves as the designated local spokesperson when directed by the County Commission or Town/City Mayor, as applicable.
- Provides leadership when significant interagency coordination of Public Information is required. Coordinates with the appropriate core group to assist in the development, coordination and delivery of information and instructions to the public related to:
 - Local preparations
 - Protective measures
 - Departmental/agency response
 - Assistance to the incident-affected area
 - Impact on non-affected areas
- Organizes a mechanism, schedule, or strategy with core group members to confer, coordinate and undertake whatever means necessary for coordination of information.
- Coordinate and arrange agency and/or headquarter-level (CEO) communications to the general public and non-governmental organizations as necessary throughout the incident, focusing on both the incident locale and non-affected areas to maintain continuity.

II. Public Information Message Coordination & Guidelines

The release process and content must be assessed and agreed upon in the early stages of an incident or during pre-planning by all involved to assure that a unified and consistent message is presented.

- Major announcements, daily briefings, and incident updates are coordinated through the local government PIO, with the Incident PIO and interagency core groups, prior to release.

- Public messages should be clearly identified as either INFORMATION or INSTRUCTION.
- Information released to the public should not speculate on the cause of man-made incidents.

III. Media

Local government should be aggressive in providing current information to the media, and not react to inquiries. All media inquiries shall be referred to the appropriate Information Officers.

- Other employees of local government or volunteers working under local government shall not provide information statements concerning emergency or disaster incidents to the media.
- Media clearance will be approved through the County PIO (if one has been designated) or the County DES Coordinator, and the Incident Commander.
- Media representatives must register with local authorities, and visibly display locally authorized identification badges.
- Movement of the press is subject to the control of the Incident Commander, and the Incident Public Information Officer (if one has been designated) or the County DES Coordinator, depending on whether movement involves scene access or access to public officials and the activities of local government.
- If media representatives arrive on the scene of an incident or during county support and management efforts without prior coordination with the jurisdictions' Public Information Officer or the Incident Commander, those representatives will be asked to leave until arrangements can be made to accommodate them.
- Information provided shall be made available to all media at the same time.

COMMUNICATING WITH THE PUBLIC

I. Identifying The Network & Information Flow

In any event, key individuals, groups, or structured entities will emerge with which information officers should exchange, extract, or provide information to. These entities may change as the situation evolves and abates. Local Government PIOs and spokespersons and Incident PIOs should identify these entities early on to facilitate effective information paths, products, and results. Various levels and groups may include, but are not limited to the following:

- Headquarters Level: Consultation with CEOs and senior leadership.
- Interagency Level: Communications with the core group. The initial conference assesses and assigns primary agency roles and reaches agreement on releases, talking points, and sustaining communications effort and strategy.

- Incident Site: Attempt to establish contact with the incident site(s) and Incident Public Information Officer (PIO) assigned to Incident Command or Unified Command to gain incident facts, operational response updates, media coverage and messages under consideration or already delivered.
- News Media: Contact with key news media to inform them about (1) the incident and its status, (2) provide initial information to counter speculation and rumors, and (3) make available, when necessary or known, immediate health and safety guidance. *Departments and agencies should closely coordinate media queries during this critical phase to ensure that the approved interagency plan is being executed.*

II. Public Information Messages & General Guides

A. MESSAGE DEVELOPMENT:

The nature of the incident may create restrictions that could inhibit the ability of the County DES Office, Public Information Officers, or the communications team (core group) to develop a communications strategy and message. Obstructions to coordination could include loss of communications, transportation barriers, or necessary relocation of participating departments and agencies.

B. MESSAGE CONTENT:

Information to the public may follow the following outline:

- a. Information about the nature of the emergency, emphasizing the immediate action being taken to protect lives, health and property.
- b. Instructions for protective measures to the public.
- c. Information for motorists regarding closed roadways and recommended alternative routes.
- d. Urging of the public to stay away from the area affected by the emergency.
- e. Announce and explain evacuation and the establishment of evacuation shelters.
- f. Advise the public that further information will be furnished.
- g. Monitor public comments and dispel rumors immediately.

*** PUBLIC INFORMATION MESSAGE TEMPLATES *can be found in the Appendices at the rear section of this EOP and should be followed when obtaining information for public release.***

C. MESSAGE DELIVERY:

Message delivery may require the use of all available communications media and resources. Development of aggressive and creative solutions when traditional tools of communication become inaccessible should be assessed and planned for throughout the incident.

Radio, television, and newspaper resources for use beyond Emergency Alert System (EAS) warning messages to deliver detailed or expanded information to most areas of Granite County are identified as follows:

Radio Stations

KBOW (AM) Butte, frequency 550 kHz (AM) *

KAAR Butte, frequency of 92.5 kHz (FM)

KXTL Butte, 1370 kHz (AM)

KGVO Missoula, 1290 kHz (AM)

KGGL, Missoula, 93.3 kHz (AM-FM) *

Television Stations

KPAX TV - Missoula, Channel 8 - CBS

KECI TV – Missoula, Channel 13 - NBC

(Residents of the county using only a satellite dish for television reception will not have access to local stations.)

Newspapers

Phillipsburg Mail (weekly)

Anaconda Leader (Wednesdays, Fridays)

Montana Standard (Butte, daily)

Missoulian (Missoula, daily)

*indicates primary provider

D. RECEIVING THE MESSAGE:

The public, especially those who require evacuation or other guidance, must have the capability to receive the message. This may be difficult if the affected area has suffered significant loss of normal power or personal and mass communications capability. The ability of the public to receive messages and instructions must be considered throughout an incident, and be made known to incident management leadership on a recurrent basis so that appropriate delivery mechanisms and resources are implemented.

E. INFORMATION SECURITY:

Operational leadership and the communications team must take into account the security of classified and sensitive law enforcement information, together with the responsibility to provide the public with critical emergency information and protective action guidance.

F. RUMORS AND MISINFORMATION:

The incident communications core group uses media monitoring, community relations reports, and other techniques to identify rumors, misinformation, inaccurate reports, or other potential issues. Every effort is made to minimize the potential for release of conflicting information, and the potential for panic or loss of public confidence.

G. SCIENTIFIC/MEDICAL SUPPORT AND MESSAGING:

Public information must be correct and consistent with scientific and medical recommendations. The core group must be ready to rapidly translate complex intelligence, recommendations, or processes into public information, statements for senior and/or chief elected officials, and instructions for the public that can be readily absorbed by the media. The immediate involvement of agency subject-matter experts is critical to ensure effective, accurate, and timely incident communications with the public.

H. NON-AFFECTED AREAS:

Instructions are provided to non-affected areas to enhance preparedness and minimize the impact on health and safety of those in potentially threatened areas.

I. ALERT SYSTEM:

The core group incorporates threat status information within messaging as appropriate. To that end, if a level is increased, it is appropriate to cite protective measures being put in place to better protect the jurisdiction and the local populace.

J. PUBLIC ALERTING AND MASS COMMUNICATIONS SYSTEMS:

The Montana Emergency Alert System (EAS) is the primary mass communication system utilized to warn the public. The primary EAS Radio Station serving Granite County is KGGL, designated frequency 93.3 located in Missoula, Montana; and KBOW, designated frequency 550 AM located in Butte. EAS provides near-immediate capability to warn or instruct the public on natural, manmade, or terrorist incidents. Subject to the availability of power and normal utilities, it is a critical mass communications resource. (See the **Warning, Notification, And Alerts Support Annex** in Section III of this EOP.)

- Emergency Alert System (EAS)
- Reverse Notification 9-1-1
- NOAA Weather Radio Warning System
- NAWAS National Warning System
- Community Siren Warning System
- Electronic and Social Media – E-mails, Facebook, Twitter, etc.

These systems may employ tools to reach the broadest audience including mass communications media, Web, other electronic means, and non-traditional resources.

K. SPOKESPERSONS:

Spokespersons may include incident management leadership and public affairs professionals and are usually identified early in the incident response process. Care must be taken to ensure that the designated spokesperson(s) are fully prepared with current information and incident facts, incident messages, and incident management roles and responsibilities. Scientific, technical and medical experts should be identified and available for briefings and interviews throughout the incident. Emphasis should be on clearly transmitted credible messages to the audience.

L. MULTI-LANGUAGE COMMUNICATIONS:

Efforts to ensure that non-English speaking populations in both affected and non-affected areas receive the same incident information and public instructions are a Public Information priority in the event of an emergency, disaster or imminent threat and should be considered throughout the course of the incident.

M. WEB-SITE COORDINATION:

It is essential that web-site material as it relates to incident communications is frequently reviewed to ensure consistency and accuracy in the unified message. Local departments and agencies should ensure that Web pages documenting incident activity are appropriately linked, posted language is consistent with guidance, and information contained is true and correct.

III. Public Information & Supportive Phase Strategies

- A. Prevention phase of incident communications with the public should provide a unified message and may include:
- Public information detailing changes in an advisory system status level.
 - Public information describing protective measures.
 - Requests by law enforcement authorities for public assistance, information and cooperation.
 - Public Information describing homeland security threats.
- B. Preparedness as it relates to communication activities in an emergency, disaster or imminent threat situation may include:
- Obtain home telephone numbers of key contact personnel for each radio and TV station and the newspapers that service Granite County.
 - Evacuation, warning, or precautionary information to ensure public safety and health.
 - Public education and supporting documentation.
 - Multi-level government communications and information sharing.
 - Media education, including weapons of mass destruction (WMD) information.
 - Identifying subject-matter experts for availability during an incident.
 - Preparation and readiness to develop and deploy public service announcements and health advisory information.
 - Testing and coordination of emergency broadcast and alerting systems.
- C. Response processes facilitate orderly management of an incident and can mitigate the effects of unanticipated problems during response. Response activities for incident communications with the public may include:
- Rapid mobilization of incident communications resource to prepare and deliver coordinated and sustained messages according to a well-planned strategy.
 - Immediate and continuing dissemination of health or safety instructions, if necessary. This may include evacuation or decontamination instructions.

- Coordination of initial local announcements regarding an incident with state and federal authorities to ensure the public is receiving a consistent message.
 - Make available pre-identified subject matter experts to provide accurate scientific, medical, technical response information.
 - Establishment of a Joint Information Center (JIC) to support the Joint Field Office (JFO) and Incident Command System (ICS).
 - Dissemination of information to the public on reassurance that authorities are implementing response and recovery actions to ensure the health, safety, and security of the public.
 - Communications to other non-affected local jurisdictions about incident details, preparedness measures, and reassurance.
 - Development and implementation of a joint sustaining communications plan and effort by local, state and federal authorities.
- D. Recovery will involve incident communications and public information efforts as long as necessary to continually reassure, inform, and respond to public information needs. Additionally, recovery programs include mitigation components designed to avoid damage from future incidents. Typical recovery actions for incident communications with the public may include:
- Providing public information on incident response and progress in restoring normalcy. Emphasis is placed on efforts to reduce emotional anxiety or concern.
 - Providing public information on disaster assistance and available support resources.
 - Recognition of the efforts of responders, citizens, and the private sector.

AUTHORITIES:**EOP CO-REFERENCE:**

Warning, Notification & Alerts Support Annex, Section III

REFERENCE DOCUMENTS:

National Response Framework, Public Affairs Support Annex

Section III

Support Annexes

CONTINUITY OF GOVERNMENT / CONTINUITY OF OPERATIONS

PURPOSE: A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established sets of government, and the destruction of public and private records essential to continued operations of government. This annex provides a basic framework for the continuation, or rapid resumption, of essential functions during a continuity event, and will support a layered and detailed Continuity of Operations Plan should one be created in the future.

PRIMARY AGENCY: Chief Elected Official(s)

SUPPORT AGENCY: Assessor, Treasurer, Clerk and Recorder, Clerk of Courts, Law Enforcement, County Road Department, County Attorney, Granite Co. Disaster & Emergency Services, Public Health, Fire Services; and like offices and agencies of municipal government.

DEFINITIONS:

Continuity of Government (COG) - The preservation, maintenance, or reconstitution of a government's ability to carry out its constitutional and statutory responsibilities under all circumstances that may disrupt normal operations.

Continuity Facility - A location, other than the primary facility or work site, used to carry out essential functions in a continuity situation.

Critical Facility - Facilities that are critical to the health and welfare of the population and that are especially important during and after a hazard event. Critical facilities may include, but are not limited to, communications systems locations, police and fire stations, and hospitals.

Continuity of Operations Plan (COOP) - An effort to assure that the capability exists to continue essential agency functions across a wide range of potential emergencies.

Devolution - Transferring of statutory authority and responsibility for essential functions and mission from an agency's primary operating staff and facilities to other employees and facilities. Circumstances may include conditions under which continuity personnel are unable to perform the continuity mission, the continuity facility is unavailable, or there is a necessity to perform essential functions from regional or other offices.

Emergency Relocation Group - Designated personnel assigned to report to a continuity site or facility to perform essential functions or other tasks related to continuity operations.

Essential Functions - Those functions that enable government agencies to provide vital services, exercise civil authority, maintain the safety and well being of citizens, and sustain the industrial/economic base in an emergency.

Essential Positions or Personnel - Those positions filled by the local government, or deemed essential by the State or individuals, whose absence would jeopardize the continuation of an organization's essential functions.

Essential Services - Services required to be performed by law, agreement or contract and cannot be delayed due to a disaster or major emergency.

Interoperability - The ability of a system or a product to work with other systems or products without special effort on the part of the user.

Mission Critical Functions - Activities, which cannot be interrupted or unavailable without significantly jeopardizing operations of the organization.

Non-vital Records - Records or documents that are important but if irretrievably lost or damaged will not materially impair the organization's ability to conduct business.

Reconstitution Operations - Transitioning operations from continuity status to normal operations.

Relocation Site (Alternate Facility) The site where all or designated employees will report for work if required to move from the primary facility.

Vital Records and Systems - Records or documents, regardless of media (paper, microfilm, audio, or video tape, computer disks, etc.) which, if damaged or destroyed, would disrupt business operations and information flows, causing considerable inconvenience and require placement or re-creation at considerable expense.

SCOPE: The Continuity Support Annex is a component of the response element, and is primary to recovery processes. In an effort to minimize the impact of system outages and operational interruption, the Annex addresses local government and emergency services essential functions and facilities, existing vital records protection, identified alternate work sites under continuity event conditions, system redundancies (where they exist), and orders of succession of key officials.

This annex relies heavily on the **Logistics Support Annex** of this EOP. Local government continuity coordination efforts also work closely with the **Financial Management Support Annex**, **ESF #5 Emergency Management**, and **ESF #7 Resource Support**. Other annexes of this Plan should be used as deemed appropriate.

Each county/city/or town agency and department is responsible for developing and maintaining their own "Continuity of Operations" (COOP) Plans, Standard Operating Procedures or Guides (SOPs or SOGs), and/or other such implementing instructions necessary for dealing with various types of natural, technological, or man-made emergencies or disasters that could result in the following:

- Direct harm or impact to an agency's personnel, facilities, and equipment.
- Interruption and resumption of critical functions of County government.
- Request for support to an impacted county agency or department.
- Loss or damage to vital records.

SITUATION: Chief elected officials are responsible for the continuation of government functions and services before, during and after an incident. Operational interruptions may include; routine business renovation or maintenance, mechanical failure of heating or other building systems, fire, inclement weather or other acts of nature, or a range of threatened or actual attacks. Events that may interrupt departmental activity include failure of information technology (IT) systems and telecommunications due to malfunction or cyber attack. Activation of this annex may be precipitated by a short-term, localized event, or an enduring regional emergency affecting multiple operating facilities.

The Continuity Support Annex may be implemented under the following conditions:

- Known threats and emergencies (**with warning**) occur. Some threats may afford advance warning that will permit orderly alert, notification and, if necessary, evacuation of employees. Examples are a transportation accident with the potential for the release of hazardous material, an expanding wildfire situation, or the threat of a terrorist act.
- Unanticipated threats and emergencies during non-duty hours (**no warning**). Arson, terrorism, HAZMAT incident or tornado may occur without warning when the majority of the staff is not at work. While operations from the normal place of business will not be possible, the majority of staff will be able to respond to instructions, including proper notice to relocate.
- Unanticipated threats and emergencies during duty hours (**no warning**). Incidents may also occur without warning during normal office hours. In this case, implementation of the COOP plan, if indicated by the circumstances, would normally be preceded by execution of a building occupant emergency plan.

ASSUMPTIONS :

- ❖ County or municipal government may need to suspend operations during the first 12 to 24 hours of a continuity event.
- ❖ Essential public and private services in host or reception areas will continue during an emergency situation to the extent possible.
- ❖ Some services and staff will become unavailable due to transportation and travel, infrastructure, or injury issues.
- ❖ Continuity event alternate work sites will be able to house communication resources that primarily use telephone landline, two-way radios, cellular telephones, e-mail, and Internet.
- ❖ Although a public health emergency will not directly affect the physical infrastructure in Granite County, it could nevertheless disrupt operations since as much as 40 percent of all workforces may be absent due to illness. Under a public health emergency, it may be necessary for Granite County to carry out essential functions at reduced staffing and in distanced locations in excess of the 30-day period used for other COOP planning.

SUCCESSION: The following lines of succession are specified in anticipation of a contingency resulting in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed below by position in decreasing order. General lines of succession and supporting information are as follows:

A. COUNTY

1. Chairman of the County Commissioners. In the event the Chairman is not available, the next Commissioner in line (to become chairman) becomes acting Chairman. M.C.A. 7-4-2106, 10-3-603
2. In the event all County Commissioners are unavailable, the Sheriff shall assume the County Commissioners duties until such a time as the Commissioners return or the vacancies are filled.
3. Sheriff. In the event the Sheriff is not available, the Undersheriff shall serve as Acting Sheriff. See 7-3-433 (1-6); 7-32-2122, M.C.A.
4. Attorney. In the event the County Attorney is not available, the County Commissioners shall appoint a qualified attorney. M.C.A. 7-4-2702.
5. County Coroner. Coroner of neighboring county or qualified deputy coroner, only at the discretion of County Commission. M.C.A. 7-4-2902.
6. Vacancy of County Office. Must be filled by appointment by the board of county commissioners. Except as provided in subsections (3) through (5), the appointee holds the office, if elective, until the person elected at the next general election. M.C.A. 7-4-2206. M.C.A. 2-16-501

B. CITY

1. Mayor. In the event the Mayor is not available, the President of the City Council becomes acting Mayor. See M.C.A. 10-3-604, M.C.A. 10-3-605, M.C.A. 7-4-4111, M.C.A. 7-4-4112, M.C.A. 7-4-4403.
2. City Attorney. In the event the City Attorney is not available, the Council shall consult a qualified attorney.
3. Municipal Officers in General M.C.A. 7-4-4112

C. TOWN

1. Mayor. In the event the Mayor is not available, the President of the Town Council becomes the acting Mayor. See 10-3-604 M.C.A.
2. Town Attorney. In the event the Town Attorney is not available, the Town will consult a qualified attorney.

The Board of County Commissioners has appointed a successor to the position of Disaster & Emergency Services Coordinator, known as the Deputy Disaster & Emergency Services Coordinator. Should the DES Coordinator be unable to serve, individuals as listed have been pre-approved by the Board of Commissioners, in the order shown, to serve until a successor has been appointed by the Commission, and seated. An individual serving as Acting Coordinator will have the authority and powers of the DES Coordinator.

- 1st Alternate: *Granite County Sheriff*
2nd Alternate: *DES Coordinator, Deer Lodge County*
3rd Alternate: *DES District Representative*

SUSPENSION OF RULES, PROCEDURES AND REGULATORY STATUTES:

See M.C.A. 10-3-104 (1.) General Authority of Governor. Suspension of or provisions of any regulatory statute.... in coping with an emergency or disaster...

See also Tab J of the Local Government Disaster Information Manual available in DES or Commissioners Office.

RELOCATIONS OF COUNTY SEAT:

Following an Enemy Attack. See 10-3-608 M.C.A.

VITAL RECORDS: Protection, proper storage, safeguarding, recovery, and restoration of vital and important records and documents are the responsibility of each county agency. These records will be vital to the re-establishment of normal Granite County or municipal government functions, serving to protect the rights and interests of government and individuals. Rights and interests may include the constitutions, charters, statutes, ordinances, court records, official proceedings and financial records of the county and municipalities.

Vital records are described as those records necessary to:

- Protect the rights and interests of individuals. Examples include vital statistics, land and tax records, license registers, and historical information.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, EOPs, and personnel rosters.
- Re-establish normal governmental functions. Included in this group are charters, statutes, ordinances, court records, and financial records.
- To be able to continue functioning, or to reconstitute departmental operational units, during or after an emergency requiring activation of this Annex. Such records are known as “essential operating records.”
- Carry out the legal/financial functions of the department, or to protecting the rights of individuals directly affected by the department’s activities.

Copies of all vital county records for these departments are kept in separate but secure locations; Clerk & Records Office, Granite County Sheriff’s Office Granite County Treasurer’s Office. Computer data is stored in at least one separate but secure location and is be backed up daily or weekly for the following departments: Clerk and Recorder’s Office, Granite County Sheriff’s Office, Granite County Treasurer’s Office, Clerk of Court’s Office, and the County Assessor’s Office. Data back-up locations or services are the responsibility of the individual department heads, and procedures are not collectively identified in one centralized location. Most microfilm copies of property and other historical records are stored in a vault location.

The evacuation of records in the event of an emergency will be accomplished ONLY by approval of the elected official(s) within each respective office, in consultation with the chief elected officials of the jurisdiction. The loading and transportation of these records is the responsibility of a designated Courthouse Facility Manager or designated Primary Work Site Facility Manager.

ESSENTIAL FUNCTIONS: Essential functions, positions, records, and equipment are generally described in the Table on the following page, and assigned a priority ranking for the purposes of continuity planning in Granite County.

Granite County
Basic Framework for Continuity of Operations

	Essential Functions	Alternate Work Site	Essential Staff Positions	Vital Records	Critical Equipment & Systems	Redundant System(s)	Continuity Priority Ranking *
Commissioners							
Clerk & Recorder							
Treasurer							
Assessor							
Clerk of Court							
Emergency Communication							
Law							
Fire							
Road & Bridge							
Dis. & Emerg. Services (DES)							
Emerg. Medical							
Power Supply							
Water Supply							
Fuel Supplies							
Landfill & Debris Site(s)							
Other(s):							

* Category 1: Critical – functions that must remain operational at all times (i.e., law enforcement, fire service, EMS)
 * Category 2: Fundamental – functions that must be brought back online as soon as possible, and optimally within 12 hours after an incident.
 * Category 3: Normal – functions that need not be restored in full until the Category 1 and 2 functions are operational and the emergency/disaster allows.

CONCEPT OF OPERATIONS:

- ❖ In a continuity event, this Annex should coordinate with the **Logistics Support Annex, ESF #7 Resource Management, ESF #2 Communications, and ESF #5 Emergency Management**. Other portions of this EOP may be implemented, as features and scope of the event dictate.
- ❖ From the onset of a possible continuity event, employees should establish contact with their supervisors and managers as soon as possible. If unable to do so, employees should call the DES Coordinator directly (406) 560-0695 or the Emergency Operations Center if it has been activated, or a designated alternate number. (Do not call 9-1-1 unless there is an emergency.)
- ❖ Supervisors or managers will inventory all personnel and their families and report personnel status regarding status and availability to perform duties, to the EOC as soon as possible.
- ❖ An established Courthouse Facility Manager, in coordination with the EOC, will assess whether the various departments within the building(s) will be able to occupy their primary or routine worksite and structure, or must relocate. Determination and status of ability to function and need for relocation will be communicated to the EOC, as soon as possible.
- ❖ Selected alternate work site(s) should be able to provide the following capabilities:
 - Sufficient space to accommodate “mission critical” staff or essential personnel.
 - Adequate infrastructure, including electricity, backup power source, heating, cooling, water, and sewer.
 - Sufficient networking capabilities to support performance of essential functions.
 - A secure location or environment.
- ❖ Should landline communications capabilities become unavailable, alternate communication methods may become necessary. These are identified as cell phones for voice or data capabilities, hand held radios during initial relocation operations, radio communication between response agencies. Amateur radio services of RACES or ARES may also be utilized communication resources.
- ❖ If a pre-identified alternate worksite is NOT available for an extended period, a deliberate, pre-planned relocation to a second alternate site from which minimum essential functions can be performed, will be necessary. This second site can be occupied while assessment of longer-term alternatives is undertaken.
- ❖ Alternate (or relocation) work site facility managers may need to coordinate with information technology (IT) personnel or acquire resources to assist in bringing mission critical systems and vital databases and records online.
- ❖ In the event that the emergency relocation group (contingency personnel) cannot access electronic files, they should be prepared to perform their essential functions manually.

OPERATIONAL GUIDELINES:

Phase I - Activation and Relocation (0 to 24 hours)

- Identify all county or municipal officers, officials, and managers and recognize succession where needed.
- Notify the receiving facility manager(s) of impending activation and actual relocation requirements.
- Continue essential operations at the normal operating facility if possible, until alternate facility(ies) is/are operational.
- Order equipment and supplies, if not anticipated to be available at relocation work site.
- Notify the County Emergency Management (DES) Office or Emergency Operations Center at (406) 859-3251 and other appropriate local and/or state agencies of the decision to relocate and the time of execution or activation of call-down procedures.
- Activate plans, procedures and schedules to begin transfer readiness.
- Notify initial COOP/COG emergency relocation group (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).
- Transport documents and designated communications, automated data processing and other equipment to the alternate operating facility(ies) if applicable.
- Secure the primary (routine) operating facility physical plant and non-moveable equipment and records to the extent possible.
- Assess and define the need for standard security measures and devices to protect employees, citizen customers and other persons, facilities, assets and records.

Phase II – Alternate Facility Operations (24 hours to termination)

- Upon arrival at the alternate facilities, essential employees shall provide identification. Proper ID will be in the form of driver's licenses and/or credentialing.
- At the entrance to the alternate facilities, essential employees reporting for duty will sign in on a sign-in sheet so that shift staffing can be tracked.
- Provide amplifying guidance to other key staff and non-emergency employees.
- Identify replacements for missing personnel and request augmentation as necessary.
- Implement continuity facility and operations security measures or policy.
- Notify County Emergency Management and all other appropriate agencies immediately of the agency's alternate location, operational and communications status, and anticipated duration of relocation if known.
- Commence full execution of essential operations at alternate operating facility(ies).

- An assigned Public Information Officer according to **ESF #15 – Public Information**, and by approval of chief executive officers (commissioners or councils) will provide detailed press releases regarding continuity operations and services.
- Develop plans and schedules to phase down operations at alternate facility(ies) in anticipation of activities to return personnel, records and equipment to the normal operating facility, or movement to other temporary or permanent facility(ies).

Phase III – Reconstitution (termination and return to normal operations)

- Inform personnel that the threat of or actual emergency no longer exists and provide instructions for resumption of normal operations.
- Supervise an orderly return to the normal operating facility, or movement to other temporary or permanent facility(ies).

AUTHORITIES:

MCA Title 7, Title 10, Title 103-104.

MCA Title 10, Chapter 3, Part 6. Succession.

EOP CO-REFERENCE:

ESF #2 - Communications, Section II

ESF #5 - Emergency Management, Section II

ESF #7 - Resource Support, Section II

ESF #15 - Public Information, Section II

Financial Management Support Annex, Section II

Logistics Management Support Annex – Section III

REFERENCE DOCUMENTS:

County Office of Public Health Emergency Operation Plan
Montana Code Annotated

National Fire Protection Association 1600 Standard on
Disaster/Emergency Management and Continuity of Business Programs.

Federal Preparedness Circular 65, Federal Executive Branch
Continuity of Operations, June 15, 2004.

41 Code of Federal Regulations 101.20.103-4, Occupant
Emergency Program.

36 Code of Federal Regulations, Part 1236, Management of Vital
Records.

Presidential Decision Directive 62, Protection Against
Unconventional Threats to the Homeland and Americans Overseas, dated May 22,
1998.

Homeland Security Presidential Directive 7, Critical Infrastructure Identification,
Prioritization, and Protection, dated December 27, 2003.

EVACUATION

PURPOSE: During a period of emergency, it may be necessary to relocate the populace from specified areas, where there exists a severe threat to health or safety, to unaffected areas or into shelter facilities. Some high-risk hazards which could result in the evacuation of people are wildfire, flood, and hazardous material accident. This Annex identifies the responsibilities for primary agencies involved in the evacuation process and provides information to carry out activities.

PRIMARY AGENCY: Law Enforcement

SUPPORT AGENCY: Chief Executive Officers, County DES, Fire Services, Public Works and/or County Road And Bridge, Emergency Medical Services, Emergency Dispatch, Media and/or Emergency Alert System (EAS) via NWS

DEFINITIONS:

Assisted Living - Senior assisted housing combines lodging and various personal support services, such as meals, housekeeping, laundry, and shopping. Assisted living benefits seniors who need regular help with daily activities but do not need nursing home care.

Congregate Care – A congregate care facility usually combines private living quarters with centralized dining services, shared living spaces, and access to social and recreational activities. Also offered may be transportation services, personal care services, rehabilitative services, spiritual programs, and other support services.

Evacuate - To withdraw from a place in an organized manner, especially for protection of life and safety.

Evacuation Center - A facility designated and operated to receive evacuees, which may provide food, shelter, and family assistance.

Evacuation Route - Method of egress from defined area(s), determined by nature of event or threat and made public by established notification procedures.

Full Scale Evacuation - An evacuation event requiring all persons within an entire geographic area to be evacuated to multiple locations.

Selected Evacuation - An evacuation event limited to a specific building or neighborhood requiring a limited number of residents being evacuated and possibly sheltered.

Service Animal - Any “guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.” Service animal jobs include:

- Guiding individuals with impaired vision.
- Alerting individuals who are deaf or hard of hearing, intruders or sounds such as a baby’s cry, the doorbell, and fire alarms.
- Pulling a wheelchair.
- Fetching dropped items.
- Alerting people to impending seizures.
- Assisting people with mobility disabilities with balance or stability.

Staged Evacuation - An evacuation event requiring multiple neighborhoods or communities being evacuated and possibly moved to various shelter sites within the county.

SCOPE: An evacuation may be described as spontaneous, selected, staged, or full-scale. The term “evacuation” should not be confused with the function of rescue and sheltering, or semi-permanent relocation of a household or segment of the population, following a disaster event.

This Evacuation Support Annex may be used in conjunction with the **Special Needs Populations Support Annex, ESF #15 – Public Information, and ESF #6 - Mass Care, Housing and Human Services, ESF #8 - Public Health and Medical Services, and the Warning, Alerts & Notification Support Annex.**

SITUATION: Evacuations may include a single building, one side of a city block, a flood inundation area, a subdivision, and although rare, up to, and including an entire city or county. High-risk hazards or threats requiring the evacuation of people may include wildfire, flood, law enforcement tactical situations, hazardous material accidents, and in other situations as become necessary.

Citizens will tend to cooperate in evacuation under these four conditions:

- A local emergency service authority has given information to support the contention that a serious threat exists, AND that the threat is a danger to their person;
- A local emergency service authority has provided clear instruction for taking protective action, and
- They have accounted for the safety of their immediate family, including pets and livestock.

ASSUMPTIONS - This annex is organized under the following set of assumptions:

- ❖ Schools and community congregate and other care facilities have shelter-in-place policies, and also have evacuation plans in place that are practiced on a regular basis.
- ❖ Residents at some county locations will not be able to receive radio broadcast emergency messages or warnings.
- ❖ Small business and agricultural operations may require additional time to relocate or safeguard inventory, equipment, and/or livestock out of the risk area.

- ❖ Transportation may be needed for underage children at home without parental supervision, day care facilities, and other special populations.
- ❖ When an evacuation is announced for a specific area, residents who are nearby, but still outside this area, may also choose to evacuate.
- ❖ Two-thirds (2/3s) of evacuees will go to motels or homes of family or friends.
- ❖ A percentage of inquiries for information will be from people outside the area at risk who are concerned about their own safety, and for various other reasons.
- ❖ The Montana Highway Patrol will ensure evacuation routes are open and effectively managed on State and Federal Highways.
- ❖ The U.S. National Forest Service, and/or State DNRC will coordinate with local officials to address evacuation of campgrounds, church or youth group camps, and populations or facilities on state or federal lands lying within the external boundaries of the county.

CONCEPT OF OPERATIONS: Broad procedures for effective evacuation are outlined as follows. Evacuations are ADVISORY ONLY, and Law Enforcement of the affected jurisdiction is principally responsible for carrying out evacuations.

I. DECISION TO EVACUATE

- ❖ The decision to evacuate under a situation of acute threat to life is made by the Incident Commander.
- ❖ Optimally, residents and visitors in Granite County, or the towns of Drummond and Philipsburg will have a minimum time of eight (8) hours upon receiving an official warning to evacuate, or to vacate a designated area. In a spontaneous or more acute situation, much less time may be available.
- ❖ If time allows, action for evacuation will be at the recommendation of the incident commander to local board of governing officials (County Commission/City Council & Mayor).
- ❖ If the Incident Commander decides in the course of a disaster that evacuation MAY be necessary, he shall declare this conclusion to the Law Enforcement Agency in charge of evacuation as soon as possible. Lead-time is needed to select evacuation routes, arrange transportation, identify centers, and brief residents.
- ❖ If time permits, decisions to evacuate because of toxic gases (non-explosive) or some other extreme degradation of air quality shall be coordinated with the County Health Agency and office of the National Weather Service.
- ❖ An evacuation order will be issued after an evacuation plan has been organized and approved.

II. CREATION OF AN EVACUATION PLAN

Once the decision to evacuate has been made, or a spontaneous evacuation is occurring, an evacuation plan should be created and approved by the incident commander and the governing officials. In a structured ICS configuration, the Operations Section, working with law enforcement, is responsible for developing an approved evacuation plan and to coordinate the evacuation. The Operations Section will be supported by the Logistics Section in locating needed resources.

- ❖ Establish clear boundaries of the area(s) to be evacuated.
- ❖ When applicable, notifying residents to prepare for possible evacuation may be advisable.
- ❖ Consider a phased evacuation when there is time.
- ❖ Establish evacuation egress routes and checkout points.
- ❖ Identify shelter locations and confirm shelter locations or places for the evacuated public to be able to congregate.
- ❖ If applicable, designate evacuee staging areas or collection points.
Should the situation require, establish inbound routes for authorized emergency travel including ambulances, buses, fuel trucks, tow trucks etc.
- ❖ Coordinate mass or specialized transportation resources for evacuation of special needs populations. (See **Special Needs Populations Support Annex**).
- ❖ Establish a dedicated phone number (or numbers) to handle phone calls regarding evacuation procedures and information. This may help alleviate call volume into emergency dispatch centers.

III. COORDINATION WITH EVACUATION CENTER(S)

- ❖ Notify Red Cross, church, school or other designated evacuation center management teams or contacts of need to evacuate and request they prepare to set up Evacuation Center(s). Advise Red Cross and other management team leaders or contacts of incident location, evacuation routes and number of people or households to be evacuated.
- ❖ Ask Red Cross or designated shelter manager to confirm location of Evacuation Center(s) as soon as possible to the EOC.
- ❖ EOC will advise Incident Commander of shelter readiness and locations.
- ❖ If there has been a rapid evacuation without time for distribution or completion of an Evacuation Form, evacuees should complete and turn in forms (including names/addresses) and provided to the evacuation center manager or shelter manager. Also attempt to record names and intended locations of those who do not wish to stay at the evacuation centers.
- ❖ A centralized evacuee tracking and messaging line may be created. This will require a strict privacy and security policy for message center staff to adhere to.

IV. COMMUNICATING WITH THE PUBLIC

Following the decision to evacuate and creation of the approved evacuation plan, timely and accurate information must be disseminated to people in the affected area. Emergency management coordination will require that residents (1) be advised of the threat or incident (2) provided information on procedures should evacuation become necessary, or (3) advised (or ordered) to immediately evacuate.

A. Message Content - The evacuation message may include the following information:

- Description of the Area To Be Evacuated. Evacuation areas should NOT be identified using “distance from” statements. Areas will be described in terms of known boundaries.
- Evacuation Routes
- Road Closures
- Clearly identify a destination or designated shelter locations for evacuees to access, including
 - Shelters for people with mobility problems, medical or other special needs.
 - Specialized shelters for owners with pets, or pet shelters
- Contact numbers for people to call who are unable to self-evacuate.
- Collection Points (if any)
- Instructions that may advise personal 3-day preparedness kits, and medication for family members;
- Instructions that may advise a 3-day supply of food and necessary medicine and a leash or other pet carriers for companion animals, pets, or service animals.
- Instructions to homeowners regarding utility shutoffs and other suggestions regarding tasks they can perform prior to leaving their home.
- Telephone numbers and websites to access information concerning evacuation information.

B. Message Delivery -

- As appropriate, Emergency Alert System (EAS) and reverse notification 9-1-1 systems should be activated.
- The **Special Needs Populations Support Annex** of this EOP should be immediately referred to regarding methods and plans to reach segments of the population who may have difficulty receiving critical information by traditional methods.
- When the situation and time permits, residents, building occupants (to include private sector business and public sector employees) should be individually briefed on the incident and given instructions on evacuation procedures. Door-to-door contact may be used.
- If door-to-door contact is not possible, mobile public address units shall be used.
- Radio stations in Butte and Missoula may be contacted to reinforce EAS broadcasts with supplemental information.

V. IMPLEMENTATION

The decision and order to evacuate, an organized strategy to evacuate, creation and delivery of the right information through an effective delivery system is the basis for an effective evacuation operation. Evacuation may be possible over a manageable period of time, or may happen under severe time constraints. Guidelines for the physical act of evacuation by law enforcement and other personnel follow.

- ❖ A strong policy for security and non-authorized release of personal or other information should be clearly established and communicated to all emergency services personnel, shelter manager, and communication specialists or volunteers. Instructions regarding security measures and expectations should be provided, along with general policy and the approved evacuation plan, to all departments and including shelter managers for relay to shelter staff.
- ❖ If house-to-house briefings are being conducted, supply each resident an evacuation form, and mark their residence as “notified” with a flagging tape, signage, or other method.
- ❖ Time and resources shall not be wasted in attempts to arrest or convince persons who refuse to evacuate. Liability waivers to include the occupant’s signature will be required from those who opt to remain in place. These residences should also be marked as “notified” and notation of refusal recorded.
- ❖ Administer and collect completed evacuation forms as residents go through designated check-out or egress points of evacuation perimeter.
- ❖ Forward completed forms to the evacuation messaging center through the EOC, if one or both of them have been established.
- ❖ Forward lists of persons who chose NOT to evacuate, or lists of those people that chose to go to somewhere other than an evacuation center to the evacuation message center through the EOC.
- ❖ Provide evacuation transportation as needed:
 - Mass or specialized transportation resources may be needed when evacuating special needs populations.
 - School, nursing home, ambulance and other entities able to provide mass or special needs transportation resources may have priorities or policy that conflict with local or immediate resource needs for evacuation transportation. (e.g., after students have been transported to safety, buses and drivers will be used to transport other citizens needing assistance.)
- ❖ Establish 24-hour roadblocks at points-of-entry to each evacuated area and a security patrol to the evacuated area.
- ❖ Evacuated areas shall be closed to all but persons authorized by the Incident Commander. An identification system will be set up by the law enforcement authority to identify essential personnel who may enter the evacuated areas.

VI. RETURNING HOME - Planning for the logistics of returning evacuees to their homes should be considered as soon as evacuation begins.

- ❖ Updated information on a timely basis should be provided to residents and business owners regarding the situational status.
- ❖ It may be necessary to stage organized visits by residents for escort back to their property, allowing them to view and assess damage and recover personal belongs.
- ❖ Citizens should be allowed to return to their homes as soon as possible, even if conditions are less than perfect.

PET AND LIVESTOCK EVACUATION

Broad guidelines are offered concerning evacuation of several classes of animals: service animals, companion pets, pets and strays, and livestock. Human allergies and other medical problems must be considered, and separate arrangements should be made for evacuation and shelter of people with service animals, evacuees with “companion animals” or animals that will need to be evacuated and sheltered. See **Special Needs Populations Support Annex**, and **ESF # 11 Agriculture & Natural Resources**.

- Animal evacuation will be coordinated through the County Extension agent’s office.
- Animal collection points, emergency transportation, and care upon arrival at designated livestock reception areas should be planned in advance by the designated livestock relocation coordinator.
- The Granite Count Fairgrounds may be set up to handle large and small animals. Most of the coordinators felt this might be a good place for animals.
- Animals that need to be sheltered will be required to have a current record of shots or owners will be required to sign an affidavit stating that the animal is current.
- Separate shelters should be designated for individuals requiring to be accompanied by service animals.
- Determine if it is possible to designate a specialized shelter where “companion pets” will be allowed to remain with owners.
- If pets are considered, pet shelters with continuous care should be identified and broadcast. Pet shelters may or may not include dogs, cats, birds, and pocket pets. Reptiles, amphibians, fish, livestock, or exotic animals are usually not allowed in pet shelters.
- Herding of livestock or large inventories of equipment will not be allowed until all other evacuation is complete, and then only by authorization of the incident commander after consideration of emergency vehicle ingress and egress routes.
- Search and rescue teams may be assigned to look for animals left behind by their owners, stray animals, and other needing transportation to a safe location.

AUTHORITIES:

- MCA 10-3-402, 403, 404 & 406 The ultimate responsibility for evacuation rests solely with the chief executive officer of the jurisdiction.
- MCA 10-3-10 Emergency Management Assistance Compact
- MCA 7-15-4462 Exercise the power of eminent domain and acquisition of property for public use within and without the city limits for any necessary or authorized public purpose.

EOP CO-REFERENCE:

- Special Needs Populations Support Annex, Section III
- Volunteers And Donations Support Annex, Section III
- ESF #6 - Mass Care, Housing and Human Services, Section II
- ESF #11 - Agriculture & Natural Resources, Section II
- ESF #15 - Public Information, Section II
- Granite County Sheriff's Office "Population Protection Plan" (Alerts & Notifications)

REFERENCE DOCUMENTS:

- PETS Act (Pets Evacuation & Transport Act of 6 Oct., 2006)
- Pets Evacuation and Transportation Standards Act of 2006 (Public Law 109-308)
- Granite County Sheriff's Office "Population Protection Plan" (Alerts & Notifications)

FINANCIAL MANAGEMENT

PURPOSE: The Financial Management Support Annex describes the processes and procedures that ensure funds are provided expeditiously and financial operations are conducted in accordance with established Granite County record keeping requirements, and the State of Montana Disaster & Emergency Services (DES) Division “Local Government Disaster Information Manual” (LGDIM).

It recognizes the role of the County Clerk and Recorder’s Office and the importance of oversight regarding financial management as it pertains to local, State, and Presidential Disaster Declarations.

PRIMARY AGENCY: County Clerk and Recorder’s Office

SUPPORT AGENCY: County Treasurer’s Office, County DES Office, Incident Command Finance Section, and all local government agencies and departments and personnel (as appropriate)

SCOPE: This annex includes guidance for all departments and agencies involved in a response to major emergencies or disasters declared by the Governor of the State of Montana or the President of the United States. It also applies to departments and agencies before, during and/or after an emergency or disaster in anticipation of the possible need for resources and financial support.

This annex DOES NOT replace the Local Government Disaster Information Manual (LGDIM) or the direction and supervision of financial and record keeping practices that Montana Disaster & Emergency Services provides to local government in the event of an emergency or disaster affecting the county. Rather, this annex supports State and Federal guidance and requirements concerning financial management responsibilities by the local jurisdiction in regard to such a contingency.

Information contained is applicable to local departments and agencies participating and responding with assistance or relief as coordinated by the County DES Office, within the auspices of this Emergency Operations Plan and under the authority of Montana Code Annotated Title 10, Chapter 3 (see part 311 – Emergency Or Disaster Expenditures – Restrictions).

SITUATION: Finance and administration become critical when using private sector resources, when Memorandums-Of-Understanding are activated, at major incidents that could result in financial assistance applications to the State and/or Federal government, or to support post-incident liability claims. Accurate documentation is also needed to justify expenditures for which reimbursement will not be requested. These dollars may be needed as soft match. It is very difficult to accurately and properly complete necessary recordkeeping requirements after disaster emergency work has been performed and a period of time has elapsed.

The county may stand to lose considerable sums of money if claims for reimbursement cannot be justified. The intent of this annex is to assist Granite County to act in an organized and efficient manner to expedite financial assistance that may be available through the declaration process.

ASSUMPTIONS:

- ❖ Montana DES will expeditiously provide financial tracking and administrative forms and guidance from the onset of a disaster event.
- ❖ Montana DES will provide technical assistance and guidance regarding policy and guidelines in disaster-related financial matters.

INCIDENT COMMAND: Financial administration for incidents involving emergencies or disasters will be managed in alignment with Incident Command structure, procedures and protocols. The Finance Section tracks incident costs and maintains records for possible reimbursement and holds the following major responsibilities:

- Management of all financial aspects of an incident.
- Development of an operating plan for the Finance/Administration Section.
- Gather pertinent information from briefings with responsible agencies.
- Confer and meet with assisting and cooperating agency representatives as needed.
- Maintain regular contact with agency(ies) administrative headquarters on finance matters.
- Provision of financial and cost analysis information as requested.
- Ensure that all personnel and equipment time records are accurately completed and transmitted, according to policy.
- Ensure that compensation and claims functions are being addressed relative to the incident.
- Provision of financial input for demobilization planning.
- Responsible to brief agency administrative personnel on all incident-related financial issues needing attention or follow up.
- Ensure that all obligation documents initiated by the incident are properly prepared and completed.

The Financial Management Section through phases of mitigation, response, and recovery is expandable and may include the appointment of the following unit leaders to assist, as follows:

- Time Unit Leader - Records the time that personnel work at the incident.
- Procurement Unit Leader - Activates and monitors vendor contracts.
- Compensation/Claims Unit Leader - Deals with financial concerns resulting from injuries or fatalities at the incident.
- Cost Unit Leader - Tracks costs, analyzes cost data, develops cost estimates and recommends cost-saving measures.

Each agency, department, and any private contractors engaged in contract work involved in the disaster situation, will document their expenditures and work through the respective Incident Command Section Unit Leaders, who will in turn be working through the various Section Chiefs (i.e. Operations, Logistics, Planning, Finance).

CONCEPT OF OPERATIONS:

- ❖ The County is responsible for procuring necessary supplies and equipment for County agencies and departments in the event of a critical incident, emergency or disaster.
- ❖ The **COUNTY CLERK AND RECORDER** is the appointed elected official responsible to ensure that the necessary record keeping for the County during a disaster situation is maintained.
- ❖ The **COUNTY TREASURER** will assist the County Clerk and Recorder in matters of financial administration.

RESPONSIBILITIES OF THE COUNTY CLERK AND RECORDER:

- ❖ Provide financial management support to incidents.
- ❖ Provide advice on financial policy issues as they relate to the incident and the use of funds.
- ❖ Oversee use of financial principles, policies, regulation and management controls to ensure proper accountability of funds.
- ❖ Ensure that proper record keeping protocols and financial documentation are provided regarding use of equipment, personnel or other resources to each agency/department or private contractor, for actions occurring in response to a threat or recovery from incident damage. (Example: documentation folders are initiated for each damage site, work project, or job versus one folder for all job sites within 24 hours of activity.)
- ❖ Approve overhead rate proposals, where applicable.
- ❖ Assist to coordinate acquisition management performed by the contract specialist/contract officers, including those activated under **ESF #7- Resource Support** and the **Logistics Support Annex**.
- ❖ Oversee contracting and acquisitions operations, including purchases and grants management responsibilities.
- ❖ Expeditiously review all completed requests for reimbursement and associated bills prior to submission for processing, to ensure that proper documentation supports the expenditures claimed.
- ❖ Perform periodic review of open obligations to ensure accuracy and timeliness.
- ❖ Ensure that adequate funding levels are maintained to meet anticipated obligations and expenditures.
- ❖ Provide financial management reports to chief elected officials.
- ❖ In the event of a major disaster declaration, provide appropriate representation for Public Assistance Program instruction.

The **COUNTY CLERK AND RECORDERS OFFICE** shall oversee the proper financial documentation forms and instructions as soon as possible, or within 24-hours of the onset of the incident. The Granite County DES Coordinator can procure suggested financial recordkeeping forms by contacting the Montana DES District 1 Representative or Montana DES in Helena. Financial management and recordkeeping forms available include:

- Labor Record Form (or Payroll Record Form)
- Materials & Supply Record Form
- Equipment Record Form
- Rental Record Form
- Summary of Documentation (SOD) Form

Local government agency and department heads shall use instructions and forms provided in order to:

- Ensure that personnel and staff within their span of control have also been briefed on necessary documenting requirements.
- Maintain a record of all expenses incurred in relation to the emergency situation or disaster.

Private parties involved in contract work will also keep detailed documentation of labor and expenditures, and must submit that documentation.

Accurate documentation may be used to justify expenditures for which reimbursement will not be requested, to assist in meeting soft match requirements.

Incident Command Section Chiefs for any incident shall work closely with the county to ensure that financial documentation, record keeping, contracts drawn for re-establishment of essential services, restoration and recovery, and supporting processes for submission are a coordinated and seamless function.

Cooperating agencies are expected to apply proper financial principles, policies, regulations, and management controls to ensure full accountability for expenditure of funds.

OVERVIEW OF FINANCIAL MANAGEMENT FUNCTION

I. ACCOUNT TYPES & ORGANIZATION

Proper documentation is needed to justify local expenditures for which reimbursement will be requested. Work may be completed for disaster recovery by two methods:

A. Contract Work

Contracting with private businesses to do the work, (insuring that contractors have not been "debarred" previously from working with the county).

If the work is completed on a lump sum contract, an invoice and copy of the contract is needed. If a cost-type contract is used, the contractor must furnish, in addition to an invoice and copy of contract, a detailed breakdown of all costs, including equipment used, dates used, location of work, hourly rates and hours used. The requirement to furnish this detailed breakdown should be stated in the contract. For either type work, local government must show on each invoice the date and amount paid and check or warrant number or evidence of cost payment. Evidence

of the contract advertisement, bidders, and selection of the low-bid contractor should be retained. Cost-plus-percentage of cost contracts are not reimbursable.

B. Force Account Work

Force Account Work is described as work that involves the utilization of local government personnel, equipment, and supplies to include extra hires (personnel hired to perform recovery work).

The documentation for this type of work is quite involved, and immediately after the onset of any disaster or emergency, the County Clerk and Recorder should start keeping proper records. Supplemental training may be helpful. If a major disaster is declared, he/she should participate in the Public Assistance Program briefing for applicants.

If the County uses another county or city's resources, the same documentation is required as if the resources belonged to Granite County. An invoice is required indicating that the jurisdiction (Granite County) paid the county/city. This invoice must show the date and amount paid, check or warrant number, or evidence of cash payment.

a. Force Account Payroll

As a minimum, payroll must show the pay period, name, job classification, number of hours worked each day, total hours worked for pay period, rate of pay, (regular and overtime), total earnings, and paycheck number. Only overtime pay (wages and payroll additives) of all regular employees are eligible for reimbursement. All wages and payroll additives of extra hires (additional personnel hired to perform emergency work) are eligible for reimbursement. Records must also indicate which job site the employee was working on each day and each hour if he/she worked on more than one job site in a single day. Indicate on the Payroll Record Form (Force Account Payroll Record) those persons who are extra hires (additional personnel hired to perform emergency work).

A Payroll Record Form has been designed to show who did what and when and for how long on each job site. The County form may be substituted, so long as it gives the requested information.

It is important to initiate steps that will document on a daily basis who (regular employees or extra hires) worked on what disaster emergency-related job for how long, and what he/she did. These may be turned in daily by each employee or by the foreman. Any type of daily work report form may be used as long as it shows the date, hours worked, job classification, and job sites in a single day, he/she should turn in a separate work report for each day.

If desired, the information may be transcribed from the daily reports to the Force Account payroll system, and then filed with the daily report in the proper

job folder. Having done this, the Payroll Record Form may then be brought up to date every other day, but at least once each week.

b. Force Account Equipment

Equipment, both applicant owned and rented, used on each particular job site must be fully documented. Specifically, the documentation must show the type and description, date used, hours used each day, total hours used, rate per hour (indicate with or without operator), total cost for each and total cost of all equipment used.

If the equipment is rented; the date, amount paid, and check number or evidence of cash payment must be documented. The rental agreement must specifically state who must pay for all equipment repairs and a copy of the agreement must be retained in the job site file.

When a federal disaster declaration is involved, rates used on applicant-owned equipment must be no more than those approved on FEMA's "Schedule of Equipment Rates". A copy of these rates can be obtained through the Montana Division of Disaster & Emergency Services.

It is strongly urged that the county use the Equipment Record Form to document the above information for equipment used on each specific job site. The Equipment Record Form should be placed in each job folder immediately upon starting work to record daily the use of any equipment. A vendor invoice folder should also be established for vendor invoices and rental agreements if any rental equipment is used. Local governments may want to use daily written (form) reports or daily oral reports from foremen to record equipment usage.

c. Force Account Supplies

Materials and supplies, both purchased and from stock, used on each particular job site must be fully documented. Specifically, the documentation must show the unit price (may be averaged from stock cards), total cost, quantity, description, date purchased, date used, job used on, date paid for, and amount and check number or evidence of cash payment. Costs for transportation equipment utilized by an operating department and other employees whose duties do not change because of the disaster are ineligible for reimbursement. Costs of hand tools (shovels, handsaws, hammers, etc.) personal equipment and protective clothing used in performing eligible work are ineligible for reimbursement as are charges for insurance, storage, overhead and administrative costs. It is strongly suggested that the Supply Record Form be used to document daily the above information for materials and supplies used on each specific job site.

Immediately upon starting to work and establishing a folder for a particular job, a Supply Record Form should be placed in the folder. Each time any materials are used on the job, record the information on the form.

A file separate from job folders should be established for vendor invoices on materials that are being, or will be, used on job sites. This will enable the person recording to easily find the information needed when recording materials used on the Supply Record Form. The local jurisdiction may use recently purchased materials or materials that have been in stock for some time for which the vendor's invoice has not yet been received or has been destroyed. If there is no invoice, confirm the needed information with the vendor and make up a city or county claim voucher for the vendor invoice file. The County may decide to request daily written (form) reports or daily oral reports from foremen to record expenditures of materials.

II. SUPPLEMENTAL DOCUMENTATION by Each Agency

- A. Keep file copies of all letters.
- B. Maintain a file of all situation reports, daily plans and damage assessments.
- C. Record date, time, names and substance of each pertinent phone call and in-person meeting.
- D. Retain e-mails and fax transmissions
- E. Supplement with photographs and or electronic/digital recordings whenever practical.
- F. Copies of all resolutions, proclamations and declarations

III. DISPOSITION

The County DES Office shall collect copies of all records related to the disaster or emergency and compile a master record of letters, forms, logs, situation reports, damage assessments, resolutions, proclamations, declarations, photographs, electronic or digital recordings, etc. pertinent to the event. The master record shall be filed with the **COUNTY CLERK AND RECORDERS OFFICE** and maintained for a period of ten (10) years.

AUTHORITIES:

Montana Code Annotated Title 10, Chapter 3

EOP CO-REFERENCE:

- ESF #5 - Emergency Management, Section II
- ESF #7 - Resource Support, Section II
- ESF #14 - Long-Term Community Recovery and Mitigation, Section II
- Logistics Management Support Annex, Section III

REFERENCE DOCUMENTS:

Montana Disaster & Emergency Services “Local Government Disaster Information Disaster Manual” (LGDIM)

Tab C - Preliminary Disaster Record Keeping

Tab G - Emergency & Disaster Fund “Handbook For Applicants”

Tab H - Disaster Documentation Handbook

Tab M - State & FEMA Work or Expense Eligibility Comparison, 1998.

LOGISTICS MANAGEMENT

PURPOSE: The Logistics Management Support Annex describes how the Emergency Support Functions (ESFs) of this Emergency Operations Plan (EOP) interact to bring support to the incident management effort as well as the affected population. Effective logistics management contributes to mission success by ensuring all functions (ESFs) are executed or delivered in a unified manner to reduce costs, ensure appropriate support actions, and increase response capability.

PRIMARY AGENCY: Logistics Section of Incident Command Structure

SUPPORT AGENCY: Granite County DES Office, The County Clerk’s Office

DEFINITIONS:

Base - Location from which primary logistics and administrative functions are coordinated and administered. Base is established and managed by the Logistics Section. There is only one Base per incident and is designated by the incident name. It is generally set up at a convenient location to the incident and where resources can wait for a tactical assignment. It should be noted that resources at the Base ARE ALWAYS out-of-service, versus the “available” status resources located at the Staging Area.

Staging Area - Temporary locations at an incident where personnel and equipment are kept while waiting for tactical assignments. The resources in the Staging Area are always in “available” status. There may be more than one Staging Area at an incident. Staging areas should be located close enough to the incident for a timely response, but far enough away to be out of the immediate impact zone. May be co-located with the ICP, Base, Camps, Helibases or Helispots.

Incident Logistics Base - See “Base” description.

Mobilization Center - An off-site temporary facility at which response personnel, equipment, and/or supplies are received from the point-of-arrival and are pre-positioned for deployment to an incident logistics base, a local staging area, or directly to an incident site...as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization while awaiting transportation.

Mobilization Manager - Responsible for the safeguarding of all non-human resources that arrive at the Mobilization Center. The Mobilization Center Manager is also responsible for all life-support functions of the members of the on-site staff or team, as well as the life support for all responders who are awaiting entry to the impacted area or are undergoing out-processing procedures.

SCOPE: Logistics support is provided for prevention, preparedness, response and recovery actions during all phases of incident management. Logistics management will often interface and require coordination and with private sector, state and/or federal logistics managers during an incident.

The Logistics Section closely coordinates with **ESF #7 - Resource Support** and implements the procedures of this annex. **ESF #5 - Emergency Management** will assist to provide staff for the Logistics Section Chief. The Logistics Section Chief's function is to manage the following:

- Control and accountability of local supplies and equipment.
- Resource ordering.
- Delivery of equipment.
- Supplies, and services.
- Resource tracking.
- Facility location and operations
- Transportation coordination.
- Information technology systems services.
- Other administrative services.

GENERAL GUIDELINES:

- ❖ The Logistics Section may be co-located with the Operations Section at or near the incident site or in the designated Emergency Operations Center, depending on the phase and scope of the incident.
- ❖ Logistics may designate an incident logistics base, a mobilization center and a mobilization center manager. The mobilization center remains under the oversight of the Logistics Section and brokers resources for the impacted area or community. It is the focal point for pre-positioning, receipt, and distribution of supplies. Movement of teams, supplies, and equipment is managed by the Logistics Section and coordinated with the Operations Section.
- ❖ Resources needed to mitigate the affects of, prepare for, respond to, or recover from an incident may include equipment, personnel, supplies, relief to victims, or other services.
- ❖ The county attempts to fill the need from existing resources or through mutual aid or memorandums of understanding with other jurisdictions. Fiscal obligations and oversight are the responsibility of the **Finance Section Chief** and the **County Clerk**.

The Logistics Section may:

- Fill the requirement from the resources located at the logistics base.
- Fill the requirement by direct mission assignment to a local agency or organization.
- Prepare a requisition and recommend commercial sources for goods and services to the Finance/Administration Section as applicable.
- If the resource is still not available, the Logistics Section Chief passes the requirement through the Emergency Management Coordinator.

- ❖ Should the resource be unobtainable or insufficient, the requirement or need will be passed through the Emergency Management Coordinator or his/her designee for State assistance.
- ❖ Once the deployed resource is received, it is further processed by the Logistics Section by being sent to a incident logistics base (sign up/collection area), an Operations Section staging area, or a controlled distribution point.
- ❖ Upon delivery to the location specified by the Logistics Section Chief, the Logistics Section Chief is responsible for transfer of state, federal, donated, private sector and mutual aid assets.
- ❖ Logistics staff eventually transition from **(1)** the material management role of providing supplies and equipment or goods and services at the location and in the quantities required in the most timely and cost-effective manner possible (and tracking all resources); to **(2)** a property management role which accounts for personal property at all operational levels. This role involves maintaining property accountability on items stored at or issued from distribution, receiving or mobilization center locations.
- ❖ County agencies and private sector entities are responsible for recovering their property at the conclusion of operations. In the event of a disaster declaration, county property used for incident management operations which is lost, damaged, stolen, or consumed may be cost reimbursable. Local agencies must be able to provide the proper documentation to recover their loss, and in any case should not rely on financial reimbursement or equipment replacement by county, state or federal sources.

RESPONSIBILITIES:

- ❖ Participate with Operations and other staff in coordination and decision making meetings, situation awareness coordination, incident action planning, and conference calls.
- ❖ Translate operations-generated requirements into incident-specific or contingency-specific logistics plans.
- ❖ Begin transporting resources with the support of **ESF #1-Transportation** and the support of other key Emergency Support Function (ESF) Annex Coordinators.
- ❖ Coordinate deployment support of priority items and other response resources to staging areas, mobilization centers, along with other points.
- ❖ Provide resource tracking.
- ❖ Establish a mechanism to ensure that local agencies, incident Operations, State and Federal entities, and neighboring jurisdictions provide notification of transportation arrangements so that resources can be tracked and reception plans for those resources can be made.
- ❖ Analyze requests for resources to determine cost-effective and timely means to meet requirements.
- ❖ Ensure that resource requests are approved through the appropriate Section Chief and the Finance Section Chief.

- ❖ Communicate with the Granite County DES Coordinator in conjunction with coordination efforts with State and Federal Logistics Section Managers, if those positions are filled.
- ❖ Coordinate and conduct activities associated with retrieving, disposing of, refurbishing, and restocking assets used during the disaster operation.
- ❖ Ensure that all equipment and supplies are accounted for in accordance with appropriate regulations, and resources tracking is completed and closed out.
- ❖ Participate in internal and external management program reviews.

AUTHORITIES:**EOP CO-REFERENCE:**

ESF #1 – Transportation, Section II
ESF #2 - Communications, Section II
ESF #3 - Public Works and Engineering, Section II
ESF #5 - Emergency Management, Section II
ESF #7 - Resource Support, Section II
Financial Management Support Annex, Section III

REFERENCE DOCUMENTS:

Granite County Resource Guide
Established Support Agreements (Commodities, Facilities, etc.)

SPECIAL NEEDS POPULATIONS

PURPOSE: The Special Needs Populations Support Annex recognizes the need to support partnerships and a collaborative community structure to adequately communicate with, assist, and even care for certain segments of the population within the jurisdiction. A collaborative community structure includes social and health services, advocacy groups and other non-profit organizations, emergency services agencies, and families of special needs clients before, during, and after any event. This annex provides a guide to address considerations and actions for a specific segment of the population needing specialized assistance and resources in the event of an imminent threat or disaster.

PRIMARY AGENCY: County Public Health

SUPPORT AGENCY: County DES, Social Services and Mental Health

DEFINITIONS:

Special Needs Population - A population whose members may have additional needs before, during, or after an incident in one or more of the following functional areas: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; live in institutionalized settings; are elderly; are children, to include school populations; are from diverse cultures, have limited proficiency in English or are non-English-speaking; or are transportation disadvantaged.

Special Needs Registry - A database containing information on local residents who, due to a physical disability or a neurological or psychological disorder, require evacuation assistance or some other type of emergency assistance before, during, or after an emergency or natural disaster

Service Animal - Any “guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.” Service animal jobs include:

- Guiding individuals with impaired vision.
- Alerting individuals who are deaf or hard of hearing to intruders or sounds such as a baby’s cry, the doorbell, and fire alarms.
- Pulling a wheelchair.
- Fetching dropped items.
- Alerting people to impending seizures.
- Assisting people with mobility disabilities with balance or stability.

Special Needs Shelter - Separate facilities or units within other facilities that can house seniors and people with disabilities who require special medical and observation assistance.

Like-to-Like Relocation - Provision or re-assignment location that is able to provide the same type and level of specialized care as provided by the individual's resident health care facility (RHCF) facility.

National Voluntary Organizations Active in Disaster (VOAD) - A consortium of organizations consisting mostly of non-profit chartered membership, whose respective missions include preparing for, responding to, recovering from, or mitigating the effects of disasters. VOAD assumes no role in directly providing services to those imperiled or impacted by disasters. Direct services are provided by VOAD member organizations. Each member organization maintains its own identity and independence, yet collaborates and coordinates with other agencies to improve service and eliminate duplication in the delivery of services.

Emergency Management Assistance Compact (EMAC) - A congressionally ratified compact that provides for member jurisdictions to exchange assistance in the form of equipment, resources, and personnel during a governor-declared emergency. Currently, all fifty states, Puerto Rico, the District of Columbia, and the U.S. Virgin Islands are parties to EMAC.

SCOPE: Special needs considerations may include individuals who function with:

- Sensory disabilities, such as reduction or loss of sight or hearing.
- Mobility disabilities, such as use of a cane or wheelchair.
- Mental disabilities, such as persons who are mentally ill or developmentally disabled, and those with traumatic brain injury or learning disabilities.
- Other medical conditions, such as renal dialysis, diabetes, or lung diseases requiring oxygen.

The Special Needs Populations Support Annex may be considered as a subset of the **Evacuation Support Annex** and **ESF #8 Public Health and Medical Services**, and is integral to the implementation of each. This annex also works hand-in-hand with **ESF #6 Mass Care, Housing, and Human Services**, **ESF #15 – Public Information**, and the **Volunteers and Donations Support Annex**.

During a presidential disaster declaration, FEMA, as coordinator for ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services, is responsible for ensuring the needs of disaster-impacted populations are addressed by coordinating Federal assistance. FEMA will also support specialized sheltering.

SITUATION AND ASSUMPTIONS:

This Special Needs Populations Support Annex may be used as a tool to support the following tasks:

- Registry used for Notification of Evacuations
- Prioritization Evaluation
- Pre-assigning transportation and shelters

- Pre-allocating scarce resources
- Pre-admission lists to hospitals

In the event of a prolonged situation that includes loss of power, infrastructure damage, and other circumstances, there may be competition for scarce resources to support either people with special needs residing in private residences, or in congregate care facilities.

All personnel, including volunteer staff, who may come in contact with special needs subsets must submit to a policy and strict protocols that include identification, background checks and other measures assuring the safety of those needing specialized assistance and may be more vulnerable to predatory individuals or practices.

As separate from the Granite County EOP, specialized resources such as backup power equipment, home oxygen sources, specialized transportation equipment, and portable ventilators or dialysis machines may be found in the Granite County Resource List, Granite County Office of Public Health, and Medical Clinics or Hospital.

The following group or congregate care populations which may require specialized assistance from emergency services in the event of a threat or actual occurrence of an emergency or disaster are presented in the Table below.

Identified Congregate Care or Vulnerable Group Populations In Granite County

Facility	Location	Manager or Contact	Approximate Number	Type of Assistance	Service Animals(s)
<i>Granite Co. Medical Center</i>	<i>Philipsburg</i>	<i>Amy Edwards-Webb</i>	<i>25</i>	<i>Medical fragile, varies</i>	
<i>Drummond School (PK-12)</i>	<i>Drummond</i>	<i>288-3281</i>	<i>210</i>		
<i>Hall School (PK – 8)</i>	<i>Hall</i>	<i>859-3831</i>	<i>13</i>		
<i>Philipsburg School (PK-12)</i>	<i>Philipsburg</i>	<i>859-3232 859-3674 859-3673</i>	<i>389</i>		

* A Specials Needs self-registry program is not available in Granite County.

ACTION GUIDES:

- ❖ Define the geographic boundaries of the impacted area, threatened or affected individuals or facilities, and best means of initial contact or communications messaging.
- ❖ Log all actions, contacts, and movement that occurs during readiness, response, or post-event movement of individuals or populations.
- ❖ In an acute or following a sudden impact event, visit individuals with special needs at home as soon as possible to ensure that their medical and physical needs are met.
- ❖ Establish policy for staff confidentiality and care documentation requirements to be met by any person, or persons, when working with special needs populations.
- ❖ Upon approval of the governing body or chief executive officer and when applicable, provide information in advance of the general population allowing special needs populations extra time for evacuation.
- ❖ Develop and coordinate a “situation specific” special needs populations support strategy to establish level and types of assistance needed including; collection points, transportation methods and resources, relocation or facility matches, and a coordinated media relations effort and messages and materials to reach within each special needs category.
- ❖ Triage special needs populations for appropriate shelter care such as oxygen or dialysis, short-term lodging, mass care needs, and special needs experts; matching special needs with facilities and resources.
- ❖ When advance warning permits, and when sheltering in place poses a greater risk to the individual than evacuation, individuals who require acute medical care may be evacuated 24 hours before the general population.
- ❖ Provide appropriate methods of risk communication and post-event information to special needs subgroups (i.e. closed captioning, picture cards, reverse 911 or automated dialing programs, rural areas often have poor cell phone coverage, text messaging, ham radio, call trees, e-mail, sirens, and door-to-door contact).
- ❖ In the event of mobilization or relocation, establish an effective method of identification system for placement or movement of both special needs individuals, their aids, equipment, and medication, and their service animals or pets.
- ❖ Designate a protocol to transfer, maintain and safeguard medical records and other vital information for people that are transferred or relocated and in need of specialized care.
- ❖ Prepare to assist logistically with identification and provision of essential medication or medical services.
- ❖ Prepare to assist in transportation or other provisions for people with special needs (such as dialysis or other critical functions) while roads are being repaired and public transportation is being restored, or during the disaster recovery phase.
- ❖ Should resources be unobtainable or insufficient to carry out the support measures as identified in this annex, the requirement or need will be passed through the county DES Coordinator or his/her designee for State assistance. In an ICS configuration, requests are further processed by the Logistics Section by being sent to a incident logistics base (sign up/collection area), an Operations Section staging area, or a controlled distribution point.

- ❖ Provide appropriate return of special needs populations to their homes.
- ❖ Ensure individuals with special needs are aware of, and are capable of applying for the services that are available to them following a disaster.

AUTHORITIES:

- MCA 10-3-10 Emergency Management Assistance Compact
- MCA 7-15-4462 Exercise the power of eminent domain and acquisition of property for public use within and without the city limits for any necessary or authorized public purpose.

EOP CO-REFERENCE:

- Evacuation Support Annex, Section III
- ESF #6 - Mass Care, Housing, and Human Services II
- ESF #8 - Public Health and Medical Services, Section II
- ESF #15 – Public Information, Section II
- Volunteers and Donations Annex, Section II

REFERENCE DOCUMENTS:

- Comprehensive Preparedness Guide 301
- Emergency Planning and Special Needs Populations, FEMA G197
- PETS Act (Pets Evacuation & Transport Act of 6 Oct., 2006)
- Disaster Related Needs of Disabled & Elderly (EMI Pub SM 191)
- ADA Guide for Local Governments (Department of Justice, Civil Rights Division, Disability Rights Section Publication)
- Pets Evacuation and Transportation Standards Act of 2006 (Public Law 109-308)

VOLUNTEER AND DONATIONS MANAGEMENT

PURPOSE: The Volunteer and Donations Management Support Annex describes the coordinating processes used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during incidents.

PRIMARY AGENCY: County DES Coordinator

SUPPORT AGENCY: Church and Fraternal Organizations, Red Cross, Media, etc.

SCOPE: Local government holds primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods. Federal and State governments look principally to those voluntary organizations with established volunteer and donation management structures to receive and ensure utilization of appropriate volunteers and donated goods (i.e. American Red Cross, Salvation Army, etc.).

Emergent volunteers include individuals who are NOT affiliated with established voluntary organizations. This annex provides guidance for the local role in volunteer and donations management. Any reference to volunteer services and donated goods in this annex refers to unsolicited goods and unaffiliated volunteers services.

ASSUMPTIONS:

- ❖ Affiliated, trained volunteers deployed to an impacted area by a volunteer organization (such as the American Red Cross, etc.) will report directly to that organization’s on-site assigned location or temporary headquarters.
- ❖ Volunteer forces are unpaid, and as such, may leave or be called away from their volunteer assignments unexpectedly or without notice.

CONCEPT OF OPERATIONS:

When it becomes apparent that emergent volunteers will be a part of readiness, response, or post-event measures an emergency policy will be established by the elected officials of the county (and/or city/town) regarding registration and security screening protocols for individuals wishing to volunteer.

- ❖ Established protocols to protect local property and citizens in the event of a convergence of walk-on volunteers may include:
 - Proper pre-assignment registration of walk-on volunteers
 - Liability waiver documentation
 - In some cases, security screenings; the level of screening will depend on the role the volunteer will be serving. Individuals with access to confidential information specialized equipment, or particularly vulnerable populations may require more intensive screening.

- ❖ A designated area or reception center in which to process individuals wishing to volunteer will be named. Volunteers will be accountable to the organization or task leader to which they are assigned.
- ❖ Once the volunteer and donation protocol is organized, the DES Coordinator may, with the consent of the county commissioners, select a person or persons to manage these volunteer services for the duration of need.

RESPONSIBILITIES:

- ❖ Volunteers who call a “donations” phone bank will be referred to the locally established volunteer reception center or volunteer forces manager.
- ❖ Volunteers and requesting entities will report to a locally established volunteer reception center or designated registration sign in area.
- ❖ All emergent volunteers will be asked to complete a Volunteer Registration Form. (Volunteer Registration Forms may be found in EOP appendices.)
- ❖ Volunteers will wear identification badges issued by the governing jurisdiction, or as provided by the official volunteer organization with which they are affiliated.
- ❖ Ensure that volunteer screening protocols as established by Granite County are strictly adhered to when accepting volunteer services as a part of disaster response, victim relief, and other volunteer activities.
- ❖ Establish a volunteer Sign-in/Sign-out protocol that documents the date, task assignments, and time spent.
- ❖ Schedule or provide safety briefings, or at least printed safety information, for registered volunteer forces.
- ❖ Establish strong guidelines for expectations regarding volunteer performance and conduct. All paid or unpaid associations during the disaster event will reflect on local government.
- ❖ It may become necessary to develop a shift schedule and further logistics considerations for emergent volunteer forces.
- ❖ Coordinate “job orders” assistance by voluntary organizations and/or emergent volunteers with local resident and government entity requests.
- ❖ Establish a donation management process that utilizes the appropriate types and amounts of unsolicited donated goods and unaffiliated volunteer services in a manner that prevents interference with, or hampering of incident management operations.
- ❖ Network with other local agencies and organizations to ensure that unaffiliated volunteers and unsolicited donated goods are effectively used during an incident.
- ❖ Establish a system that is accountable to centrally collect, document, manage, and match unsolicited cash donations received to appropriate programs, organizations, or individuals in response to an incident.
- ❖ Develop and coordinate a facilities management plan to include a “Volunteer Reception Center,” “Donations Coordination Center,” donations warehouse, a donations staging area, a phone bank, and a coordinated media relations effort.

- ❖ Prepare to address corporate offers, collection drives, regional offers of assistance, and cooperative efforts from community-based organizations, the business sector, the media, faith-based organizations, and the private sector.
- ❖ Coordinate with state and federal agencies, and established volunteer and donations management organizations (i.e. Red Cross, Salvation Army, etc.) as the situation requires.
- ❖ Coordinate closely with local PIOs on VIP visits, public service announcements, press releases, and other media-related support.

AUTHORITIES:

EOP CO-REFERENCE:

ESF #6 - Mass Care, Housing and Human Services, Section II
ESF #8 - Public Health and Medical Services Annex, Section II
ESF #15 – Public Information, Section II
Logistics Support Annex, Section III

REFERENCE DOCUMENTS:

“Volunteer Programs – Enhancing Public Safety By Leveraging Resources”
“Community Guidelines for Developing a Spontaneous Volunteer Plan”
(Developed by the Illinois Terrorism Task Force Committee on Volunteers & Donations.)

WARNING, NOTIFICATION, & ALERTS

PURPOSE: In the event of an imminent threat or immediate danger, emergency services and public safety officials rely on a system of warning and notification to protect lives and property. This annex describes methods and guidelines used to assist in protecting lives and property by timely notification.

PRIMARY AGENCY: 911 Emergency Dispatch and/or National Weather Service (NWS)

SUPPORT AGENCY: County DES Office, Law Enforcement, Public Health System

SCOPE: During expanded situations in which select groups of citizens or the general public are at risk, this Annex provides information and guidelines to support the function of Notification, Warning, and Alerts.

While the function of alert and warning may include activation of all or part of the emergency response system within the jurisdiction, standard operating procedures for notification and dispatch of emergency services personnel are NOT included.

This Annex should not be used as a substitute for the Montana 2008 Emergency Alert System (EAS) Plan, which should be referred to when needed. This Annex should also be used in conjunction with **ESF #15 - Public Information Annex**, the **Evacuation Support Annex**, and **ESF #2 – Communications Annex** of this Plan.

SITUATION: Road conditions, unusual or threatening weather, flash flooding events, and stream and river levels are closely monitored by individuals of the Montana Highway Patrol and Montana Department of Transportation, County Road and Bridge, City Public Works, and local law enforcement through their regular course of duty. Conditions are regularly communicated by this established network through 911 Dispatch. Additionally, 911 Communications and trained weather spotters communicate with the NWS to update and inform of current local weather conditions which combine with NWS technology and tools to provide timely weather forecasting and warnings. During the avalanche season, the United States Forest Service (USFS) Office will collect reports on snow conditions from field locations. If an avalanche advisory is necessary, the USFS releases its own advisories and will notify the County DES Coordinator. In the event an avalanche occurs on Hwy. 1, MDOT will release their own advisory and notify the Granite County DES Coordinator.

Local, regional, and statewide warning and notification regarding transportation accidents, structural and wildfire events, and other natural and man-caused emergencies or disasters are coordinated and supported as needed. These networks determine the need for notification, warning and alerts during any evolving or abrupt situation.

A variety of methods and resources may be used to alert the public to a threat or critical event, and will be dependent on the type of event, the time of day, urgency, impacted area and other factors. The most widely accessed source of emergency information by the public are television and radio in general, and particularly Emergency Alert System (EAS) broadcasts.

Granite County Sheriff's Dispatch Center plays a crucial role for receiving information regarding public threats or emergencies in Granite County, and while not the only means of warning and notification, the Dispatch Center is a vital component. Resources available for sending and receiving warning and notification messages from the Sheriff's Dispatch include the Criminal Justice Information Network (CJIN), the 911 Information and Reverse 911 System, and the National Warning System (NAWAS).

CJIN is a valuable and often relied upon source of information sharing among law enforcement and local communications dispatch organizations, however the system has occasionally failed. NAWAS is an older method of communication for transmittal of information between local, state and federal governments and was originally intended to provide a means of warning and communication in case of enemy attack. While NAWAS drops and phones still exist in various locations throughout the State, the system is not presently being tested or practiced at the local level, and local jurisdictions may not know the system exists or how to use it. It may be a viable resource if other forms of communication and/or warning systems in a region are overloaded or down. Reverse 911 capabilities vary by technological limitation and software system updates. It is important for the DES Coordinator and public officials to be aware of system capabilities as technological enhancements occur.

ASSUMPTIONS: The following assumptions are made in regard to planning for emergency warning, notification and alerts in Granite County.

- ❖ Granite County's Sheriff's Dispatch SOPs for communication and notification of emergency services personnel are well established.
- ❖ The Granite County's Sheriff's Dispatch and the subscribing jurisdictions to dispatch/communications services have established standard operating procedures (SOPs) for routine public safety warning, notification, and alerts involving the general public.
- ❖ Activation of warning, alert, and notification protocols usually require immediate action, with the level of urgency dependent on the particular event.
- ❖ Most methods of warning and notification are dependent upon the availability of electrical power.
- ❖ Broadcast media (radio and television) will be considered the primary system for providing warning and emergency information to the public through news broadcasts and the EAS.
- ❖ Local radio and television stations without emergency power may be off the air for lengthy periods of time.
- ❖ Loss of residential power will leave citizens without a means of receiving many types of notification, warning, and alerts including television broadcast information.

- ❖ Telephone and cellular telephone communications may become overloaded and be disrupted during an imminent or actual emergency or disaster.
- ❖ The DES Coordinator may not be immediately available in crisis situations to support expanded warning and notification of the general public.

EXISTING METHODS OF WARNING & NOTIFICATION

Immediate alerts and warning may be provided to the general public by the following:

Telephone Fan Outs

Sometimes called “phone trees,” allow each person contacted to call other persons and let them know of an emergency or disaster. Emergency services in Granite County employs a phone notification protocol known as “One Call Now.” Under this system, emergency services groups and department personnel are notified as needed via landline or cell phone notification according Granite County Dispatch SOPs. “One Call Now” is not for notification of the general public. No other telephone fan out protocols are known to exist in Granite County. Some telephones can still function when there is a power outage, but not all.

Public Address Systems

An electronic amplification system used to communicate in public areas. Public Address Systems may be found inside buildings and auditoriums, as speakers affixed outside of buildings, or simply an amplification system mounted on the outside of emergency vehicles. Public Address Systems in Granite County include law enforcement vehicles, EMS vehicles, and fire department vehicles; and may be utilized in emergency situations.

Community Sirens

Located at Drummond and Phillipsburg are used according to Granite County 911 Dispatch SOPs. The two sirens are activated by the 911 Dispatch. The sirens require electricity or an uninterrupted power source such as a battery backup or generator, to sound.

Reverse 911

A communications system for use by public safety organizations to communicate with groups of people in a given geographic area or areas. In Granite County, the Reverse 911 System is under the control and management of the Granite County Sheriff’s Office can be used to alert the entire county or residents in certain parts of the county, in times of disaster or emergency. The system uses a database of telephone numbers and associated addresses, which, when tied into geographic information systems (GIS), can be used to deliver recorded emergency notifications to a selected set of people by telephone. Landline phone numbers are programmed into reverse notification blocks. Cell phone numbers may be added at the request of the cell phone owner. Reverse 911 limitations and capabilities within the Granite County system should be clarified prior to the need for critical implementation in case of an emergency or disaster.

Emergency Alert System (EAS)

This system is the most often and widely used method for weather alerts, advisories and other emergency information. The EAS provides emergency information and warning to the general public through local AM/FM radio stations, television stations, and cable systems. EAS messages delivered via television also include closed-captioning for the hearing impaired, and on NOAA Weather Radios (NWR). The Federal Emergency Management Agency (FEMA) and the National Weather Service implement EAS at the national level. Local and regional NWS offices also develop emergency weather information to alert the public to hazardous and dangerous weather.

EAS also may be used by state and local authorities to deliver important emergency information, such as evacuation notices, shelter-in-place, etc. to specific areas. During emergencies, local designated officials can request broadcast of these all-hazards messages over NWR and the EAS by contacting the NWS. Emergency message scripting must be provided to the Missoula NWS Office by locally designated officials (See Montana 2008 EAS Plan for details) for broadcast.

- Montana EAS procedures may be found in the Montana 2008 EAS Plan included as an appendices to this EOP OR in the Granite County DES Office.

NWS All-Hazards NOAA Weather Radio (NWR)

All Hazards NOAA Weather Radio is operated by the NWS and is an important input source for EAS broadcasts.

These weather radios can be purchased many places, and are for emergency broadcast only. A unique feature of warning radios is that the user will hear a tone from the NWR radio and subsequent warning broadcast even though television and regular am/fm radios are not turned on (such as in the middle of the night).

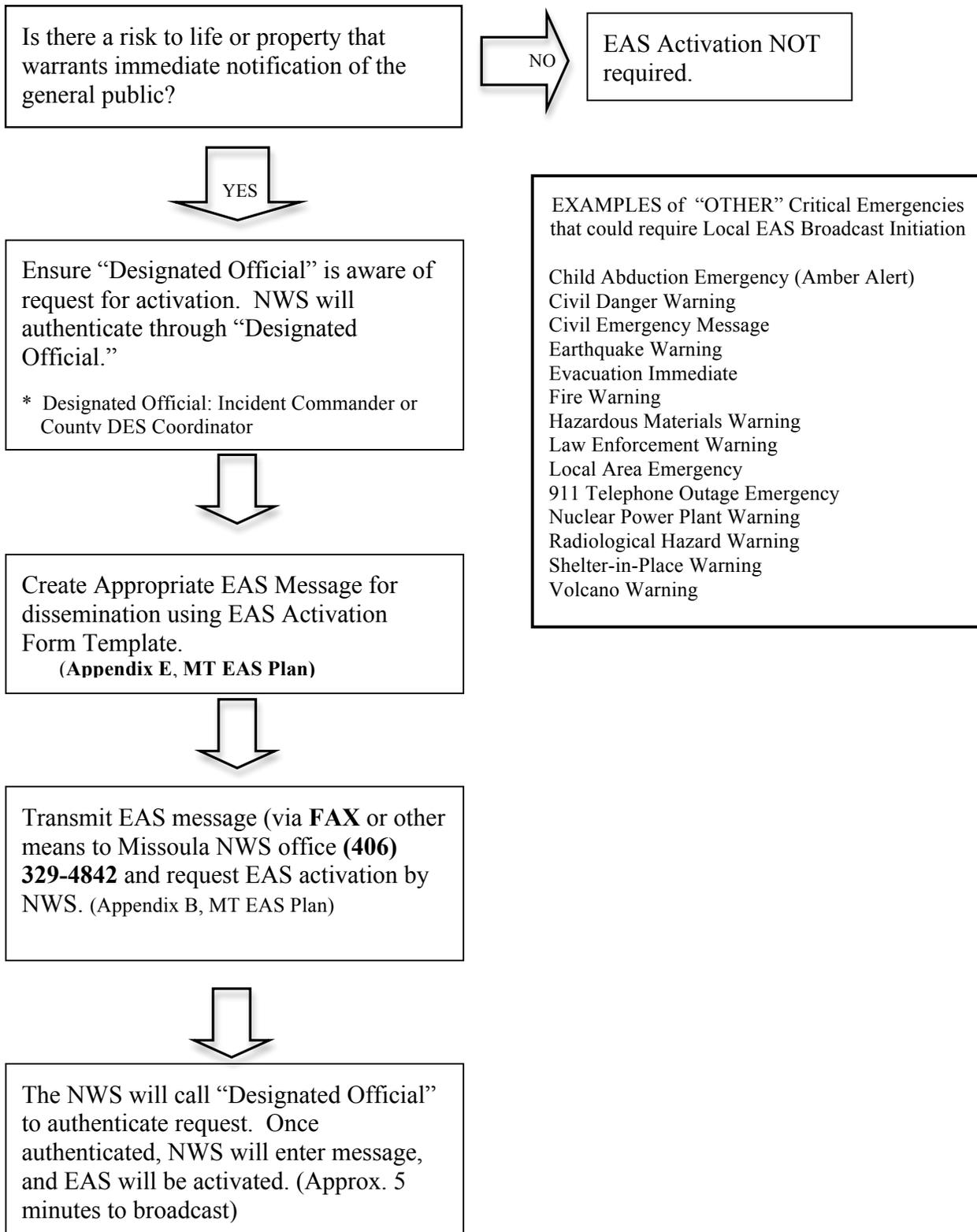
Weather Radio transmission is unavailable in most areas of the county, with the exception of the vicinity of Hall and Drummond. When able to be received, the following weather radio frequencies should be used:

Missoula transmitter	call sign WXL25	frequency 162.400 MHz
Butte transmitter	call sign WXL79	frequency 162.550 MHz

Broadcasts include timely warnings and other weather and critical non-weather-related information to those in the affected areas under the “all-hazards” concept. All-Hazards include natural disasters (e.g. weather, floods, earthquakes, volcanic activity, fire evacuations, etc.), technological disasters, whether accidental or intentional (e.g. chemical or biological releases, oil spills, or nuclear incidents, etc.), and other emergency support activities (e.g., water supply contamination, prison breaks, etc).

INCIDENT COMMANDER/DESIGNATED OFFICIAL DECISION TREE

(For initiation of the EAS at the local level)



Criminal Justice Information Network (CJIN)

The Criminal Justice Information Network is a telecommunications network used primarily by federal, state and local law enforcement agencies to exchange criminal justice information. CJIN is operational twenty-four hours a day, seven days a week. Information can be exchanged and disseminated on CJIN between the State Highway Patrol Communications Center in Helena and local 911 dispatch centers throughout the State of Montana. National Weather Service services/warnings are also relayed on CJIN.

When CJIN is not working or other means of communication (such as cell phone) are temporarily unavailable or down, NAWAS may be used as a backup for disseminating this information and FOR COMMUNICATION BETWEEN NAWAS DROPS.

Caution: Not every county has its own dispatch center, nor does every dispatch center have a NAWAS drop. In these cases, a county will be incapable of receiving information via NAWAS.

National Warning System (NAWAS)

NAWAS is a nationwide private-line telephone system using voice communication for government-to-government warning, originally intended to serve as part of the civil defense warning system. It is used for the dissemination of warnings and other emergency information from regions to states to local government. This system provides warning for enemy attack, accidental missile launch, volcanic ash, severe weather or natural disaster to federal, state and local government entities. Warnings of national, regional and state interest are routed through, or may originate at, the State Disaster & Emergency Services (DES) Office in Helena. In case of a communications emergency, the 9-1-1 Center is may use NAWAS for contacting the Montana DES Office in Helena and the National Weather Service Office in Missoula.

Telecommunications Device for the Deaf (TDD)/Tele-Typewriter (TTY) Device

Device by which hearing or speech impaired persons can text or communicate by phone. It can be used with both land lines and cell phones. Unlike text messaging, it is designed for synchronous conversation, like a text version of a phone call. A modern digital cell phone must support a special digital TTY mode in order to be compatible with a TTY device. A TTY is required at both ends of the conversation in order to communicate.

FAX Messaging

Derived from the word **FAC**Simile. Originally called "teletyping," Faxing is the communication of a printed page between remote locations. A fax machine is a device for the transmission and reproduction of documents by digitized signals sent over telephone lines. Fax machines scan printed text and graphics and convert the image into a digital code. The receiving machine prints a copy (a facsimile) of the original. A fax machine is made up of a scanner, printer and modem with fax signaling.

Health Alert Network (HAN)

The HAN Messaging System currently directly and indirectly transmits health alerts, health advisories, and health updates. Messaging typically comes from the Center for Disease Control (CDC) through the Montana Department of Health And Human Services to be disseminated statewide, but can also be initiated by state and local public health authorities if necessary and appropriate. The HAN network was conceived to ensure that each community has rapid and timely access to emergent health information and is primarily implemented using FAX and e-mail communication methods, with phone contact as necessary.

E-mail Notification

There are a variety of free internet services and options that individuals can self-register for on-line, enabling them to receive notification regarding local, regional, national and international emergencies and critical news information via electronic mail (email) in a secure and expedient manner.

Cell Phone Notification

Emergency notification on cell phones can be subscribed to by contacting the Reverse 911 Coordinator for the county, and for those who receive web-mail on their cell phones, by self-registering for such notifications (see “Electronic Phone Messaging Systems” and “E-mail Notification” above.)

County Website

Granite County does maintain a website. The county website is not practical for timely warning and notification due to a variety of factors, including lack of awareness of the site and low utilization by the public, compounded by the need for urgency and technical support to place a warning or urgent information.

Electronic Bill Boards

Fixed or mobile electronic billboards can deliver emergency messages or information and are available for public warning in some jurisdictions. Portable electronic billboards are available to Granite County through the Montana Department of Transportation.

Citizens Band (CB) Radio

A system of short-distance radio communications between individuals, on a selection of 40 channels within the 27-MHz (11 m) band. CB radio does not require a license and, unlike amateur radio, it may be used for business as well as personal communications. Like many other two-way radio services, CB channels are shared by many users. Only one station may transmit at a time. Other stations must listen and wait for the shared channel to be available. CB radios are still used by long-haul truckers (Channel 19 Traveler’s Channel in the U.S.) but are less utilized in general because of the wide use of cell phones and more advanced two-way radio technology.

CONCEPT OF OPERATIONS:

I. General Policy

Notification, warning, and contact of emergency response entities and resources is the responsibility of the Communication Dispatch or 911 Center of the jurisdiction.

If time permits, warnings and instructions to take immediate protective action shall be cleared by the governing body. If time does not permit, the decision to issue such alerts rests with the Incident Commander.

Print news releases and press conferences shall NOT be used to provide warnings or instructions to take immediate action.

The County DES Coordinator will be notified immediately when considering the need for (or in the event of) emergency warning, alert, or notification of any sector of the general public or local government.

In an expanded situation, the County DES Coordinator may become actively involved in the coordination of warning, notification and alert messages to be disseminated to the general public.

II. Implementation

Television and radio broadcasts utilizing the “Emergency Alert System” (EAS) and local sirens will be relied upon as primary methods of providing public warnings and instructions to take immediate action. County Reverse 911 capabilities will be used when applicable. Door-to-door contact and mobile P.A. units shall be used to supplement various alert methods when necessary and prudent, by decision of the Incident Commander.

- The Emergency Alert System (EAS) is accessed through the National Weather Service (NWS) Office in Missoula. If an EAS message is locally initiated (vs. NWS initiated) the estimate for NWS staff to key in the locally-originated message product, and for broadcasters and the NWR to air the messages is approximately two to five (2 to 5) minutes from NWS receipt of request, authentication, and key entry.
- Reverse 911 Calling will be at the direction of the Incident Commander, and is implemented by Granite County 911 Emergency Dispatch.

III. Types of Alerts

- A. Information: Provide information to the public about the nature of the emergency or disaster and the actions being taken to protect lives, health and property.
- B. Watch: A potential threat exists to life, health, or property. The public should take notice and watch for specified conditions. A forecast may be issued well in advance to alert the public of the possibility of a particular weather related hazard (e.g. tornado watch, flash flood watch). The occurrence, location and timing may still be uncertain.

- C. Advisory: Provide advisories to the public to avoid specified activities or to use caution when doing specified activities. Advisories are issued for weather situations that cause significant inconveniences but do not meet warning criteria and, if caution is not exercised, could lead to life-threatening situations. Advisories are issued for significant events that are imminent, or have a very high probability of occurrence.
- D. Warning: Specified conditions to watch have been realized. The public is warned to take limited protective measures or be prepared for major protective measures, such as evacuation or shelter.
- E. Immediate Action: Threat exists to life, health, and property. The public is instructed to take immediate action.

IV. Defining The Risk Area

Alerts shall be provided to the public using the following priorities:

- A. Public at risk.
- B. Public not at risk.
- C. Public at large.

Impacted areas should be described by known boundaries. The geographic area or target audience to be warned is determined by the Incident Commander.

V. Message Content

Warning and notification messages are often urgent in nature and brief, in advance of, and supplanted by, a more detailed public information effort. Warning and notification messages should contain the following information, as concisely as possible.

- A. The geographic boundaries of the affected area.
- B. Intensity (temperature, visibility level, etc.).
- C. Describe immediate action that needs to be taken to protect lives, health and property.
- D. Road closures and recommended alternative routes.
- E. Expected or predicted duration of the situation or event.
- F. Where to access more detailed information on the situation or event.

VI. Gaps In Coverage – Special Considerations

Areas that have restricted communication capability include pager, handheld radio, mobile radio, and cell phone coverage include Hall, Maxville, and portions of Rock Creek. People residing in these restricted areas usually rely on landline communications (or telephones).

VII. Loss of Electricity

Radio, television, and phone are the primary methods by which people receive warnings. Restoration of electrical power is the responsibility of public utility companies, and receipt of warnings will be impaired until service is restored. Implementation and delivery of warning and notification through Reverse 911, and maintenance of communication services from the Dispatch Center will be ensured by backup power generation located at the Sheriff's Officer/911 Dispatch in Phillipsburg through an emergency generator located and accessed through the Granite County Sheriff's Office. Phone, television, and radio notifications may wish to include reference to use of car or battery-powered radios to receive information in the event of a loss of electricity.

AUTHORITIES:**EOP CO-REFERENCE:**

ESF #2, Communications, Section II

ESF #15 - Public Information, Section II

Montana 2008 Emergency Alert System (EAS) Plan – EOP Appendices

Granite County Sheriff's Office "Population Protection Plan" (Alerts & Notifications)

REFERENCES:

Montana Emergency Alert System (EAS) Plan, 2008

Granite County Sheriff's Office "Population Protection Plan" (Alerts & Notifications)

Section IV

Incident Annexes

BIOLOGICAL INCIDENT

PURPOSE: The purpose of the Biological Incident Annex is to outline multi-agency coordination and multi-government roles, local resource and response concerns, and public information priorities associated with response to a disease outbreak of known or unknown origin, or the threat of such an event. A biological incident may occur as the result of natural disease outbreak or an act of terrorism.

PRIMARY AGENCY: County Public Health and/or Hospitals/Medical

SUPPORT AGENCY: Chief Executive Officers, County Attorney, County DES, Law Enforcement, Pharmacies, Schools, Coroner, Fire Services, Emergency Medical Services, County Extension, Veterinarians, Montana Department of Agriculture, Montana Department of Fish, Wildlife, & Parks, Montana Department of Livestock, Media.

DEFINITIONS:

County Health Officer - Person engaged by the County's local Board of Health, whose duties and responsibilities are defined under Montana Code Annotated (MCA) Title 50 Chapter 2 Section 118, and may be further qualified by MCA Title 50, Chapter 2, Section 116. This person is NOT TO BE confused with a County Public Health Nurse.

SITUATION: In a large disease outbreak, local officials will require a highly coordinated response to public health and medical emergencies to deal with the many complex issues that may arise. A disease outbreak and loss of containment affecting a multi-jurisdictional area will require close coordination between numerous agencies at all levels of government and with the private sector.

The Granite County Medical Center and County Public Health (to specifically include the Public Health Response Coordinator) are the primary organizations responsible for public health and medical preparation and planning for a naturally occurring outbreak that results from either a known or novel pathogen, including an emerging infectious disease or a biological terrorism attack. As such, those entities will establish and convene a core group of representatives composed of support agencies and key officials acting as the Local Health and Medical Task Force to begin strategic planning, mitigation and response and recovery measures in the event of or threat of a biological incident of natural disease outbreak or an act of terrorism. Broad objectives in response to emerging infectious disease, pandemic influenza, novel pathogen outbreak, or a biological terrorism event are:

- Detection of the disease or pathogen through surveillance and environmental response.
- Timely and efficient organization of elected officials, public health, hospital and medical, pharmaceutical, plant and animal health, schools, emergency management, the coroner, and emergency services response agency representatives at the local level.

- Joint provision of coordinated and consistent information to the public in response to an outbreak or causative agent or the threat of an outbreak or causative agent.
- Identification and anticipation of resource needs and shortages (i.e. staffing, materials, supplies, and space).
- Provision and maintenance of normal and routine health and medical services, local government, academic, all emergency services, and other vital community services and functions.
- Implementation of protocols, public policy and extraordinary powers to control and contain outbreaks and potential outbreaks.
- Development and implementation of short and long-term physical, economic, and social recovery measures.

Depending on the type of biological event; people, food, animals, and other agricultural products may need to be quarantined to prevent further spread of disease. Should this happen, the Montana Department of Public Health & Human Services, the U.S. Dept. of Health and Human Services, the Montana and United States Departments of Agriculture, the State Veterinarian's Office, and Montana Department of Fish, Wildlife and Parks will work with local government and authorities to recommend the most feasible, effective, and legally enforceable methods of isolation and quarantine. In the event of suspected biological terrorism, all levels of law enforcement will be involved, including the Federal Bureau of Investigation (FBI).

INCIDENT COMMAND: As dictated by Presidential Directive and the Granite County Commissioners, all responding agencies will function using NIMS/ICS as their operational management model.

The first arriving senior officer will initiate Incident Command until relieved by a more senior officer within his agency or by a senior officer from the agency with jurisdiction. Officers will initiate command by identifying his/her unit, establishing an Incident Command Post (ICP) and giving the incident a name. Unified Command may be implemented where more than one agency or jurisdiction is involved.

SITUATIONAL ASSUMPTIONS:

- ❖ During disease outbreak, surveillance in healthcare settings will become intensified to include certain clinical signs and symptoms, contacts with nurse call lines, laboratory test orders, school absences, and over-the-counter pharmacy sales.
- ❖ Laboratory samples from hospitals and medical clinics will be submitted to appropriate laboratories.
- ❖ If the incident begins as an epidemic of unknown origin detected through local and State Health and medical surveillance systems or networks, laboratory analysis is initiated through the routine health laboratory network.

- ❖ In the event of a suspected bioterrorism incident, no definitive/reliable field tests exist for biological agents. All potential bioterrorism samples are transported to Laboratory Response Network (LRN) Laboratories using established U.S. Health and Human Services (HHS) protocols. A major component in the event of suspected bioterrorism is to establish and maintain law enforcement chain of custody and arrange transport of samples. During a suspected terrorist incident, sample information is ultimately provided to the FBI for investigative purposes.
- ❖ Any agency becoming aware of an overt threat involving biological agents or indications that instances of disease may not be the result of natural causes must notify local law enforcement, the County DES Office, and the County Public Health Office.
- ❖ The Montana Department of Public Health & Human Services, with the assistance of U.S. Health and Human Services and the Center for Disease Control (CDC), makes recommendations on surveillance and protective measures such as prophylactic treatment and continued facility operation. A primary means of communication of information from United States health and medical officials to local and state health and medical organizations is a blast FAX and Internet communications capability known as the Health Alert Network (HAN).
- ❖ Local and State officials will start to prioritize with the CDC for allocation of assets and resources including personnel, medical supplies, and materials (e.g., the Strategic National Stockpile).
- ❖ Staffing shortages may occur as Emergency Service personnel become ill or members of their families are affected. County Public Health will provide guidance on appropriate protective and responsive measures for the affected population, including first responders and other workers engaged in incident-related activities. Protective measures may include mass vaccination or prophylaxis for populations identified as “at risk,” or for populations not already exposed that may be determined “at risk” to exposure from secondary transmission or the environment.

ACTION GUIDES:

Local Health and Medical Task Force will:

(See “Situation”, Pg. 135 of this annex)

- ❖ Coordinate medical and non-medical discussions, support, and response actions.
- ❖ Assist to determine contaminated or threatened areas.
- ❖ Assist to determine whether shelter-in-place or evacuation procedures are in order.
- ❖ Analyze and assist to develop strategies to ensure that normal and routine health and medical services, local government, academic, all emergency services, and other vital community services and functions continue.
- ❖ Develop a strategy for use of resources to decontaminate people, facilities, and/or outdoor areas.

- ❖ Jointly analyze and advise public officials, with guidance and direction by the County Health Officer, on decisions to discourage or cancel large public gatherings and/or formulate public policy toward closure of public buildings should these measures become necessary.
- ❖ Determine social distancing, shelter-in-place, quarantine, or isolation requirements using state/local legal authoritative procedures.
- ❖ Coordinate the establishment, maintenance and enforcement of isolation and quarantine areas.
- ❖ Assure coordination with Environmental Health officials for environmental assessment and sample collection, as required.
- ❖ Ensure and implement a jointly coordinated system for the collection and dissemination of information to the general public including:
 - Personal protective recommendations.
 - Enlistment of cooperation with necessary control measures.
 - Agency actions and responses.
 - Public policy directives.
 - Information to alleviate any unwarranted concerns.
 - A prioritized list of treatment recommendations based on epidemiologic risk assessment, and linked to the deployment of the Strategic National Stockpile.

Hospitals and Medical Community will:

- ❖ Designate a qualified representative to participate on the Local Health and Medical Task Force.
- ❖ Create a medical support response that provides for the command, control, and coordination of medical planning, operations, mutual aid and transfer agreements, and physician's services provisions and commitments.
- ❖ Evaluate, analyze and prioritize medical assistance requests and responses.
- ❖ Assist to coordinate immediate inventory of medical personnel, facilities, and equipment in the hospital or facility.
- ❖ Provide for community-wide coordination of re-allocation or re-direction of incoming patients.
- ❖ Be prepared to implement suspension or re-direction of some patient services.
- ❖ Develop, update and share assessments of on-going facility or clinic status, including daily census and staffing information with the Health and Medical Task Force Coordination group.

Public Health will:

- ❖ Designate a qualified representative to participate on the Local Health and Medical Task Force.
- ❖ Create a Public Health response that provides for the command, control, and coordination of Public Health planning and operations.

- ❖ Evaluate and analyze public health assistance requests and responses.
- ❖ Develop, update and share assessments regarding on-going public health status with the Health and Medical Task Force coordination group.
- ❖ Coordinate and provide training of local responders on proper protection of themselves and their equipment.
- ❖ Coordinate the allocation and use of health and medical resources to the public.
- ❖ Inventory public health personnel, facilities, and equipment in the County.
- ❖ Provide monitoring of in-home isolation/quarantine on a daily basis.
- ❖ Monitor and evaluate environmental health risks or hazards, as needed, and recommend appropriate actions to be taken to protect the health and safety of incident victims, responders, and the general public.
- ❖ Oversee location, identification, and planning for vaccine administration and mass dispensing operations.
- ❖ Ensure that individual or group contact identification and tracing measures are implemented.
- ❖ Provide coordination for monitoring sewage, garbage, and solid waste disposal and human health hazards as they relate to those services.

Law Enforcement Will:

- ❖ Designate a qualified representative to participate on the Local Health and Medical Task Force.
- ❖ Assist to identify sources for increased security needs for medical facilities, if necessary.
- ❖ Provide quarantine enforcement within the scope of applicable laws and statutes.
- ❖ Be prepared for an influx of public calls of suspicious symptoms requiring investigation, if biological attack is suspected or indicated.
- ❖ Assist to ensure security of medical supplies and vaccination supplies.
- ❖ Act within the scope of applicable laws and statutes for investigative, evidentiary, chain-of-custody requirements in the event of a biological act of terrorism.

Montana Department of Agriculture and/or the Montana Department of Livestock and/or the Montana Department of Fish, Wildlife, and Parks will:

- ❖ Provide local representation to act on the Local Health and Medical Task Force.
- ❖ Monitor and evaluate diseases that are common to both animals and humans.
- ❖ Monitor and test domestic and wild animals for disease.
- ❖ Coordinate and oversee testing of plants and insects for disease, natural or intentional.
- ❖ Investigate unexplained animal deaths.

- ❖ Work with local and state officials to oversee quarantine or isolation of farm products, domestic, or wild animals.
- ❖ Facilitate the provision of services for animals as needed, to include companion or farm animals, as well as wildlife, etc.
- ❖ Coordinate with an Environmental Health Specialist for the location, collection, and disposal of dead animals.
- ❖ Coordinate necessary technical assistance for proper disposal of contaminated plants, plant products, or animal carcasses.

Office of the County Coroner will:

- ❖ Participate as a member of the Local Health and Medical Task Force.
- ❖ Arrange for autopsies, as required, to determine manner of death in the event of a potential health-related emergency or other mass death situation.
- ❖ Assume lead role in establishment and coordination of temporary morgues, storage of the remains until release/burial, release of remains to appropriate persons; and if needed, designate alternate burial sites).

EXTRAORDINARY POWERS:

Restricting Public Access
Quarantine

AUTHORITIES:

U.S.C. TITLE 42, 42 CFR PARTS 70 & 71, AND 21 CFR 1240
Montana Code Annotate, Title 50, Chapter 2, Sections 116 and 118

EOP CO-REFERENCES:

Sections of this EOP, to include but not be limited to:

ESF #8 - Public Health and Medical Services, Section II
Hazardous Materials Incident Annex, Section IV
Terrorism Incident - Law Enforcement and Investigation Annex, Section IV

REFERENCE DOCUMENTS:

Granite County Public Health “Public Health Emergency Operations Plan”
“State of Montana Animal Health Emergency Management Plan,”
Montana Livestock Board
Health and Human Services/Health and Medical Services Support Plan for the
Federal Response to Acts of Chemical or Biological Terrorism.

BOMB THREAT/SUSPICIOUS PACKAGE

PURPOSE: The overall success of emergency response operations is dependent on teamwork in responding to a bomb threat or incident. This annex describes assumptions and guidelines for a coordinated multi-agency response should such an incident occur within county boundaries.

PRIMARY AGENCY: Law Enforcement (possibly Fire Services)

SUPPORT AGENCY: County DES, Emergency Services Dispatch, Emergency Medical Services (EMS), Law Enforcement Tactical Support Teams

DEFINITIONS:

Low Credibility Threats - A low-credibility threat is treated similar to a telephonic bomb threat. Initially, there is no obvious physical evidence to substantiate the threat. These incidents will require the dispatching of a single law enforcement unit to evaluate the threat and if necessary implement initial hazmat scene protocols (isolate, deny entry, and call for assistance).

Credible Threats - When a determination is made that a credible threat exists (prior intelligence information, a device, a suspect package or physical evidence is found, or a release of an unknown substance has occurred), the incident will be treated as a crime scene involving hazardous materials. These incidents will be treated as a WMD or terrorist incidents. This type of event will require the dispatching of a hazardous materials response, in addition to law enforcement resources.

Render Safe - Render safe procedures (RSP) are the actions involving the application of special explosive ordnance disposal procedures, methods and tools, to provide the interruption of functions or separation of essential components of unexploded ordnance (including improvised explosive devices) to prevent an unacceptable detonation. Render safe procedures and techniques apply to conventional ordnance such as nuclear, chemical, biological and conventional battlefield weapons/ordnance and unconventional ordnance such as improvised explosive devices (IED) and improvised nuclear devices (IND). In civilian circles, RSPs can apply to items that can be dangerous if not handled properly, i.e. air bags and seat belt pre-tensioners. These are often detonated in a safe environment after replacement to comply with local legislation surrounding transport of dangerous goods. (Webster's On-line Dictionary)

SCOPE: The goals for domestic terrorism, including explosives threats and detonation, and hazardous materials releases carry the same common thread; significant psychological and emotional impact on a society to gain attention and notoriety for the terrorist and/or his "cause."

Targets for violent or terrorist-incidents include, but are not limited to transportation hubs and modes (including buses), places of worship, markets and malls, schools, and places of large public assembly (reference the U.S Olympic Games, Atlanta Georgia, 1996). Potential targets within Granite County include government buildings and institutions, public events such as festivals, rodeos, or community sports events, and places of worship.

Should an explosive or incendiary device actually detonate, hostages be harmed, or suspicious materials contaminate persons or property, one or more incident annexes of this EOP will become active.

INCIDENT COMMAND: As dictated by Presidential Directive and the Granite County Commissioners, all responding agencies will function using NIMS/ICS as their operational management model.

Law enforcement will take the lead role in response to a bomb threat or criminal activity involving a suspected bomb, or unidentified package. The first arriving senior officer will initiate Incident Command until relieved by a more senior officer within his agency or by a senior officer from the agency with jurisdiction. Officers will initiate command by identifying his/her unit, establishing an Incident Command Post (ICP) and giving the incident a name.

PLANNING ASSUMPTIONS:

- ❖ Secondary explosive devices and other hazards may exist.
- ❖ Chief elected officials, department heads, and organizational leaders are identified as potential threat targets.
- ❖ All public buildings, government buildings possess guidelines and procedures to deal with handling a bomb threat, handling suspicious item identification, evacuation and searching the premises.
- ❖ Most bomb threats are received by phone. A bomb threat checklist should be in the possession of all school and public officials. Those who answer the phone have copies of the bomb threat check list readily available.
- ❖ Officials and potential targets have participated in bomb threat training.
- ❖ The threatened facility has pre-identified evacuation sites for its population.
- ❖ Staff and employees are familiar with evacuation and threat protocols.
- ❖ Law enforcement agencies have a working relationship with potential target facilities, and assisted to identify and coordinate special population planned evacuation sites and protocols with facility officials.

OPERATING CONCEPT:

Effective response to bombing incidents requires the coordinated efforts of law enforcement, firefighters, emergency medical personnel and emergency dispatch communications. Of equal concern is the receipt of suspicious packages into any government office, personal residence, or business. Such a package may hold an explosive device or contain a harmful substance, such as anthrax.

- ❖ Basic responsibilities at the threat site or building lie with the management of administration for the building involved. The building search will be conducted by building personnel familiar with the layout of the building. Law Enforcement personnel may be utilized to coordinate the search.

- ❖ Life safety (civilian and first responder) is the first priority, and law enforcement will manage the incident. Fire Services will maintain control of any fire suppression efforts.

- ❖ The decision to evacuate or not to evacuate a potentially threatened area outside a specifically threatened building is made by the law enforcement official in charge as holding primary responsible for public safety and security.

- ❖ No device or suspected device will be handled by any emergency responder, with the exception of a qualified Bomb Disposal Unit.

At least three basic situations may exist:

1. Pre-Detonation

- Threat Received
- Threat Assessment
- Suspicious item observed
- Evacuation
- Investigation
- Render Safe (the device or suspect material)

2. Post-Detonation

- Detonation or release has occurred upon notification, or initial arrival on scene
- Rescue and recovery
- Scene control
- Evidence recovery
- Suspect identification
- Fire suppression
- Structural integrity assurance of site
- Render Safe (the device or suspect material)

3. On-going Explosives Incidents/Hostage Situation
 - Release of hostage/victims
 - On scene medical treatment and evacuation
 - Scene control
 - Evidence recovery
 - Suspect apprehension
 - Fire suppression
 - Render Safe (the device or suspect material)

ACTION GUIDES:

- ❖ Notification:
 - Law Enforcement
 - Department of Criminal Investigation/MT Dept of Justice
 - Law Enforcement Tactical
 - Bomb Squad
 - Hostage Negotiations Team
 - Facility Authority/Business Owner
 - DES Office

- ❖ Law Enforcement
 - Ingress/egress control established immediately
 - Establish safe perimeters
 - First priority is release or rescue of hostages or victims. Variables to impact course of action are:
 - Number of perpetrators
 - Mental state
 - Demands
 - Number and nature of weapons will impact course of action.
 - Location and type of cover afforded emergency responders will dictate response and rescue efforts.
 - Identify and acquire special resources units, as needed.
 - A Secondary Devices Search will be conducted before continuing scene emergency operations.
 - Implement security and access control. Avoid disrupting emergency operations or contamination of possible evidence.
 - Manage traffic flow; fire and rescue vehicles should not be impeded by traffic problems.
 - Trained Explosives Ordinance Division or Bomb Technicians render safe operations.

- Suspect Identification
 - Observations from responders for suspicious behavior at the scene
 - Witness accounts/descriptions, victim screening
 - Security video and communications tracking records if available.
- Evidence recovery
 - Witness interviews
 - Physical evidence should not be moved unless absolutely necessary.
 - Location documentation and chain of custody established to avoid contamination of evidence.
- ❖ Fire department: Fire Suppression
 - Identify and disengage electricity, gas, or other hazards
 - Be cognizant of the integrity of involved structures.
 - Evidence contamination: avoid applying water or chemicals to potential items of evidence unless such action is essential for controlling the spread of fire.
 - Fire Departments: Fire Suppression option to wait may not be available if the danger posed to hostages by rapidly spreading fire necessitates immediate response. Department procedures should be followed.
- ❖ Urban Search and Rescue
 - Assess for structural integrity, especially if there has been a partial collapse. To avoid risk to responders, engineers will be called in as soon as possible.
 - Maintain accountability of responders. Rosters will be established and maintained and only those checked into the site permitted access to operational areas.
 - Prioritize. Rescue and recovery operations will be planned and executed where there is the greatest likelihood of locating victims whose lives can be saved.
 - There are time, weather, and lighting constraints. Most successful rescues occur within the first 72 hours. Snow and wind may lend to structural hazards. Artificial lighting may be necessary if natural light is not available.
- ❖ Medical: On-scene treatment
 - Protocol for triage, patient identification
 - Treatment
 - Transportation
 - Evidence identification and preservation
- ❖ Coroner's Office
 - Work with law enforcement agencies for provisions of security, property protection, and evidence collection.
 - Ensure provision of on-scene morgue if needed.

❖ **Public Information**

- The Incident Commander shall appoint a Public Information Officer (PIO), if necessary.
- The Incident PIO will coordinate with the designated County Public Information Officer (PIO).
- Should the scope of the incident require multiple functions be performed, **ESF #15 - Public Information** of the Granite County EOP may be activated and a core group of involved departments and agencies for Public Information coordination will be formed to insure the public is given consistent and accurate information on health and safety issues.
- Names of victims/perpetrators will only be released at the approval of the IC (by the authority of the Coroner where deceased are involved).

EXTRA ORDINARY POWERS:

Restricting Area Access
Evacuation

AUTHORITIES:

EOP CO-REFERENCES:

Sections of this EOP, to include but not be limited to:

ESF #13 – Public Safety and Security, Section II
ESF #15 – Public Information, Section II
Mass Casualty Incident Annex, Section IV
Terrorism Incident - Law Enforcement and Investigation, Section IV

REFERENCE DOCUMENTS:

Respective Emergency Plans of Target Facilities
or Standard Operating Procedures (SOPs) that may be in existence.

DROUGHT, BLIGHT, INFESTATION

PURPOSE: While not usually a threat to human life, agricultural disasters in terms of drought, crop disease, and insect infestation can deal a huge financial blow to farm, ranch, tourism and recreational business, and timber producers as well. Effects on county coffers and economic well being of local business can be long lasting, far-reaching, and devastating. Procedures, services and response actions to be used by local agencies during periods of blight, drought and infestations are hereby described.

PRIMARY AGENCY: Chief Executive Officers

SUPPORT AGENCY: County DES Office, Farm Service Agency (FSA), U.S. Natural Resources and Conservation Service (NRCS), County Extension Office, Law Enforcement, Fire Services, Public Health, City/County Public Works

INCIDENT COMMAND: As dictated by Presidential Directive and the Granite County Commissioners, all responding agencies will function using NIMS/ICS as their operational management model. Typically, an ICS configuration and command post is not necessary under disaster conditions of drought, blight, or infestation.

CONCEPT OF OPERATIONS:

Chief elected officials of the jurisdiction hold the primary responsibility for coordinating with local representatives and several federal agencies in the event of blight, drought and infestations within the County so that the County entities may become eligible for disaster relief.

Historically, the response to these types of incidents is economic assistance. A federal declaration can assist to access numerous established resources and monetary assistance for local businesses, communities, and agricultural producers. Damage estimates require the signature of the board of chief elected local officials establishing the fact that emergency or disaster conditions within the County exist as a result of extreme heat, lack of available water for crops or livestock, tree and plant disease, or insect infestations. The County branch of the U.S. Farm Services Agency (FSA) is the primary liaison to Granite County Chief Executive Officers regarding matters of crop damage and agricultural production loss. Montana DES lends technical support in coordinating regional and statewide disasters affecting the agricultural sector for state and federal declarations. The standard declaration process for agricultural disasters is as follows:

- ❖ The Granite County office of the FSA coordinates with the County Extension Office, and the U.S. Natural Resources and Conservation Office, or County Weed and Pest in regard to conditions which may warrant a declaration of emergency or disaster due to blight, drought or infestation.
- ❖ Preliminary crop and livestock damage assessments are conducted locally primarily by Farm Service Agency (FSA) representatives along with locally-elected FSA board members.

- ❖ Assessment figures are provided to the Board of County Commissioners for formal application of disaster status to the Governor’s Office.
- ❖ Upon receipt of a completed Disaster Assistance application from the County Commission, a report is made to the State Emergency Board for forwarding to the national FSA office under the U.S. Department of Agriculture for a federal declaration.

Following a signed federal declaration, funds should be available and will be administered through local FSA offices for assistance to farmers and ranches affected by the blight, drought or infestation.

ACTION GUIDES:

- ❖ Water Supplies typically relied upon to fight fires in towns/cities and throughout the county should be monitored to assure adequate supplies throughout the drought period.
- ❖ Law Enforcement and the County Fire Warden should be prepared to enforce restrictions prepared by local officials; such as emergency water rationing, fire restrictions on open burning, etc., until the drought abates and restrictions and rationing can be discontinued.
- ❖ City/Town Public Works should coordinate with the Sanitarian to monitor water quality, sewage systems and other essential services for human use and consumption.
- ❖ City/town public works, health officials, the DES Coordinator, and fire services may need to assist county and city officials in preparing and monitoring a “Water Conservation Plan” or a similar type of drought contingency policy.
- ❖ Implementation of a countywide public information program to describe steps to minimize impacts, safety, and other drought-related information may be appropriate. County public information efforts may be reinforced by state and federal releases.
- ❖ Public Health and medical personnel may experience increased problems in individuals suffering from drought-related conditions, such as dehydration, heat or sun stroke, smoke inhalation, and respiratory problems.

EXTRAORDINARY POWERS:

AUTHORITIES:

EOP CO-REFERENCE:

- EOP Basic Plan, Section I
- Corresponding ESF Annexes, Section II
- Corresponding Support Annexes, Section III

REFERENCE DOCUMENTS:

EARTHQUAKE

PURPOSE: Montana is the eighth ranked state in the United States for earthquake occurrences and has many faults, primarily in the mountainous parts of the State. Granite County lies just to the west of the most active areas, and has been in close proximity to many significant earthquakes.

In implementation of this annex, other portions of this EOP should be closely referred to. Information contained there specifically guides the user through EOC activation, the disaster declaration process, and record keeping and financial procedures. The Basic section of this Plan, as well as the functional annexes in Section II (Emergency Support Functions - ESF) and Section III (Support Annexes) are to be implemented as appropriate to the threat or following the occurrence of the specific incident.

Procedures, services and action guides to be used by local agencies in the event of an earthquake are hereby established.

PRIMARY AGENCY: Law Enforcement

SUPPORT AGENCY: County DES, Fire Services, Emergency Medical Services, County Road and Bridge, Town Public Works, Public Utilities, Hospitals, Search And Rescue, Media and EAS System, County Public Health, County Sanitarian.

SITUATION: The major form of damage from most earthquakes is damage to construction. Buildings vary in susceptibility, dependent upon construction and the types of soils on which they are built. Bridges are particularly vulnerable to collapse. Dam failure may generate major downstream flooding. There are four major holding dams and at least twelve lesser dams scattered throughout the county. Primary dams are Flint Creek Dam on Flint Creek at Georgetown Lake, owned by Granite County; East Fork Dam on Rock Creek, owned by Montana DNRC; Fred Burr Dam on Fred Burr Creek, owned by the Town of Philipsburg (the town's water supply); and Willow Creek Reservoir, owned by the Willow Creek Irrigation District. In the event of a significant seismic occurrence affecting this region, the integrity of dams and dikes outside of jurisdictional boundaries are also a serious consideration.

Secondary earthquake hazards could affect this area. Seismic movement can trigger the failure of earth materials resulting in landslides and snow avalanches. Such movement can also change the mechanical properties of some fine-grained, saturated soils, whereupon they liquefy and act as a fluid. A dramatic reduction in bearing strength of such soils can caused buried utilities to rupture and otherwise undamaged buildings to collapse.

INCIDENT COMMAND: As dictated by Presidential Directive and the Granite County Commissioners, all responding agencies will function using NIMS/ICS as their operational management model.

The first arriving senior officer will initiate Incident Command until relieved by a more senior officer within his agency or by a senior officer from the agency with jurisdiction. Officers will initiate command by identifying his/her unit, establishing an Incident Command Post (ICP) and giving the incident a name. Unified Command may be implemented where more than one agency or jurisdiction is involved.

OPERATING CONCEPT:

- ❖ Communication channels and methods between all areas of the county must be established and utilized to immediately begin assessing the situation and begin determining impacts, if any.
- ❖ Preliminary information regarding the severity and extent of injuries and damages will allow decision makers to prioritize and coordinate response actions.
- ❖ Life safety and special populations, critical facilities and infrastructure, and provision of essential services will receive immediate attention.
- ❖ Affected contiguous counties and states may result in a lack of outside resource availability. This contingency may also result in incoming requests from other jurisdictions for Granite County resources and personnel. Should such a situation arise, Granite County equipment, personnel and other resources will only be released by consent of elected officials following an emergency meeting of that governing body.

ACTION GUIDES:

- ❖ Take immediate action to coordinate preliminary visual and reported damage information from law enforcement, fire, Road & Bridge, emergency services dispatch centers and other available sources.
- ❖ Reports on dams should be examined immediately and actions determined according to Dam Emergency Action Plans (EAPs) on file at the Commissioner's Office in the Courthouse or in the DES Coordinator's Office.
- ❖ Preliminary Damage Assessments (PDA) by each fire department should be conducted immediately on schools, hospitals and nursing homes.
Designate those that are safe to occupy and identify/mark those that are unsafe.
- ❖ Assessment information will provide decision makers data to prioritize response actions:
 - Search and rescue activities
 - Access control and re-entry to the impacted area
 - Debris clearance
 - Restoration of utilities and lifeline repairs
 - Inspection, condemnation and/or demolition of buildings and other structures.

- ❖ Identification, removal and disposal of rubble, landslides, wreckage, and other material which block or hamper the performance of emergency response functions should be a high priority action.
- ❖ Restoration and repair of electrical power, water, sewer and telephone and other communications systems should be accomplished to minimize the impact on critical services and the public.
- ❖ Inspections as a follow up on PDAs of buildings and structures that may threaten public safety should be coordinated. Inspections of buildings and structures which are critical to emergency services operations, special populations, and mass care activities are a priority.
- ❖ Public Information:
 - Provide flow of accurate and timely emergency information is critical to the protection of lives and property in the wake of an earthquake.
 - Information which should be addressed include survival tips, warnings and advice on the continuing threat of fire, unsafe areas, building collapse, after shocks, and other hazards as may be noted from the assessments and incoming information. Instruct the public on methods to protect themselves and their property.
- ❖ It may be necessary to institute emergency shelter plans and institute victim tracking information procedures.

EXTRAORDINARY POWERS:

- Crisis Relocation
- Evacuation
- Closure of Roads and Streets
- Closure of Public Places/Buildings
- Restricting Area Access

AUTHORITIES:**EOP CO-REFERENCE:**

EOP Basic Plan, Section I
Corresponding ESF Annexes, Section II
Corresponding Support Annexes, Section III

REFERENCE DOCUMENTS:

All flood threat areas of the County are defined by 100-year flood inundation maps and Dam EAPs are kept in the Emergency Operations Center and the County Commissioner's Office, County DES Office, and the Sheriff's Office.

- Flint Creek Dam
- East Fork Dam
- Fred Burr Lake
- Willow Creek Dam

FLOOD/DAM FAILURE

PURPOSE: Granite County has a long history of flooding, normally occurring during periods of excessive rainfall or snowmelt. The county’s mountainous terrain is a contributing factor in flash flood and rapid snowmelt problems. Vulnerability also exists in the form of inundation should one of the county’s several dams be compromised. Procedures, services and response actions to be used by local agencies during a flood, or period of flood threat, are hereby established.

In implementation of this weather-related annex, the Basic Plan included in this EOP should be closely referred to. Information contained there specifically guides the user through EOC activation, the disaster declaration process, and record keeping and financial procedures. Correspondingly, the functional annexes in Section II (Emergency Support Functions - ESF) and Section III (Support Annexes) are to be implemented as appropriate to the threat or following the occurrence of the specific incident.

PRIMARY AGENCY: Fire Services

SUPPORT AGENCY: County DES, Law Enforcement, County Road and Bridge, City Public Works, Search and Rescue, County Public Health, County Sanitarian, Emergency Services Dispatch, Media and EAS System

DEFINITIONS:

National Weather Service Terms

Winter Flood - Winter floods are caused by rain storms or unseasonably warm temperatures causing snow melt at lower elevations. Flooding may be of an extreme magnitude and short duration. Ice jams occur frequently. There may be little time for advance preparation.

Flash Flood - Flash flooding is often caused by locally-intense rain storms that are sudden in onset and short in duration. Impact is severe in small drainages and there usually is very little time for advance preparation or flood fighting. A flash flood may also be characterized as an event that occurs within a few hours (usually less than six) of heavy or excessive rainfall, a dam or levee failure, or water released from an ice jam.

Annual flood - Annual floods occur during May-June. Magnitude and duration are determined by accumulated snow, air temperatures during flood period, and rain. Attention to these factors will allow a fairly accurate determination of flood potential and advance preparations.

Flash Flood Watch - Issued to indicate current or developing hydrologic conditions that are favorable for flash flooding in and close to the watch area, but the occurrence is neither certain or imminent.

Flash Flood Warning - Issued to inform the public, emergency management, and other cooperating agencies that flash flooding is in progress, imminent, or highly likely.

Flood Warning - Issued when there is expected inundation of a normally dry area near a stream, other water course; or unusually severe ponding of water. Concerned interests should take action.

Flood Stage - The stage at which water overflowing the banks of a river, stream or body of water begins to cause damage.

Flood Crest - The highest stage or flow occurring in a flood.

Methods of Alert & Notification

Criminal Justice Information Network (CJIN) - Teletype network primarily for law enforcement. Some warnings from the state are received through this system.

National Warning System (NAWAS) is a nationwide private-line telephone system used for government-to-government warning. This system provides warning for enemy attack, accidental missile launch, volcanic ash, severe weather or natural disaster to federal, state and local government entities.

Emergency Alert System (EAS) - A system to disseminate emergency information and warning to the general public through local AM/FM radio stations, television stations and cable systems at the request of local, State and Federal officials. Pre-scripted EAS messages are included in the appendices of this EOP. (Montana Emergency Alert System Procedures are located in the Disaster & Emergency Services Coordinator's office, in the courthouse annex and in the EOC)

SITUATION: According to Granite County's 2005 Hazard Mitigation Plan, Flood Hazard Analysis, FEMA's Flood Insurance Study (FIS) of Granite County notes three primary valleys: Clark Fork, Flint Creek, and Rock Creek. Specifically in Philipsburg, "The portion of Camp Creek passing through the central business district of Philipsburg has been diverted into an underground conduit. Most of the stream channel through this section has been filled in and built upon. Broadway Street and many businesses now occupy the area of the original channel. Floodwater exceeding storm-drain capacities must flow down Broadway Street for most of this reach." The FIS notes that the 21-inch storm drain has less than a 10-year flood capacity. Also, "Minor flooding from Frost Creek has been reported in Philipsburg. The Sansome Street culvert on Frost Creek has a capacity to carry flows up to, and including, a 10-year event. Flood flows greater than a 10-year event will cause sheet flooding in the adjacent areas."

Drummond is prone to riverine flooding from the Clark Fork River. According to the FIS, Interstate 90 and railroad beds act as levees along the Clark Fork and in some cases restrict flow and elevate the 100- and 500- year flood elevations. The limited capacity of the culvert under Highway 10A causes ponding and flooding in the area. At the Clark Fork River at Drummond, the Action Stage is considered 8.0 feet, Flood Stage is 8.5 feet, Moderate Flood Stage is 10.5 feet, and Major Flood Stage is 12.0 feet. At 8.5 feet, flooding affects areas adjacent to the river channel. At 10.5 feet, flooding is likely in low lying areas adjacent to the river channel, including the City Park and Rodeo Grounds. At 12.0 feet, homes and roads in the southern section of Drummond are threatened.

Edwards Gulch on the north side of Drummond and traveling south has proven problematic in the past. Spring thaw conditions and/or following torrential rains that occur in the higher elevations can result in flooding of private property within the city limits of Drummond, as water makes its way through the Gulch, draining into the Clark Fork River.

A river gauge is located on the Clark Fork River under Highway 10A near the county fairground and Drummond City Park. A river gauge is also located at Milepost 141 on U.S. Interstate 90 near the Garnet Ghost Town Access Road. Both gauges are electronically monitored and provide data to the National Weather Service.

Dams can fail for a variety of reasons including poor maintenance, overwhelming weather and flow conditions, or by an intentional act. There are four major holding dams and at least twelve lesser dams scattered throughout the county. Primary dams are Flint Creek Dam on Flint Creek at Georgetown Lake, owned by Granite County; East Fork Dam on Rock Creek, owned by Montana DNRC; Fred Burr Dam on Fred Burr Creek, owned by the Town of Philipsburg (the town's water supply); and Willow Creek Reservoir, owned by the Willow Creek Irrigation District. A dam failure and resultant changes in downstream flows and levels pose a potential threat to public safety.

OPERATING CONCEPTS:

Initial notification of flooding conditions or potential is most often received via the National Weather Service (NWS). NWS weather forecasters predict and monitor flooding events and conditions and as a federal agency; works closely with reports from county communications dispatch centers, local authorities, and the U.S. Bureau of Reclamation. (See "Notification" on Page 4 of this Annex.)

Management Priorities and Resources

Before and during a flood, County resources shall be directed at achieving the following objectives:

- Public safety.
- Monitoring ice jams and providing public warning to downstream property owners.
- Monitoring seasonal flood potential and initiating phased flood fight preparations to protect public facilities, streets, roads and bridges
- Timely public information and warning on flood potential or immediate danger.
- Protection of existing dikes under maintenance assignment to the County.
- The efficient flow of all floodwaters through the community.

Affected contiguous counties and states may result in a lack of outside resource availability to Granite County. This contingency may also result in incoming requests from other jurisdictions for Granite County resources and personnel. Should such a situation arise, Granite County equipment, personnel and other resources will only be released by consent of elected officials following an emergency meeting of that governing body.

Dam Failure

There may not be adequate warning for downstream evacuation should a breach of one of the county's several dams and associated flooding occur. In the event of imminent or actual failure, inundation mapping is available at the County DES and County Commissioner's Office in the Courthouse, to assist those responding to the situation. In such a contingency, the appropriate information contained in this EOP will be implemented; including EOC activation, public warning, road closures, evacuation, and mass care procedures.

NOTICE: IF THE DAMS FAIL DURING THE HIGH WATER PERIOD OF THE FLOOD SEASON, IT WILL BE NECESSARY TO DO A PRECAUTIONARY EVACUATION OF THE 100-YEAR FLOODPLAIN IN THE THREATENED AREA.

Assistance to Private Property Owners In Flood Situations

Granite County has qualified parts of the jurisdiction for federal flood insurance. Because this insurance is available at moderate expense to all property owners, the County does not provide programmed assistance to protect private property. However, personnel of emergency service agencies (fire, law enforcement, public works) are free to follow their own policies and provide assistance in critical situations.

The public shall not be allowed to sandbag, barricade or in any way obstruct a public right-of-way without approval of the County Commissioners (or town council where appropriate). If necessary, the Incident Commander shall request assistance to prevent such obstructions.

Ice Jams

The Attorney General has stated that the State and counties of Montana are not obligated to remove ice jams or any obstruction erected by the natural flow of a stream. As a general policy, no action shall be taken to dislodge an ice jam. The Incident Commander may decide to dislodge an ice jam in instances where the needs of public safety or mitigation of property damage clearly outweigh the damage which may be attributed to the action. In all cases, emphasis shall be placed on warning residents and property owners upstream and downstream from the ice jam.

INCIDENT COMMAND: As dictated by Presidential Directive and the Granite County Commissioners, all responding agencies will function using NIMS/ICS as their operational management model.

The first arriving senior officer will initiate Incident Command until relieved by a more senior officer within his agency or by a senior officer from the agency with jurisdiction. Officers will initiate command by identifying his/her unit, establishing an Incident Command Post (ICP) and giving the incident a name. Unified Command may be implemented where more than one agency or jurisdiction is involved.

NOTIFICATION:

- ❖ The Emergency Services Dispatch Center shall immediately initiate emergency services warning information by established fan out procedures, CJIN, NAWAS, siren locations throughout the jurisdiction, and/or reverse notification 9-1-1 capabilities. Specific protocols may be detailed in a Communications Standard Operating Guide (SOG) typically maintained at Emergency Service Dispatch locations.
- ❖ National Weather Service Warning and Notifications may be disseminated to the general public through the Emergency Alert System (EAS) via television and radio, NOAA weather radio for those who have such a radio and access to a NWS transmitter, and NOAA weather radio for those who have a weather radio and access to a NWS transmitter.
- ❖ Incoming information from the NWS and incoming local communications traffic will be communicated by Emergency Services Dispatch to the DES Coordinator to assist in the coordination and planning of on-going mitigation and preparedness actions in response to the situation, and to plan warning and/or public information releases to the public.
- ❖ On-going warning and notification information to emergency services will be jointly coordinated and disseminated through available communications systems by established protocols (including cell phone and mobile or desktop alerting systems that may have been pre-subscribed to on an individual basis) and by Emergency Services Dispatch.

ACTION GUIDES:

- ❖ A core group of appropriate representatives will be organized and communications established with essential entities outside the County, providing for the collection of critical information for timely and accurate dissemination to the public, as outlined in **ESF #15 – Public Information**.
- ❖ Emergency Services Dispatch will maintain on-going communication with Incident Command (if one has been established) and the County DES Coordinator to appraise of incoming damage reports, until IC has established another method/channel to keep the DES Coordinator informed.
- ❖ Law enforcement officers will assist to patrol river frontage as necessary, and clear river users if the situation warrants.
- ❖ Fire Services are primarily responsible for the organization and direction of phased flood fight preparations to protect public facilities, streets, roads, and bridges.
- ❖ Logistics processes in coordination with Incident Command are outlined in the **Logistics Support Annex** of the EOP.
- ❖ It may be necessary for Public Works and/or Country Road and Bridge to assist to drain flooded areas as appropriate (unblock manholes and culverts, dig channels, employ sump pumps, etc.).
- ❖ Fire Services may provide pumps for pumping water out of homes and businesses.

- ❖ Registration and identification protocols of emergent volunteers for any emergency function will be implemented according to guidelines in the **Volunteers and Donations Support Annex** of this EOP.
- ❖ Public water supplies, sewage and water treatment plants will be monitored to safeguard public health.
- ❖ Safety dictates that water rescue be conducted by those individuals who are properly equipped and the best trained for this type of operation. The Incident Commander shall assign responsibility for rescue operations.

EXTRAORDINARY POWERS:

- Closure of Roads and Streets
- Closure of Public Places and Buildings
- Restricting Area Access
- Evacuation

AUTHORITIES:**EOP CO-REFERENCE:**

EOP Basic Plan, Section I
Corresponding ESF Annexes, Section II
Corresponding Support Annexes, Section III

REFERENCE DOCUMENTS:

National Weather Service, Glossary of Terms

Inundation Maps: All flood threat areas of the County are defined by 100-year flood-inundation maps (FIRM & HAZUS Mapping), and Dam EAPs are kept in the Emergency Operations Center and the County Planning Office, County DES Office, and the County Commissioner's Office for the following waterways:

- Flint Creek Dam
- East Fork Dam
- Fred Burr Lake
- Willow Creek Dam

HAZARDOUS MATERIAL INCIDENT

PURPOSE: The continuous presence of hazardous materials traveling through Granite County by rail, motor carrier, and pipeline conveyance and as evidenced at various storage locations is a serious threat to residents of Granite County. These circumstances become even more serious due to the lack of resources and equipment to deal with a serious hazardous material incident or release within the county. This annex describes emergency response considerations and a broad outline for coordination in the event of a hazardous material incident or release.

PRIMARY AGENCY: Fire Services

SUPPORT AGENCY: DES Office, Law Enforcement, County Public Health, Regional Hazardous Emergency Response Teams, Emergency Medical Services (EMS), Hospitals, Emergency Services Dispatch

DEFINITIONS:

83rd Civil Support Team - Formed by, and a component of, the Montana National Guard. Its mission is to support civil authorities at a domestic Chemical, Biological, Radiological, Nuclear or Explosive (CBRNE) incident site by identifying chemical, biological or radiological agents/substances, assessing current and projected consequences, advising on response measures, and assisting with appropriate requests for state support. The Team works with, and at the request of, Montana's Regional Hazmat Teams to prevent human suffering and mitigate property damage under the authority of Department of Defense (DOD) Directive 3025.1.

Hazardous Materials - Chemicals, petroleum products, radiological materials, or biological agents. Included are propane, transformer oil, fertilizers, pesticides, cleaners, solvents, paints, illegal drug manufacturing sites, or any unidentified substance or container. (Bombs and explosives are classified as weapons. See Terrorism Incident - Law Enforcement and Investigation Annex.)

Idaho National Lab (INL) – A science-based, applied engineering national laboratory dedicated to supporting the U.S. Department of Energy's missions in nuclear and energy research, science, and national defense. Its mission is to ensure the nation's energy security with safe, competitive, and sustainable energy systems and unique national and homeland security capabilities.

Incident - A report of any SUSPICIOUS OR HAZARDOUS substance, container, odor, spill, leak, discolored surface water, fish-kill, vapor, or vehicle accident with a spill or leak of fuel.

First Responders Awareness Level - First responders at the awareness level are individuals likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They take no further action beyond notifying the authorities of the release. (Code of Federal Regulations, Department of Labor. Standards - 29 CFR 1910.120 (q)(6)(i))

First Responder Operations Level - First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. First responders at the operational level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify: (1) knowledge of the basic hazard and risk assessment techniques, (2) know how to select and use proper personal protective equipment provided to the first responder operation level, (3) an understanding of basic hazardous materials terms, know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit, (4) know how to implement basic decontamination procedures, and (5) an understanding of the relevant standard operating procedures and termination procedures. (Code of Federal Regulations, Department of Labor. Standards - 29 CFR 1910.120 (q)(6)(ii))

Hazardous Materials Technician - Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. Hazardous materials technicians shall have received at least 24 hours of training equal to the first responder operations level. (Code of Federal Regulations, Department of Labor. Standards - 29 CFR 1910.120(q)(6)(iii))

Hazardous Material Response Team – Hazardous materials response (HAZMAT) team means an organized group of individuals who are expected to perform work to handle and control actual or potential leaks or spills of hazardous substances, requiring possible close approach to the substance. The team members perform responses to releases or potential releases of hazardous substances for the purpose of control or stabilization of the incident. (See following definition “Regional Hazmat Team.”)

Regional Hazmat Team - A Hazardous Materials Team consisting of Technician Level personnel drawn from various other hazmat teams located throughout the State. The teams in closest proximity to Granite County are housed and manned in Missoula and Helena.

Hazardous Material Clean Up Operation - Clean-up operation means an operation where hazardous substances are removed, contained, incinerated, neutralized, stabilized, cleared-up, or in any other manner processed or handled with the ultimate goal of making the site safer for people or the environment. (Code of Federal Regulations, Department of Labor. Standards - 29 CFR 1910.120 (a)(3).

A clean up team does not normally perform functions of the Hazardous Material Response Team.

INCIDENT COMMAND: As dictated by Presidential Directive and the Granite County Commissioners, all responding agencies will function using NIMS/ICS as their operational management model.

The first arriving senior officer will initiate Incident Command until relieved by a more senior officer within his agency or by a senior officer from the agency with jurisdiction. Officers will initiate command by identifying his/her unit, establishing an Incident Command Post (ICP) and giving the incident a name. Unified Command may be implemented where more than one agency or jurisdiction is involved.

The Incident Commander for hazardous material incidents shall be the senior officer (at the scene) of the fire department with Hazardous Material Awareness and Operations level training. The authority and responsibility to select specific response actions to contain and control a hazardous material incident rests with that individual. The Incident Commander shall have the authority and the duty to use all emergency powers and resources available to protect public health and safety.

SITUATION: Available monitoring equipment and personnel protective equipment in Granite County are INADEQUATE to handle hazardous material emergencies of more than the simplest nature. It is very unlikely that any regional hazardous material response team will be able to arrive onsite within Granite County for four (4) to eight (8) hours following notification.

In the event of an accidental industrial release of radiological material into the atmosphere or radiological fallout from nuclear attack, radiological monitoring equipment is not currently available or maintained, nor is training for use of such equipment provided by State programs at this time. **No facility in Granite County has the capability of complete protection needed from radioactive fallout, and the former Population Protection Program for nuclear attack and fallout protection no longer exists.**

CONCEPT OF OPERATIONS:

Regional HazMat Team Support

If the Incident Commander determines a need for response or support from a Regional Hazmat Team, that request **MUST** be made to Montana DES. Montana DES will coordinate a conference call that includes the Incident Commander and representatives from the Governor's Office, Montana DES, and the Regional Hazmat Team to discuss the nature and scope of the incident. Request for the Montana National Guard's Civil Support Team must be formally made by the Regional Hazmat Support Team.

Evacuation

Immediate action to evacuate is primarily coordinated by fire services personnel with assistance from various agencies, as they become available. Law enforcement typically provides traffic control and security.

Site Clean Up

A cleanup company WILL NOT be engaged by the jurisdiction without first consulting with the hazardous material carrier or responsible party. The responsible party may have a pre-existing contract with a cleanup company in place, and duplication of services could result in excessive charges to the jurisdiction. If a pre-existing cleanup contract is not in place, a towing and/or clean up provider must be located through the Montana Highway Patrol.

The Incident Commander is responsible to assure that cleanup of an oil or hazardous material incident within the jurisdiction meets County (or City) requirements to protect the health and welfare of the jurisdiction's population and the environment (to include livestock and crops) to the satisfaction of local chief elected officials.

The DES Coordinator ensures that the release of shipper or carrier occurs only upon determination that mitigation and recovery operations have been completed to the satisfaction of local chief elected officials.

Clandestine Drug Labs, Suspicious Materials and Hazardous Materials Situations Of Criminal Nature

Emergency services personnel are expected to take caution at all times to limit exposure to clandestine drug lab environments and chemical exposure. Of equal concern is the receipt of suspicious envelopes/packages into any government office, personal residence, or business. Such a package may hold an explosive device or contain a harmful substance, such as anthrax.

Law enforcement may require that fire and emergency medical services (EMS) units be on standby in case of fires, explosions, and resulting injuries in conjunction with law enforcement activities and illegal drug manufacturing sites or hazardous substance response.

The Montana Division of Criminal Investigation (DCI), through local law enforcement channels, has resources to deal with illegal drug manufacturing sites and the other hazardous substances that are criminal in nature. If a criminal act is suspected, Law Enforcement will take control of the scene once it is determined safe to do so.

Any incident involving a criminal act will be under the control of Law Enforcement once the hazardous condition is contained. All efforts will be made to preserve evidence.

Radiological Accident or Fallout

In the event of a radiological accident occurring in or impacting Granite County, regional hazmat teams may be used as a resource, sometimes partnering with the Montana National Guard 83rd Civil Support Team, and/or the Idaho National Lab (IDL). The U.S. Department of Health and Human Services, through State and Local Public Health Programs has a role in planning for and monitoring public health exposure to radiation. In the event of consequences following an actual nuclear attack or large-scale release of radiological fallout, little can be done except seek shelter and wait.

Public Health And Ongoing Monitoring

Requests for technical support and monitoring by State resources are made through the County DES Office to Montana DES. A typical example is notification by the County DES Office thru the Montana DES Office to the Montana Department of Environmental Quality regarding threats or possible contamination of air, ground or water.

County Public Health is contacted for any hazardous material release that may threaten human health of the public or response personnel. This includes exposure to radiological material.

ACTION GUIDES:

- ❖ Notification
 - IC is responsible to oversee/ensure provision of notification and information to downstream, downwind or potentially affected neighboring jurisdictions.
 - Granite County DES
 - Hospitals
 - County Public Health
 - Montana DES
 - Montana Department of Environmental Quality
 - Montana Department of Transportation
 - Owner or Carrier/Representative
 - Granite County DES will be notified in the event of an illegal drug manufacturing incident, to ensure Granite County Public Health is notified for possible issuance of a quarantine order for the property.
- ❖ All persons working inside the designated warm or hot zone shall be in AT LEAST full protective gear, including self-contained breathing apparatus (SCBA) or APPROVED air-purifying respirators (A.P.R.).
- ❖ On-Scene:
 - Identify Incident Command Post location and proceed with tactical plan.
 - A safety officer must be named at the scene of a hazardous material incident.
 - Identify specific chemicals and related hazards.
 - Remove public and non-essential personnel
 - Establish control zone.
- ❖ Monitoring of emergency services responders' vitals will be performed by Emergency Medical Services (EMS) on scene with transport capability.
- ❖ If movement of hazardous material in the air, soil, or water has a potential to endanger life, livestock or property, the Incident Commander shall delegate law enforcement and fire personnel, to immediately notify potentially affected parties.

- ❖ The selection of containment, control, and site safety actions by the Incident Commander shall include consultation with the Hazardous Material Response Team, the hazardous material cleanup provider (Cleanup Team), and the carrier/representative/pipeline company.
- ❖ With the exception of situations involving felony evidence or an immediate threat to public health or safety, no emergency responder shall store, receive, transport, or take possession of a hazardous material without approval from the law enforcement official in charge and/or the Incident Commander.
- ❖ Traffic control, road closures and security is the responsibility of law enforcement until the clean-up contractor arrives. At that point, traffic control and site security becomes the responsibility of the contractor.
- ❖ The Incident Commander shall contact:
 1. The owner or carrier representative and request that the insuring agency and the Environmental Protection Agency be informed of the incident as soon as possible.
 2. The insurance carrier or owner shall be advised that he/she may either assume timely responsibility to carry out clean-up, transport and disposal, or
 3. An authorized or approved clean up operations company will be engaged on the owner/carrier's behalf, to contract such work with costs to be charged to the owner or his/her insurance company.
- ❖ All expenses for response and cleanup, including the cost of transport and disposal shall be billed to the owner or insurance carrier.
- ❖ In the event of an incident-related death, all human remains will be considered contaminated until or unless medically proven otherwise.

DECONTAMINATION: Decon equipment is contained in a storage room at Granite County Medical Center and accessed through the Medical Center. In addition, the Granite County Medical Center does have lockdown and decon procedures in place. Each fire, EMS and hospital organization is responsible to provide and maintain trained personnel to implement proper decontamination equipment and protocols for their decontamination equipment.

The Incident Commander shall direct the following actions:

- Arrange for contaminated persons to bathe at the scene.
- Advise ambulance and hospital personnel regarding possible exposure or threat of exposure, as necessary.
- Use plastics for patient transport.
- Assume authority where contaminated clothes, equipment, vehicles, and other material are involved.
- Jewelry, wallets, and pocket possessions are also considered contaminated and should be held until deemed safe.

- Water used to decontaminate anything shall be retained if the identified product or suspected product exposure dictates.
- Isolate vehicles, equipment and personnel that may have entered the contaminated area until procedures to decontaminate and remove or transport are completed.
- A Public Health official or Montana Department of Environmental Quality personnel along with the IC Safety Officer shall oversee and ensure that proper clean-up and disposal activities are carried out.
- Incident Commanders or agency/department directors will give final approval for re-use of vehicles and personnel safety clearance after the incident is contained or controlled.

REPORTS:

- Each response agency involved in the incident will complete its own separate report for submission to the Incident Commander within 24 hours of incident occurrence.
- The first responding fire department must submit a Montana Fire Incident Reporting System (NFIRS) incident report to Montana Fire Marshall's Office, a copy of which will be provided to County DES with the consolidated submission submitted by the Incident Commander.
- If DEQ is utilized, they will provide the necessary reporting forms to be completed by the County Health Department for DEQ.
- An accident report is completed by law enforcement and the owner/carrier for submission to the Montana Department of Transportation.

PUBLIC INFORMATION:

- The Incident Commander shall appoint a Public Information Officer (PIO), if necessary.
- The Incident PIO will coordinate with the designated County Public Information Officer.
- Should the scope of the incident require multiple functions be performed, **ESF #15 – Public Information Annex** of the Granite County EOP may be activated and a core group of involved departments and agencies for Public Information coordination will be formed to insure the public is given consistent and accurate information on health and safety issues.

EXTRAORDINARY POWERS:

- Crisis Relocation
- Evacuation
- Closure of Roads and Streets
- Closure of Public Places/Buildings
- Restricting Area Access

AUTHORITIES:

Superfund Amendments and Reauthorization Act of 1986, Titles I and II, commonly known as SARA Title I and Title III
Final Rule, OSHA, 29 CFR, 1910.120
Final Rule, EPA, 40 CFR part 311
Montana Clean Air Act
Montana Hazardous Material Response Plan
Anthrax Threat Guide for Montana

EOP CO-REFERENCE:

Sections of this EOP, to include but not be limited to:

ESF # 13 - Public Safety & Security, Section II
ESF #15 – Public Information, Section II
Warning, Notification & Alerts Support Annex, Section III
Bomb Threat and Suspicious Package Incident Annex, Section IV
Biological Incident Annex, Section IV
Terrorism Incident - Law Enforcement and Investigative Annex, Section IV

REFERENCE DOCUMENTS:

Granite County Resource List
Emergency Handling of Hazardous Material In Surface Transportation
(by the American Association of Railroads)
Department of Transportation Emergency Response Guide (ERG)
Pipeline Emergency Response Guidelines - Reference Guide
Montana Hazardous Material Response Plan
Anthrax Threat Guide for Montana

MAJOR FIRE

PURPOSE: Significant structural fires that overwhelm or threaten to overwhelm the jurisdiction's fire response capabilities are rare. This annex addresses that contingency and also recognizes that major fires do also occur as a part of, or simultaneously, with other emergency or disaster events. Procedures, services and response actions to be used by local agencies during a major fire are hereby described.

PRIMARY AGENCY: Fire Department

SUPPORT AGENCY: Law Enforcement, Emergency Medical Services, Emergency Services Dispatch, County DES, Public Utilities

DEFINITIONS:

Major Fire - A fire, which in the judgment of the Incident Commander requires activation of portions of the Emergency Operations Plan (EOP).

INCIDENT COMMAND: As dictated by Presidential Directive and the Granite County Commissioners, all responding agencies will function using NIMS/ICS as their operational management model.

The first arriving senior officer will initiate Incident Command until relieved by a more senior officer within his agency or by a senior officer from the agency with jurisdiction. Officers will initiate command by identifying his/her unit, establishing an Incident Command Post (ICP) and giving the incident a name. Unified Command may be implemented where more than one agency or jurisdiction is involved. A Fire Chief may initiate fire mutual aid with adjoining jurisdictions

OPERATING CONCEPTS:

- ❖ Fire service is provided in Granite County by three (3) Volunteer Fire Departments located in Drummond, Philipsburg, and Georgetown Lake.
- ❖ The authority and responsibility to select specific response actions to confine and control a major fire rests with the Incident Commander. The IC should receive and respond to a delegation of authority (DOA) from the county commission or other jurisdictional agencies. That DOA authorizes the IC to expend funds, and defines expectations and limitations on what the jurisdictional agencies want managed.
- ❖ Written preplans addressing specific major fire hazards with objectives, procedures and resources are the responsibility of each fire department. Without preplans, fire agencies will be forced into crisis management of major fires.
- ❖ A subject matter expert, hazardous materials team, or professional product consultant to act in an official advisory capacity is required in the event of a major fire where hazardous materials are involved. This may be accomplished by the implementation of mutual aid agreements with existing Hazardous Materials Teams, or by reference to the Granite County Emergency Resource Information Manual.

- ❖ The U. S. Forest Service has fire vehicles located at its Philipsburg facility.
- ❖ Montana Department of Natural Resources and Conservation (DNRC) houses fire vehicles in adjacent Deer Lodge County, 10 miles east of the Granite County line on Montana Highway One.

NOTIFICATION:

- ❖ Notification of utility companies routinely occurs in the event that fire activity threatens company buildings, transformers, or transmission lines.
- ❖ Aspects of the fire which have or could result in pollution of the air, surface water, or ground water may be subject to the control and authority of the Montana Department of Environmental Quality (DEQ). Notification of DEQ should be made by MT DES, through the County DES Coordinator.

ACTION GUIDES:

- ❖ Incident Commanders' priorities will be emergency responder safety, public safety, and property (in that order).
- ❖ Incident Commanders communicate public safety issues and hazard areas within the scope of the event to the DES Coordinator.
- ❖ Mutual Aid Agreements may be implemented. The direction, control and safety of incoming mutual aid companies is the responsibility of the Incident Commander.
- ❖ Traffic control, road closures, and traffic re-routing during fire fighting activity is the responsibility of law enforcement, in coordination with the Incident Command Post (ICP).
- ❖ Formal evacuation orders may be necessary.
- ❖ If requested by the Incident Commander, the Granite County DES Coordinator may request Red Cross Services to coordinate shelter and food for people displaced by a fire event.
- ❖ Provisions for media announcements of evacuation orders, traffic diversion, public health and other information are included in the **ESF #15 – Public Information Annex** of this EOP.
- ❖ Major fires that are suspicious in nature and require scene security for evidence collection are a function coordinated between law enforcement and fire officials.
- ❖ The Incident Commander shall be responsible to oversee the inspection of buildings and structures and release back to the property owner as safe to re-enter, or unsafe and condemned.
- ❖ The property owner is responsible for all clean up and removal of debris following a fire response.

EXTRAORDINARY POWERS:

- Restricting Area Access
- Evacuation – Law Enforcement and/or Fire
- Closure of Roads and Streets
- Closure of Public Places/Buildings

AUTHORITIES:

EOP CO-REFERENCE:

EOP Basic Plan, Section I
Corresponding ESF Annexes, Section II
Corresponding Support Annexes, Section III

REFERENCE DOCUMENTS:

MASS CASUALTY/ MASS FATLITY INCIDENT

PURPOSE: Mass Casualty occurrences in Granite County are a concern due to highway, truck, and rail transportation, various identified natural threats, and vulnerability to hazardous materials transportation routes. Vulnerability, matched with skilled but limited medical facilities, indicate that Mass Casualty coordination be addressed in the Granite County Emergency Operations Plan.

PRIMARY AGENCY: Law Enforcement (Coroner, if multiple-death)

SUPPORT AGENCY: Emergency Medical Services (EMS), Emergency Services Dispatch, Hospitals, County DES Office, Fire Services, County Road and Bridge, Mental Health

DEFINITIONS:

Mass Casualty - Incident resulting from man-made or natural causes resulting in illness or injury that exceed or overwhelm the Emergency Medical Services (EMS) and hospital capabilities of a locality, jurisdiction, or region. A Mass Casualty incident is likely to impose a sustained demand for health and medical services versus the short, intense peak demand for these services typical of Multiple Casualty incidents.

Triage Team Leader - Individual appointed by the Incident Commander to be in charge of on-site triage classification of victims.

Transportation Team Leader - Individual appointed by the Incident Commander to coordinate prioritized transport and distribution of victims with ambulance service and hospitals.

Treatment Team Leader - Individual appointed by the Triage Team Leader to supervise emergency medical care on-site.

INCIDENT COMMAND: As dictated by Presidential Directive and the Granite County Commissioners, all responding agencies will function using NIMS/ICS as their operational management model.

The first arriving senior officer will initiate Incident Command until relieved by a more senior officer within his agency or by a senior officer from the agency with jurisdiction. Officers will initiate command by identifying his/her unit, establishing an Incident Command Post (ICP) and giving the incident a name. Unified Command may be implemented where more than one agency or jurisdiction is involved.

OPERATING CONCEPTS:

- ❖ Law Enforcement will assume the role of Incident Commander (IC) for a mass casualty incident. Emergency Medical Services (EMS) will be in charge of triage, patient care, and patient transportation to a medical facility.
- ❖ Priority is given to immediate establishment of communication with emergency services dispatch from the scene, directly or by relay.
- ❖ Secure check points and a separate staging area may be established to provide limited access to the scene and avoid possible confluence of vehicles and personnel that may impede response.
- ❖ Emergency Medical and law enforcement will work closely to coordinate incoming resources and on-scene organization of transport protocol.

ACTION GUIDES:

- ❖ Upon responding to an incident the IC will do a rapid assessment of number injured and determine the extent of injuries.
 - a. Request will be made to Emergency Services Dispatch to alert hospital(s) of estimated number of injuries and type.
 - b. Establish a Triage Team Leader, Transportation Team Leader, and Treatment Team Leader.
 - c. Request response from coroner if necessary.
 - d. Notify dispatch of emergency use frequency.
 - e. Alert DES Coordinator through Emergency Services Dispatch.
- ❖ EMS will:
 - a. Commence triage of victims;
 - b. Coordinate transportation and ensure transport priorities are clearly identified;
 - c. Have walking wounded victims escorted to a holding area away from the incident scene and triage area;
 - d. Immediately notify the emergency hospital of in-coming patients. And continue to update the hospital(s) on victim numbers and movement.
 - e. Alert IC of need for additional transportation needs and/or request for use of school buses.
- ❖ Law Enforcement shall:
 - a. Ensure incident site perimeter is secure.
 - b. Establish roadblocks and escorts as needed.
 - c. Provide traffic and crowd control at the scene and hospital.
- ❖ Fire Services may:
 - a. Perform extrication.
 - b. Other duties as assigned.

- ❖ Emergency Services Dispatch will:
 - a. Request additional personnel to handle radio and phone traffic.
 - b. Continue to update hospital(s) as requested by IC.
 - c. Maintain emergency traffic only on assigned channels.
- ❖ Disaster & Emergency Services (DES) Coordinator will:
 - a. Locate additional resources, as requested by IC.
 - b. Act as liaison Officer or PIO as needed.
 - c. Notify the State and other agencies as required.
- ❖ Public Information Officer will:
 - a. Provide public information and alerts as authorized by the Incident Commander and the hospital administration.
 - b. Names of victims will only be released at the approval of the IC and upon notification of relatives. (See “Coordination of Casualty Information” in this annex.
- ❖ Additional services may be required through Red Cross and the Salvation Army. These groups will be notified as soon as possible of the need for their activation.
- ❖ The Coroner’s Office will provide for the collection, identification, and care of human remains, determining the manner of death, inventorying and protecting deceased’s personal effects, and locating and notifying the next of kin. Actions are further outlined as follows:
 - a. Establish and implement a plan for the marking and disposition of on-scene fatalities with law enforcement officials, emergency medical services personnel, search and rescue groups, and other on-scene responders and investigators.
 - b. Arrange for autopsies, as required, to determine manner of death in the event of a potential health-related emergency or other mass death situation.
 - c. Assume lead role in establishment and coordination of temporary morgues, storage of the remains until release/burial, release of remains to appropriate persons; and if needed, designate alternate burial site.
 - d. Work with law enforcement agencies for provisions of security, property protection, and evidence collection.
 - e. Institute a Victim Identification Strategy in coordination with hospitals, responders, and investigative agencies.
 - f. Oversee and ensure a system of location and notification of relatives is properly implemented.
 - g. Establish and maintain a comprehensive record-keeping system for continuous updating and recording of fatality numbers.
 - h. Coordinate services provided by funeral directors, morticians, and modes for transportation of deceased victims.

- ❖ Shelter and feeding functions may be necessary. Additional services may be required through Red Cross and the Salvation Army and coordinated with the County DES Office. These groups will be notified as soon as possible of the need for their activation.

COORDINATION OF CASUALTY INFORMATION:

A mass casualty incident will cause heavy phone traffic to 9-1-1, hospitals and other emergency service agencies. Most of these calls will be from relatives and friends looking for a person they assume was involved in the incident. Most of these calls will be false alarms.

- ❖ The effort to match relatives and victims will require a structured information system. All callers will be asked for:
 1. Name and call back number.
 2. Name and physical description of relative or friend they are attempting to locate.
- ❖ The collected information from these incoming inquiries will be passed on to a person designated within the EOC, or a recognized or sanctioned Victim Advocate, Red Cross, or Salvation Army member. Coordination with the hospital(s), EMS and IC will be the function of that designated individual.
- ❖ The condition of hospitalized incident victims (including death) is given to relatives ONLY by the appropriate hospital authority, and as such, the designated hospital authority will work under hospital instructions in providing condition reports to relatives.
- ❖ The coroner has sole authority over the dead at the scene and disposition of remains. No one will remove bodies or divulge any information concerning fatalities or deceased individuals without the coroner's permission.
- ❖ Only the coroner will release the names of the deceased. The Coroner shall determine when the names of deceased incident victims NOT hospitalized are ready for release to **next-of-kin**.
- ❖ A pre-designated hospital staff member, chaplain, or minister may be available to work under instruction by the Coroner (or involved agency), to assist in notifying next-of-kin. A recognized and sanctioned Victim Advocate, Red Cross or Salvation Army member may be available to work under the instructions from the Coroner or involved agency to assist in notifying next-of-kin.
- ❖ The coroner will not release home addresses of the deceased without permission by the family of the deceased.

MANAGEMENT OF CRITICAL INCIDENT STRESS:

- ❖ Each emergency service agency is encouraged to have an internal policy and procedure to help personnel cope with incident stress.
- ❖ Following a major disaster involving injuries and/or death, the Incident Commander and DES Office shall evaluate the need for stress counseling of response personnel. Should counseling be deemed necessary, a Critical Incident Stress Debriefing (CISD) Team Coordinator and/or appropriate peer or professional resources will be identified and contacted to coordinate counseling and assistance.

EXTRAORDINARY POWERS:

- Evacuation
- Closure of Roads and Streets
- Restricting Area Access

AUTHORITIES:

EOP CO-REFERENCE:

EOP Base Plan, Section I
Corresponding Emergency Support Annexes (ESFs), Section II
Corresponding Support Annexes, Section III

REFERENCE DOCUMENTS:

Granite County Medical Center Emergency Operations Plan
“Responding to the Mass Casualty Event” by Alexander M. Butman
U. S. Fire Administration

SEVERE WINTER WEATHER

PURPOSE: Severe winter weather is expected in Granite County. Blizzards can occur and overwhelm the ability to keep roads passable. Heavy snow and ice events, particularly late season events, have the potential to bring down power lines and trees. Extreme wind chills and bitterly cold temperatures are common occurrences. Procedures, services and response actions to be used by local agencies during severe winter weather are hereby established.

PRIMARY AGENCY: County Road and Bridge (or Public Works)

SUPPORT AGENCY: Law Enforcement, County DES, Public Utilities, Search and Rescue, County Public Health, Emergency Services Dispatch, Media and EAS System.

DEFINITIONS:

National Weather Service Terms

Watch - Forecast issued well in advance to alert the public of the possibility of a particular weather related hazard (e.g. tornado watch, flash flood watch). The occurrence, location and timing may still be uncertain.

Advisory - Advisories are issued for weather situations that cause significant inconveniences but do not meet warning criteria and, if caution is not exercised, could lead to life-threatening situations. Advisories are issued for significant events that are occurring, are imminent, or have a very high probability of occurrence.

Warning - Forecast issued when a particular weather or flood hazard is "imminent" or already occurring (e.g., tornado warning, flash flood warning). A warning is used for conditions posing a threat to life or property.

Winter Storm Watch - A significant winter storm with an accumulation of more than 6 inches of snow in 12 hours, or more than 12 inches of snow in 24 hours may affect the area. But its occurrence, location and timing are still uncertain. A winter storm watch is issued to provide 12 to 36 hours notice of the possibility of severe winter weather. A watch will often be issued when neither the path of a developing winter storm nor the consequences of the weather event are as yet well defined. A winter storm watch is intended to provide enough lead time so those who need to set plans in motion can do so.

Winter Weather Advisory - Issued when 4, 5, or 6 inches of snow or sleet is expected in 24 hours; or any accretion of freezing rain or freezing drizzle is expected on road surfaces; or when blowing or drifting snow is expected to occasionally reduce visibility to 1/4 mile or less.

Winter Storm Warning - Issued when 7 or more inches of snow or sleet is expected in the next 24 hours, or 1/2 inch or more of accretion of freezing rain is expected. A warning is used for winter weather conditions posing a threat to life and property.

NWS or NOAA Winter Weather Terminology

Severe Winter Weather: Blizzards, high wind and ice storms, periods of extreme cold.

Blizzard Warning: When the following conditions are expected to prevail for 3 hours or longer: sustained winds or gusts to 35 mph or more AND considerable falling or blowing snow, reducing visibilities frequently to ¼ mile or less.

High Wind Warning: Sustained winds → 40 miles per hour and/or gusts → 50 miles per hour or higher are expected to last for at least 1 hour.

Ice Storm Warning: Issued when significant and possibly damaging accumulations of ice are expected (usually ¼ inch or more). This is the result of prolonged freezing rain.

NOAA Criteria Used in Association with Winter Storm Advisories and Warnings -

Heavy snow criteria along with any one or more of the following:

- Significant blowing and/or drifting snow
- Sustained and/or frequent wind gusts between 20 and 35 mph
- Wind chills of -20 degrees Fahrenheit or lower
- Freezing rain or sleet
- Any other winter weather that may cause a significant threat to life and property.

During the Warm Season (May through October): heavy snow is defined as:

- 4 inches or more in 12 hours; or
- 6 inches or more in 24 hours

During the Cool Season (November through April): heavy snow is defined as:

- 6 inches or more in 12 hours; or
- 8 inches or more in 24 hours

Exception: Criteria for all roadway mountain passes regardless of elevation:

- 8 inches or more of snow in 12 hours; or
- 12 inches or more in 24 hours

Methods of Alert & Notification

Criminal Justice Information Network (CJIN) - Teletype network primarily for law enforcement. Some warnings from the state are received through this system.

National Warning System (NAWAS) is a nationwide private-line telephone system used for government-to-government warning. This system provides warning for enemy attack, accidental missile launch, volcanic ash, severe weather or natural disaster to federal, state and local government entities.

Emergency Alert System (EAS) - A system to disseminate emergency information and warning to the general public through local AM/FM radio stations, television stations and cable systems at the request of local, State and Federal officials. This system is under the supervision of the National Weather Service (NWS), however local officials may also request implementation through the NWS if circumstances warrant. Pre-scripted EAS messages are included in the appendices of this EOP. (Montana Emergency Alert System Procedures are located in the Disaster & Emergency Services Coordinator's office, in the courthouse annex and in the EOC)

SITUATION: Heavy winds, extreme cold, high winds and drifting are all factors in severe winter weather and can occur as early as September and as late as May. While few people are directly killed by severe winter storms, an untold higher number of injuries and fatalities can often be indirectly attributed to winter weather. Not the least of which may be due to traffic accidents. Granite County faces challenges of winter storm related safety factors for isolated rural residents. The county can experience periods where roads are closed for days, basically stranding individuals wherever they might be. During extreme winter weather, response agencies may have transportation difficulties and response times are extended, patient transport or transfers are difficult, and power (heat and electricity) or phone service may be affected or interrupted.

Emergency generators are available at most critical facilities to maintain essential services; including hospitals and long-term care facilities, emergency services dispatch, law enforcement, and EOC locations.

Financial losses can be extensive and include damage to public utility infrastructure, collapsed roofs, and highly significant crop and livestock losses. As a weather-related annex, the Basic Plan included in this EOP will be closely referred to. Information contained there specifically guides the user through Emergency Operations Centers (EOC) activation, the disaster declaration process, and record keeping and financial procedures. Correspondingly, the functional annexes in Section II (Emergency Support Functions - ESF) and Section III (Support Annexes) are to be implemented as appropriate to the threat or following the occurrence of the specific incident.

INCIDENT COMMAND: As dictated by Presidential Directive and the Granite Commissioners, all responding agencies will function using NIMS/ICS as their operational management model.

The first arriving senior officer will initiate Incident Command until relieved by a more senior officer within his agency or by a senior officer from the agency with jurisdiction. Officers will initiate command by identifying his/her unit, establishing an Incident Command Post (ICP) and giving the incident a name. Unified Command may be implemented where more than one agency or jurisdiction is involved.

NOTIFICATION:

- ❖ Initial notification of severe weather conditions is most often received from the National Weather Service (NWS), law enforcement in the field, or private citizens, into the Emergency Services Dispatch Center.

- ❖ Upon verification of an imminent or occurring event, the Emergency Services Dispatch Center shall immediately initiate public warning procedures by established fan out procedures, which may include the Emergency Alert System (EAS), CJIN, NAWAS, siren locations throughout the jurisdiction, and/or reverse notification 9-1-1 capabilities. Specific protocols may be detailed in a Communications Standard Operating Guide (SOG) typically maintained at Emergency Service Dispatch locations.
- ❖ On-going warning and notification information to emergency services will be jointly coordinated and disseminated through available communications systems by established protocols (including cell phone and mobile or desktop alerting systems that may have been pre-subscribed to on an individual basis) and by Emergency Services Dispatch.
- ❖ Emergency Services Dispatch will maintain on-going communication with Incident Command if one has been established and the Granite County DES Coordinator to appraise of incoming damage reports.

ACTION GUIDES:

- ❖ **School Closure:** Decisions on closure, running buses, event/activity cancellations, etc., are the responsibility of the administrative authority of each school district. The County DES Office may assist by providing information to school administrators in reaching a decision on school closures.
- ❖ **Plowing Priorities:** The County and State have established priorities for plowing and sanding roads and streets.
- ❖ In the event of a power outage, critical facilities without emergency backup generators must be identified and assisted.
- ❖ **Public Information:** Provision and flow of accurate and timely emergency information is critical to the protection of lives and property during extreme winter weather. Official warning and notification messages may be supplemented or followed by detailed public information releases to local radio stations. (See **ESF #15 – Public Information**) Information which should be addressed includes:
 - Survival tips
 - Warnings and advice regarding travel routes and road closures
 - Public school and events closures and cancellations
 - Emergency numbers to call
 - Shelter information
 - Information regarding re-establishment of utility interruptions and other services.
- ❖ If requested by the Incident Commander, the Granite County DES Coordinator will request Red Cross Services to coordinate shelter and food for stranded travelers and citizens affected severely by poor transportation routes or power interruption.

- ❖ Public Health may assist with coordination of emergency assistance for pre-identified affected special needs populations. (See **Special Needs Populations Support Annex**).
- ❖ Search and rescue assistance to locate and/or rescue missing persons or stranded motorists must be authorized and directed by the County Sheriff or his designated representative.
- ❖ Involvement of other agencies and volunteers in search and rescue activities shall be by the decision of the Sheriff in coordination with the Incident Commander.
- ❖ Registration and identification protocols of emergent volunteers for any emergency function will be implemented according to guidelines in the **Volunteers and Donations Support Annex** and the **Wildfire Incident Annex** contained in this EOP.

EXTRAORDINARY POWERS:

Evacuation
Closure of Roads and Streets
Closure of Public Places and Buildings
Restricting Area Access

AUTHORITIES:**EOP CO-REFERENCE:**

EOP Basic Plan, Section I
Corresponding ESF Annexes, Section II
Corresponding Support Annexes, Section III

REFERENCE DOCUMENTS:

National Weather Service, Glossary of Terms

TERRORISM INCIDENT Law Enforcement And Investigation

PURPOSE: The Terrorism Incident - Law Enforcement and Investigation Annex is a strategic document that provides planning guidance and outlines operational concepts in the event of a terrorist incident or threat of a terrorist incident; particularly those involving weapons of mass destruction (WMD), or chemical, biological, radiological, nuclear, or high-explosive (CBRNE) material.

Law enforcement's legal mandate is to detect, prevent, preempt, and disrupt terrorist attacks against U.S. citizens. Response to terrorism involves both crisis management and consequence management and is a coordinated multi-agency responsibility. This annex addresses Granite County's consequence management response to acts of terrorism including the use of Weapons of Mass Destructions (WMD) and CBRNE material, and the crisis management component of law enforcement coordination.

PRIMARY AGENCY: Law Enforcement

SUPPORT AGENCY: Chief Executive Officers, County DES Office, County Attorney, Fire Services, County Public Health, Hospitals, Emergency Medical Services, Media, Schools, and other offices and organizations as appropriate.

DEFINITIONS:

Crisis management - Refers to measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

Consequence management - Refers to measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Consequence management is generally a multifunction response coordinated by emergency management.

Technical operations - Includes actions to identify, assess, dismantle, transfer, dispose of, or decontaminate personnel and property exposed to explosive ordinance or Weapons of Mass Destruction. (WMD)

Terrorism - A violent act or an act dangerous to human life, in violation of the criminal laws of the United States or any segment to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. (U.S. Department of Justice.)

Domestic Terrorism - Involves groups or individuals whose terrorist activities are directed at elements of our government without foreign direction. Example: Bombing of the Alfred P. Murrah Federal Building in Oklahoma, City, Oklahoma, 1995. (As defined by the Federal Bureau of Investigation)

International Terrorism - Involves groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside the United States, or whose activities transcend national boundaries. Example: World Trade Center, Pentagon attacks, and failed United Flight 93 in Pennsylvania, September 11th, 2001. (As defined by the Federal Bureau of Investigation)

Weapons of Mass Destruction (WMD) - Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of; toxic or poisonous chemicals or their pre-cursors, a disease organism, or radiation or radioactivity. (FY97 National Defense Authorization Act, Public Law 104-201.)

“Mass Casualties and extensive property damage are trademarks of weapons of mass destruction...a weapon of mass destruction, though typically associated with nuclear/radiological, chemical, or biological agents, may also take the form of explosives. A weapon crosses the WMD threshold when the consequences of its’ release overwhelm local responders.” (Federal Bureau of Investigation)

SCOPE: This annex largely addresses intelligence gathering and investigation and coordination in scope. It tends to be pre-incident. In the event of the actual occurrence of any of those incidents, all other annexes in the Granite County EOP may be implemented to respond to and coordinate disaster response.

SITUATION: The complexity, scope, and potential consequences of a terrorist threat or incident require that there be a rapid and decisive capability to resolve the situation. The resolution to an act of terrorism demands an extraordinary level of coordination of law enforcement, criminal investigation, protective activities, emergency management functions, and technical expertise across all levels of government. The incident may affect a single location or multiple locations, each of which may be an incident scene, a hazardous scene, and/or a crime scene simultaneously.

Local, State, and Federal responders will work 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, which will impede the overall response if adequate coordination is not established.

Law enforcement actions are investigative in nature and take in the interest of public safety and welfare. They are predominantly concerned with preventing and resolving the threat. In addition, contingency planning focuses on the response to potential consequences and the pre-positioning of tailored resources, as required. Law enforcement crisis management may include actions to curtail or stop escalation following actual response to a terrorist act such as biological incident or release, explosions, nuclear, chemical or radiological incidents

Receipt of a terrorist threat may be through any source or medium and/or may be articulated or developed through intelligence sources. It is the responsibility of all local agencies and

departments to notify the FBI, through local law enforcement officials, when such a threat is suspected or received.

The FBI manages a Terrorist Threat Warning System to ensure that vital information regarding terrorism reaches those in the U.S. counter-terrorism and law enforcement community responsible for countering terrorist threats. Each message transmitted under this system will include information as relating to:

- Assessment - an assessment to impart facts and/or threat analysis concerning terrorism. Upon receipt of a threat of terrorism within the United States, the FBI conducts a formal threat credibility assessment which includes three perspectives:
 - Technical Feasibility: An assessment of the capacity of the threatening individual or organization to obtain or produce the material at issue;
 - Operational Practicability: An assessment of the feasibility of delivering or employing the material in the manner threatened; and
 - Behavioral Resolve: A psychological assessment of the likelihood that the subject(s) will carry out the threat, including a review of any written or verbal statement by the subject(s).
- Advisory - an advisory if the threat is credible but general in both timing and target.
- Alert - an alert if the terrorist threat is credible and specific.

It should be noted that a threat assessment is also conducted if an incident occurs without warning. The assessment then focuses on criminal intent, the extent of the threat, and the likelihood of secondary devices or locations.

Ultimately, the FBI is the lead agency for criminal investigations of terrorist acts or terrorist threats and intelligence collection activities within the United States. Priorities are to:

- Preserve life or minimize risk to health; which constitutes the first priority of operations.
- Prevent a threatened act from being carried out or an existing terrorist act from being expanded or aggravated.
- Assist to locate, access, rendering safe, control, contain, recover, or dispose of a WMD that has not yet functioned, and dispose of CBRNE material in coordination with appropriate departments and agencies. (Departments of Defense, Energy, or the Environmental Protections Agency)
- Apprehend and successfully prosecute perpetrators of terrorist threats or incidents.

PLANNING ASSUMPTIONS:

- ❖ The response to a threat or actual incident involves local, state and federal law enforcement and investigative activity as an integrated element.
- ❖ In the case of a threat, there may be no incident site, and no external consequences, and, therefore, there may be no need for establishment of traditional Incident Command System (ICS) elements such as an Incident Command Post (ICP) or a Joint Field Office (JFO).
- ❖ A terrorist threat or incident may occur at any time of day with little or no warning, may involve a single or multiple sites, and may result in mass casualties.

- ❖ Responders must be prepared for secondary devices.
- ❖ An act of terrorism within the United States involving nuclear, radiological, biological, or chemical or explosive materials will have major consequences that can overwhelm the capabilities of many local, State, and/or tribal governments to respond and may seriously challenge existing response capabilities.
- ❖ In the case of a biological attack, the effect may be temporally and geographically dispersed, with no determined or defined “incident site.” Response operations may be conducted over a multi-site, multi-jurisdictional, or multi-state region.
- ❖ A biological attack employing a contagious agent may require quarantine by Federal, State, local, and tribal health officials to contain the disease outbreak.
- ❖ If appropriate personal protective equipment (PPE) and capabilities are not available and the area is contaminated with CBRNE or other hazardous materials, it is possible that response actions into a contaminated area may be delayed until the material has dissipated to a level that is safe for emergency response personnel to operate or until appropriate personal protective equipment and capabilities arrive, whichever is sooner.
- ❖ Law enforcement within Granite County, Granite County Commissioners and Granite County Office of Disaster & Emergency Services will support multi-jurisdictional and multi-level government coordination relationships as appropriate, based on the geographic areas involved and the scope of the incident.

INCIDENT COMMAND: As dictated by Presidential Directive and the Granite County Commissioners, all responding agencies will function using NIMS/ICS as their operational management model.

The first arriving senior officer will initiate Incident Command until relieved by a more senior officer within his agency or by a senior officer from the agency with jurisdiction. Officers will initiate command by identifying his/her unit, establishing an Incident Command Post (ICP) and giving the incident a name. Unified Command may be implemented where more than one agency or jurisdiction is involved.

OPERATING CONCEPT:

The Incident commander is local law enforcement until unified command is in place. Prior to an actual WMD or CBRNE incident, law enforcement, intelligence, and investigative activities generally have priority. When an incident results in the use of WMD or CBRNE material, rescue and life-safety activities generally have priority. Activities may overlap and/or run concurrently during incident management, and are dependent on the threat and/or the strategies for responding to the incident.

When an incident involving terrorism occurs and an ICP is established on-scene, FBI personnel integrate into the ICP to enhance the ability of the FBI to carry out its mandated mission. Three specific positions within an ICP are provided. The first FBI Special Agent (SA) or Joint Terrorism Task Force (JTTF) member responding receives an initial briefing from the Incident

Commander or his/her designee and works closely with the Incident Commander as a member of the Unified Command.

The first arriving SA or JTTF member moves to the Operations Section as the Deputy Chief of Operations. This position is responsible for managing the deployment and coordination of Federal law enforcement and investigative assets in support of the Incident Action Plan. FBI assets will also form a unit in the Operations Section of the Incident Command structure. Additionally, an FBI SA assumes the position of Deputy Chief of Planning within the ICP.

Throughout the incident, the actions and activities of the Unified Command at the incident scene, the Command Group of the Joint Operating Center - JOC (and the Joint Field Office - JFO Coordination Group, if established) are continuously and completely coordinated throughout the incident.

Joint Operating Center (JOC)

The Joint Operating Center (JOC) is an interagency command and control center for managing multi-agency preparation for, and the law enforcement and investigative response to, a credible terrorist threat or incident. Similar to the Area Command concept within the ICS, the JOC also may be established to coordinate and organize multiple agencies and jurisdictions during critical incidents or special events. Following the basic principles established in the National Incident Management System (NIMS), the JOC is modular and scalable and may be tailored to meet the specific operational requirements needed to manage the threat, incident, or special event.

A JOC may be established and staffed in a pre-incident, pre-emptive role in support of a significant special event. The JOC is a strategic management tool that effectively coordinates law enforcement investigative, intelligence, and operational activities at multiple sites from a single location. The JOC may be the only management structure related to a threat, critical incident, or special event, or it may integrate into other management structures in accordance with the NRF.

The local FBI Field Office activates a Crisis Management Team to establish the Joint Operating Center (JOC) in the affected area, possibly co-located with an existing emergency operations facility. The JOC does not manage consequence functions; rather, it ensures that law enforcement activities with emergency management implications are communicated and coordinated to appropriate personnel in a complete and timely manner. Management of crisis information and intelligence is recognized under the NIMS as a sixth functional area within ICS.... enhancing the overall management of critical incidents and special events.

The NIMS provides the framework within which ICS and JOC structures operate for a unified approach to domestic incident management. A JOC is composed of the Command Group, The Operations Group, the Operations Support Group and the Consequence Management Group. Following is a brief description as to how this structure might relate to local entities:

Operations Group within a JOC provides expertise in a specific functional area for incident resolution. “Field Operations” units under the Operations Group of the JOC may include Local and State law enforcement specialty units assigned to assist with field operations during the threat, incident, or special event.

Operations Support Group within a JOC includes subject matter experts in a number of specialized areas. A Liaison unit as a component in the Operations Support Group as part of the JOC may include agencies without clear authority or jurisdiction over the threat, critical incident or special event if they have a potential investigative interest. Law Enforcement agencies that border affected jurisdictions may be represented in the JOC to maintain situational awareness of potential threats. Additional Liaison unit representatives may include fire department personnel, utility company workers or engineering specialists.

The Consequence Management Group within a JOC is established when a Joint Operations Center (JOC) is necessary, but a Joint Field Office (JFO) has not yet been activated, or the event has not reached the level of being considered in incident. It consists of representatives of agencies that provide consequence-focused expertise in support of law enforcement activities. Law enforcement and the County DES Office monitor threat or incident intelligence for the Consequence Management Group. The Consequence Management Group monitors the law enforcement criminal investigation and may provide advice regarding decisions that impact the general public or critical infrastructure. Should the threat of a terrorist incident become imminent, the Consequence Management Group may make recommendations to initiate limited pre-deployment of assets or response resources.

ACTION GUIDES:

- ❖ A threat assessment process will be initiated by local law enforcement by notifying State or Federal agencies with technical expertise, in order that those agencies may determine the viability of the threat from technical as well as tactical and behavioral standpoints.
- ❖ If warranted, or if directed by the State or Federal agency, local law enforcement will implement a response and advise the appropriate organizations.
- ❖ Local law enforcement will notify the Granite County Commissioners and other organizations providing direct support to the Sheriff’s Office of a credible threat of terrorism.
- ❖ The Granite County Emergency Operations Center (EOC) will be activated. The Granite County Commissioners, in coordination with the Granite County DES Office and local law enforcement will determine the appropriate agencies to staff the EOC.
- ❖ The Granite County Emergency Operations Plan (EOP) will be activated.
- ❖ The Granite County Commissioners, County DES Office, and local agencies and departments will coordinate with the Montana Disaster & Emergency Services Division to anticipate potential consequence management requirements.

- ❖ The Granite County DES Office will coordinate with the County’s chief executive officers to request State or Federal assistance as required and permitted under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- ❖ The Granite County DES Office will coordinate with the Montana Disaster & Emergency Services (DES) Division and mission-assigned Federal consequence management agencies to obtain pre-positioned assets to lessen or avert the threat of catastrophe within in the framework of the Incident Command structure under the National Incident Management System (NIMS).
- ❖ A core group of key local agencies will be formed within Granite County to coordinate incident-related information for release to the public. This core group lead Public Information Officer is responsible to interface with the Joint Information Center (JIC), in the event that a JIC is established.
- ❖ If an act of terrorism does not occur, the response agencies will disengage when the Granite County Commissioners, in consultation with the Granite County Sheriff’s Department, issue a cancellation notification to appropriate officials.
- ❖ If an act of terrorism occurs that results in major consequences, each organization that is part of the incident disengages at the appropriate time according to standard procedures. Following disengagement, operations by specified organizations may continue, in order to support the affected local and State governments with long-term hazard monitoring, environmental decontamination, and site restoration (clean-up).

EXTRAORDINARY POWERS:

Restricting Area Access
Evacuation

AUTHORITIES:

Presidential Decision Directive 39, U.S. Policy on Counterterrorism
(unclassified extract from FEMA website).

EOP CO-REFERENCES:

Sections of this EOP, to include but not be limited to:

ESF #13 - Public Safety and Security Annex
Hazardous Materials Incident Annex, Section IV
Biological Incident Annex, Section IV
Bomb Threat or Suspicious Package Incident Annex, Section IV

REFERENCE DOCUMENTS:

Federal Bureau of Investigation, Weapons of Mass Destruction Incident
Contingency Plan

National Response Framework (NRF) Terrorism Incident - Law Enforcement and
Investigation Annex

Health and Human Services. Health and Medical Services Support Plan for
the Federal Response to Acts of Chemical or Biological Terrorism.

TORNADO

PURPOSE: While very infrequent, tornadoes and microbursts do occasionally occur in Granite County. These events are often accompanied by flash floods, severe hail and high winds. Procedures, services and action guides to be used by local agencies during tornado activity are hereby established.

PRIMARY AGENCY: Law Enforcement

SUPPORT AGENCY: County DES, Search and Rescue, Public Utilities, Fire Services, Emergency Services Dispatch, Emergency Medical Services, Hospitals, Chief Elected Officials, County Public Health, County Road And Bridge (and/or Municipal Public Works), Media.

DEFINITIONS:**National Weather Service Terms**

Watch - Forecast issued well in advance to alert the public of the possibility of a particular weather related hazard (e.g. tornado watch, flash flood watch). The occurrence, location and timing may still be uncertain.

Advisory - Advisories are issued for weather situations that cause significant inconveniences but do not meet warning criteria and, if caution is not exercised, could lead to life-threatening situations. Advisories are issued for significant events that are occurring, are imminent, or have a very high probability of occurrence.

Warning - Forecast issued when a particular weather or flood hazard is "imminent" or already occurring (e.g., tornado warning, flash flood warning). A warning is used for conditions posing a threat to life or property.

Wind Advisory - Issued for sustained winds 31 to 39 mph for at least 1 hour or any gusts 46 to 57 mph. However, winds of this magnitude occurring over an area that frequently experiences such winds would not require the issuance a wind advisory.

Severe Thunderstorm Watch - Issued when conditions are favorable for the development of severe thunderstorms in and close to a defined area.

Severe Thunderstorm Warning - Issued when thunderstorms are expected to have wind gusts to 58 mph or above, or hail 3/4 inch or more in diameter.

Tornado Warning - Issued when there is likelihood of a tornado within the given area based on radar or actual sighting. It is usually accompanied by conditions indicated for Severe Thunderstorm Warning.

Methods of Alert & Notification

Criminal Justice Information Network (CJIN) - Teletype network primarily for law enforcement. Some warnings from the state are received through this system.

National Warning System (NAWAS) is a nationwide private-line telephone system used for government-to-government warning. This system provides warning for enemy attack, accidental missile launch, volcanic ash, severe weather or natural disaster to federal, state and local government entities.

Emergency Alert System (EAS) - A system to disseminate emergency information and warning to the general public through local AM/FM radio stations, television stations and cable systems at the request of local, State and Federal officials. This system is under the supervision of the National Weather Service (NWS), however local officials may also request implementation through the NWS if circumstances warrant. Pre-scripted EAS messages are included in the appendices of this EOP. (Montana Emergency Alert System Procedures are located in the Disaster & Emergency Services Coordinator's office, in the courthouse annex and in the EOC)

INCIDENT COMMAND: As dictated by Presidential Directive and the Granite County Commissioners, all responding agencies will function using NIMS/ICS as their operational management model.

The first arriving senior officer will initiate Incident Command until relieved by a more senior officer within his agency or by a senior officer from the agency with jurisdiction. Officers will initiate command by identifying his/her unit, establishing an Incident Command Post (ICP) and giving the incident a name. Unified Command may be implemented where more than one agency or jurisdiction is involved.

SITUATION & ASSUMPTIONS:

- ❖ The primary agency or organization to coordinate the response to a tornado event will be dependent on the location and extent of damage caused.
- ❖ The Basic Plan included in this EOP should be closely referred to when implementing the Tornado Incident Annex. Information contained in the Basic Plan specifically guides the user through Emergency Operations Centers (EOC) activation, the disaster declaration process, and record keeping and financial procedures.
- ❖ Specific functions of pre-event warning and notification, post-event debris removal, restoration of essential services (such as power), special needs populations issues, and associated events such as flash flooding emergencies are addressed in separate sections of this EOP and should be activated to support this incident annex as a specific event unfolds.

WARNING & NOTIFICATION:

- ❖ Initial notification of severe weather conditions is most often received from the National Weather Service (NWS), law enforcement in the field, or private citizens, into the Emergency Services Dispatch Center.
- ❖ Upon verification of an imminent or occurring event, the Emergency Services Dispatch Center shall immediately initiate public warning procedures by established fan out procedures, which may include the Emergency Alert System (EAS), CJIN, NAWAS, siren locations throughout the jurisdiction, and/or reverse notification 9-1-1 capabilities. Specific protocols may be detailed in a Communications Standard Operating Guide (SOG) typically maintained at Emergency Service Dispatch locations.
- ❖ On-going warning and notification information to emergency services will be jointly coordinated and disseminated through available communications systems by established protocols (including cell phone and mobile or desktop alerting systems that may have been pre-subscribed to on an individual basis) and by Emergency Services Dispatch.
- ❖ Emergency Services Dispatch will maintain on-going communication with Incident Command if one has been established and the Granite County DES to appraise of incoming damage reports.

ACTION GUIDES:

- ❖ Official warning and notification messages may be supplemented or followed by detailed public information releases to local radio stations, television, newspapers, county web site, and appropriate social media sites.
- ❖ Coordinate immediate damage inspection and assessment of public facilities, structures, and transportation routes to determine response issues and safety.
- ❖ Identify rescue/recovery priorities and emergency medical needs, including search and rescue contingencies.
- ❖ Determine necessary areas of debris removal, particularly from major travel routes and as necessary for access by emergency services response vehicles (i.e. fire, emergency medical services, and law enforcement).
- ❖ Identify emergency power shortfalls for critical facilities and medically dependent.
- ❖ Residents experiencing a temporary loss of electrical power and known to be on oxygen or have special needs will be contacted by County Public Health. (See **Special Needs Populations Support Annex**)
- ❖ Re-establish essential services, including electrical power, the potable water supply, and sewage systems.

EXTRAORDINARY POWERS:

- Closure of Roads and Streets
- Closure of Public Places and Buildings
- Restricting Area Access

AUTHORITIES:

EOP CO-REFERENCE:

EOP Basic Plan, Section I
Corresponding ESF Annexes, Section II
Corresponding Support Annexes, Section III

REFERENCE DOCUMENTS:

National Weather Service, Glossary of Terms

WILDFIRE

PURPOSE: Wild fires are common in this jurisdiction and most often occur over the spring and summer seasons. This annex addresses wild fire events requiring response resources and coordination from multiple agencies. Procedures, services and response actions to be used by local agencies during a wildland fire are hereby described.

PRIMARY AGENCY: Fire Services and County Fire Warden

SUPPORT AGENCY: Law Enforcement, Emergency Services Dispatch, County Clerk, County DES Office.

INCIDENT COMMAND: As dictated by Presidential Directive and the Granite County Commissioners, all responding agencies will function using NIMS/ICS as their operational management model.

The first arriving senior officer will initiate Incident Command until relieved by a more senior officer within his agency or by a senior officer from the agency with jurisdiction. Officers will initiate command by identifying his/her unit, establishing an Incident Command Post (ICP) and giving the incident a name. Unified Command may be implemented where more than one agency or jurisdiction is involved.

OPERATING CONCEPT:

Jurisdiction: Any agency may take initial actions on a wildland fire while notification is being made to the agency with protection responsibility. Generally the county is responsible for wildland fires on State and private lands. The U.S.F.S is responsible for fires on USFS lands, including National Parks.

Costs: The Montana Department of Natural Resources and Conservation (DNRC) will provide assistance at no cost to the County when a wildland fire in its jurisdiction is beyond the County's capability to control. (See Granite County Cooperative Fire Management Plan, May 2010)

Mutual Aid: Contingent upon the respective Fire District Board's approval, the District Fire Chief may initiate fire mutual aid with adjoining counties. Associated costs are contingent on previously established agreements, if any exist.

Assistance & Qualifications: The County, Montana DNRC, and the USFS should make every effort to utilize each others resources as needed. All requests for DNRC assistance must be made through the County Fire Warden in order to receive assistance for wildfires occurring on State and private lands and having exhausted fire district capabilities.

Assisting agencies must meet the minimum qualifications and certifications set by the agency with jurisdiction.

Communications: Radio communication frequencies will be established by the Incident Commander for the event. Generally, communications will be on regular agency frequencies unless more than one agency is involved, then the State Fire Mutual Aid frequency should be utilized.

Coordination of Fire Prevention: During the wildlands fire season, federal, state and local fire agencies can establish a committee to review fire dangers, prevention programs, public information and mutual cooperation procedures. The DES Coordinator shall support said committee's efforts and make periodic reports of the activity to the local governing body. In Granite County annual burn permits are required for any open debris burning. The permit holder must notify Granite County Sheriff's Office of his/her intent to burn. Permission may be withheld depending on the weather and on restrictions imposed by EPA, DEQ, DNRC or the USFS. Open burning is not allowed during the months of December, January, and February.

Closure of Public Land: Closure of county or other public lands are by authority of the governing jurisdiction. The local governing body may wish to coordinate its intentions with local representatives of the Montana Department of Natural Resources and Conservation, Bureau of Land Management, U.S. Forest Service (USFS), and private landowners prior to filing a closure notice. The local governing body reserves the right to post roads and streets with signs requesting the public not to enter certain areas because of fire danger.

Interagency Fire Coordination Center Participation: Coordination and management of wildfires requiring county involvement, and occurring near or affecting federal lands, may require the involvement of the Interagency Fire Coordination Center in Missoula. In the event of a federal response, management protocols and federal capabilities most often include shelter, food and other resources for fire fighting teams.

NOTIFICATION:

- ❖ Notification of utility companies may be necessary in the event that wildfire activity threatens company buildings, transformers, or transmission lines.
- ❖ Aspects of the fire which have, or may, result in pollution of the air, surface water, or ground water may be subject to the control and authority of the Montana Department of Environmental Quality (DEQ). Notification of DEQ should be made through to the Granite County DES Coordinator.

ACTION GUIDES:

- ❖ Incident Commanders communicate public safety issues and hazard areas within the scope of the event to the DES Coordinator.
- ❖ A formal evacuation order may be necessary.
- ❖ A planned strategy for ingress and egress to the area for staging and access by response resources, and for possible human and livestock evacuation action should be considered to avoid traffic and movement delays.
- ❖ Traffic control, road closures, and traffic re-routing is the responsibility of law enforcement in coordination with the Incident Command Post (ICP).

- ❖ Law enforcement assistance to provide property and scene security may be required.
- ❖ Fire and law enforcement mutual aid agreements may be implemented. The direction, control and safety of incoming mutual aid companies is the responsibility of the Incident Commander.
- ❖ Provisions for media announcements of evacuation orders, traffic diversion, public health and other information should be coordinated between the Incident Command PIO and the designated County Public Information Officer (PIO) as outlined in the **ESF #15 – Public Information Annex** of this EOP.
- ❖ The DES Coordinator is responsible to attend ICP or interagency briefings and to report on a regular basis to the Board of County Commissioners regarding wild fire events.
- ❖ Wildfires that are suspicious in nature and require scene security for evidence collection are coordinated with law enforcement and fire officials.

EXTRAORDINARY POWERS:

- Evacuation
- Closure of Roads and Streets
- Restricting Area Access

AUTHORITIES:**EOP CO-REFERENCE:**

EOP Basic Plan, Section I
Corresponding ESF Annexes, Section II
Corresponding Support Annexes, Section III
Granite County Sheriff's Office "Population Protection Plan" (Alerts & Notifications)

REFERENCE DOCUMENTS:

Granite Co. Cooperative Fire Management Plan, May 2010
DNRC, BLM, U.S. Forest Service 2010 Annual Operating Plan
Granite County Wildfire Annual Operating Plan, April 2010
Granite County Sheriff's Office "Population Protection Plan" (Alerts & Notifications)

Section V

Implementation
Aids,
Forms,
& Guides

Public Information Release – Evacuation

The following message has been released by the Emergency Operations Center:

1. The _____ 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:
3. *(Repeat the list of affected areas one time, then continue the message.)*
4. Please use the following evacuation routes for your neighborhoods. If you will need a place to stay, report to the mass care center located at _____.
5. If you have housebound persons or invalids in your home and require assistance in moving them, contact the _____ County Emergency Operations Center at _____.
6. 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.
7. 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.
8. 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.
 - A. Persons planning to evacuate are reminded to take the following steps prior to leaving:
 - B. Secure your home and property.
 - C. Turn off all lights and electrical appliances.
 - D. Turn down any heating systems (or turn off air conditioning systems).
 - E. Proceed calmly to your destination, obeying all traffic laws and driving carefully.
 - F. 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 _____ County Emergency Operations Center regarding recommendation by the _____ for the evacuation of all persons living and working 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 (or the National Weather Service if using the EAS System) is informed by the EOC to end transmission.

Public Information Release – School Evacuation

1. The following message has been released by _____ 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 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 _____ County Emergency Operations Center giving parents instructions on where to meet their children who are attending schools within an approximate _____ mile radius of _____.

ALTERNATE MESSAGE:

“The _____ School has just been evacuated because of a (problem) at the (location). The students have been taken to _____ where they are safe and will be held until it is safe to return to school or to go home at the end of the regular school day.”

Public Information Release – 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 shelter 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:
 - a. Close all doors and windows
 - b. Disconnect air conditioners and 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 the 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 affected areas one time, then continue the message.)

5. Persons living, working or traveling in this area should take sheltering actions. 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 asked not to do the following:
 - a. You are requested not to telephone or go to the school your children are attending. They are in a covered protect environment and will be bussed home when it is safe to do so.
 - b. 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.
8. The preceding has been an announcement from the _____ County Emergency Operations Center. It calls for all persons living or working within a _____ mile radius of _____ to take shelter. For further information, please stay tuned to this station.

Public Information Alerts, Aids, & Forms

Thereafter, this message should be repeated as often as needed until the station (or the National Weather Service if using the EAS System) is informed by the EOC to end transmission.

**Public Information Release –
Evacuation For Hazardous Materials**

A HAZARDOUS MATERIAL RELEASE/ACCIDENT HAS OCCURRED AT:

THE CHEMICAL “HAS BEEN IDENTIFIED” AS

(OR CHEMICAL “HAS NOT BEEN IDENTIFIED.”)

PLEASE TAKE THE FOLLOWING PRECAUTIONS IF YOU ARE IN THE
DANGER ZONE DEFINED AS:

- a. IMMEDIATELY EVACUATE OUT OF THE DANGER ZONE.
- b. REPORT INTO A RED CROSS SHELTER AT _____
PLEASE CHECK IN AT THIS SHELTER REGISTRATION POINT,
EVEN IF YOU DO NOT NEED SHELTER, SO EMERGENCY
PERSONNEL WILL KNOW YOU ARE SAFE.
- c. STAY TUNED TO RADIO OR TV FOR FURTHER INSTRUCTIONS
OR FOR AN ALL CLEAR SIGNAL.

PRESS RELEASE - SHELTER IN PLACE

A HAZARDOUS MATERIAL RELEASE/ACCIDENT HAS OCCURRED AT

_____. THE
CHEMICAL "HAS BEEN IDENTIFIED" AS

_____.
(OR CHEMICAL "HAS NOT BEEN IDENTIFIED.")

PLEASE TAKE THE FOLLOWING PRECAUTIONS IF YOU ARE IN THE
DANGER ZONE DEFINED AS:

- _____.
- a. IF YOU'RE INSIDE A HOME OR BUSINESS, STAY INSIDE. IF NOT, SEEK SHELTER IMMEDIATELY. SHELTER IN PLACE.
 - b. ONCE INSIDE, CLOSE ALL WINDOWS AND DOORS.
 - c. TURN ON RADIO OR TELEVISION FOR INSTRUCTIONS.
 - d. TURN OFF ALL HEATING, VENTILATION, AND AIR CONDITIONING EQUIPMENT.
 - e. (IF APPLICABLE) PUT OUT FIREPLACE FIRES WITH WATER AND CLOSE THE DAMPER.
 - f. HAVE A DAMP, FOLDED CLOTH HANDY IN CASE YOU'RE TOLD TO COVER YOUR MOUTH & NOSE TO PREVENT BREATHING IN HAZARDOUS MATERIAL

PUBLIC INFORMATION – FLOOD

1. THE NATIONAL WEATHER SERVICE HAS WARNED THAT CONDITIONS ARE RIGHT FOR POSSIBLE FLOODING ON RIVERS AND CREEKS IN THE_____. BEGIN NOW TO PREPARE FOR HIGH WATER IF YOU LIVE IN A FLOOD PRONE AREA.
2. RISING WATER HAS BEEN NOTED ON THE RIVER GAUGES. FLOOD STAGE IS ____ FEET ON THE _____. THIS IS THE TIME TO REMOVE LIVESTOCK AND EQUIPMENT TO HIGHER GROUND, PREPARE TO RELOCATE, CLEAR THE BASEMENT OF ITEMS THAT COULD BE DAMAGED BY FLOOD WATER.
3. THE _____ HAS REACHED FLOOD STAGE AND IS RISING. RESIDENTS LIVING IN THE _____ SHOULD EVACUATE THE AREA NOW. THE RED CROSS HAS ESTABLISHED SHELTERS AT _____. PLEASE LEAVE THE FLOOD DANGER AREA NOW AND REPORT TO THE SHELTER REGISTRATION POINT. EVERYONE LEAVING THE FLOOD AREA SHOULD STOP AT _____ TO REGISTER, WHETHER OR NOT YOU WILL STAY AT THE SHELTER. RESCUERS NEED TO KNOW WHERE ALL RESIDENTS OF THE FLOOD AREA ARE.
4. RESIDENTS ARE BEING ALLOWED TO RETURN TO THE _____ AREA WHICH HAS EXPERIENCED FLOODING. PLEASE DO NOT DRINK THE WATER FROM YOUR TAPS WITHOUT BOILING IT FIRST.

PUBLIC INFORMATION – TORNADO

TORNADO WATCH

1. A TORNADO WATCH HAS BEEN INITIATED BY THE NATIONAL WEATHER SERVICE. CONDITIONS ARE RIGHT FOR TORNADOS TO DEVELOP. BE AWARE OF THE DANGER, STAY TUNED TO THIS CHANNEL, OR LISTEN TO YOUR LOCAL RADIO FOR FURTHER INFORMATION.

TORNADO WARNING

2. A TORNADO HAS BEEN SIGHTED AT _____ AND IS DANGEROUS. IF YOU LIVE IN THAT AREA, TAKE COVER IMMEDIATELY. LISTEN TO YOUR BATTERY-OPERATED RADIO FOR INSTRUCTIONS. A SAFE PLACE WOULD BE IN YOUR BASEMENT, UNDER A WORK BENCH OR SIMILAR HEAVY PIECE OF FURNITURE. IF YOU HAVE NO BASEMENT, GO TO A ROOM, SUCH AS A CLOSET OR BATHROOM, IN THE CENTER OF YOUR HOUSE, AWAY FROM WINDOWS AND WAIT OUT THE STORM. PLEASE STAY IN YOUR SAFE AREA UNTIL THE "ALL CLEAR" IS GIVEN.

PUBLIC INFORMATION - WILD LAND FIRE

1. A WILD LAND FIRE HAS BEEN LOCATED AT _____. IT IS BURNING TOWARD _____. THE WINDS IN THE AREA ARE OUT OF _____ AT _____ MILES PER HOUR. RESIDENTS OF THE AREA SHOULD GATHER THEIR FAMILY MEMBERS AND PREPARE TO EVACUATE ON SHORT NOTICE.

2. A WILD LAND FIRE IS ENDANGERING THE _____ AREA. RESIDENTS SHOULD EVACUATE THEIR HOMES NOW. THE SHELTER REGISTRATION POINT IS LOCATED AT _____ RESIDENTS OF THE _____ AREA SHOULD LEAVE THEIR HOMES NOW AND REPORT TO THE SHELTER REGISTRATION POINT AT _____. PLEASE CHECK INTO THE SHELTER REGISTRATION POINT SO FIRE FIGHTERS WILL KNOW YOU ARE SAFE. POST A NOTICE ON YOUR FRONT DOOR THAT YOU HAVE LEFT.

3. THE WILD LAND FIRE WHICH ENDANGERED THE _____ AREA HAS BEEN CONTAINED. RESIDENTS MAY NOW BEGIN TO RETURN TO THEIR HOMES.

PUBLIC INFORMATION – EARTHQUAKE

1. AN EARTH QUAKE HAS JUST OCCURRED AT _____. AFTER SHOCKS ARE COMMON FOLLOWING SUCH AN EVENT. REMAIN INDOORS, UNDER A HEAVY PIECE OF FURNITURE, LIKE A TABLE, UNTIL AFTER THE SHAKING HAS STOPPED. MOST INJURIES HAPPEN AT THE DOORWAY FROM EXTERIOR PARTS OF THE BUILDING FALLING DOWN. BE ALERT FOR THE SMELL OF NATURAL GAS. IF THE SMELL IS PRESENT, LEAVE THE BUILDING NOW, LOOKING UP AS YOU EXIT THE DOOR TO AVOID FALLING OBJECTS. LISTEN TO YOUR BATTERY POWERED RADIO FOR FURTHER INSTRUCTIONS, OR STAY TUNED TO THIS CHANNEL IF YOU ARE SAFE INSIDE THE BUILDING WHERE YOU ARE.

2. AN EARTH QUAKE HAS OCCURRED AT _____. SHELTERS ARE BEING ESTABLISHED AT _____. IF YOU HAVE HAD TO LEAVE YOUR BUILDING, PLEASE REPORT TO ONE OF THESE SHELTERS. THIS WILL ASSIST RESCUE TEAMS TO ACCOUNT FOR PEOPLE IN THE AREA. PLEASE REPORT TO A SHELTER EVEN IF YOU PLAN TO STAY WITH FRIENDS TO ALLOW RESCUERS TO COMPLETE THEIR HEAD COUNT

PUBLIC INFORMATION – BLIZZARD

1. THE NATIONAL WEATHER SERVICE HAS WARNED THAT CONDITIONS ARE RIGHT FOR A BLIZZARD IN THE _____ AREA. RESIDENTS OF THAT AREA SHOULD LIMIT TRAVEL TO ESSENTIAL TRIPS ONLY. STAY TUNED FOR UPDATED INFORMATION.
2. A BLIZZARD IS IN PROGRESS IN THE _____ AREA. TRAVEL IS NOT RECOMMENDED UNTIL THE HIGH WINDS SUBSIDE AND ROADS CAN BE CLEARED. WIND VELOCITIES OF _____ MILES PER HOUR WILL CAUSE BLOWING SNOW, BUT ALSO A WIND CHILL FACTOR OF _____. THIS IS A POTENTIALLY DANGEROUS STORM IN THE AREA.
3. THE BLIZZARD HAS SUBSIDED. PLOWS ARE AT WORK CLEARING HIGHWAYS AND COUNTY ROADS. HOLD OFF TRAVEL UNTIL ROADS HAVE BEEN CLEARED.

**EMERGENCY NEWS RELEASE -
DAM FAILURE IN PROGRESS**

_____ County Disaster Emergency Services (DES)

For Immediate Release

Date:

Contact: _____, Coordinator

(406) _____

Email: _____

DAM FAILURE IN PROGRESS AT _____ DAM

This is an Emergency Broadcast:

_____ Dam has failed. All residents in low lying areas downstream of _____ Dam through _____ within ____ mile(s) of the _____ River and tributaries need to seek high ground immediately.

(Repeat above paragraph.)

Addition information will follow. Stay tuned to radio stations, the _____ website, and television news stations for the most up to date information.

Additional information is available at: **(Web Site Address)**

Local radio stations: _____, _____ and _____

**EMERGENCY NEWS RELEASE -
DAM FAILURE / IMMINENT THREAT & EVACUATION ORDER**

_____ County Disaster Emergency Services (DES)

For Immediate Release

Date:

Contact: _____, **Coordinator**

(406) _____ **E-mail:** _____

POSSIBLE DAM FAILURE AT _____ DAM

Officials at _____ Dam, approximately _____ miles _____ (direction) _____ of _____, Montana, reported that a possible dam failure may occur due to persistent weather conditions, current ground saturation and continued increases in stream flows. The U.S. Army Corps of Engineers, U.S. Bureau of Reclamation, and county and state officials are on the scene, monitoring the situation.

_____ County Disaster Emergency Services (DES) has activated the Emergency Operations Center. Governor _____ has been notified that additional resources may be required if the situation worsens at the dam.

_____ County Disaster Emergency Services (DES) reports that precautionary measures are being taken and an **EVACUATION ORDER** has been issued for the immediate _____ Dam area and for residents in the following locations: (Example: List locations who should evacuate)

Residents in the EVACUATION ORDER areas should evacuate their homes and business no later than: (Date & Time).

County officials have recommended an EVACUATION WARNING for residents in the following areas: _____

Residents in the EVACUATION WARNING areas are not required to evacuate at this time, however should prepare and may be required to do so within the next 6-24 hours if conditions worsen.

Public Information Alerts, Aids, & Forms

Residents are urged to listen to local news stations and the Emergency Alert System for further evacuation information and instructions. Evacuees are asked to report to relocation centers in person located at or by phone when safely evacuated.

County and State agencies continue communications with federal officials and stream flow experts. The County Emergency Operations Center has been activated and will remain operational until the situation is resolved.

Additional information is available at: **(Web Site Address)**

Local radio stations: _____, _____ and _____

**MONTANA
EMERGENCY ALERT SYSTEM (EAS)
STATE PLAN**

July 2008

**EAS OPERATIONAL AREA
INCLUDES ALL OF MONTANA**

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1. INTRODUCTION

This plan was prepared by the Montana State Emergency Response Commission (SERC) Emergency Alert System (EAS) sub-committee. It provides specific procedures for the broadcast of warnings and emergency information to the general public throughout Montana, or any portion thereof. This EAS plan may be activated by designated local, state, or federal officials in response to such emergencies as blizzards, tornadoes, severe thunderstorms, floods, or civil emergencies like chemical accidents, earthquakes, fires, nuclear attack, or any other events which pose a danger to life or property. This plan supersedes previous EAS Plans implemented by various counties throughout Montana and the State EAS plan enacted in 2005.

Acceptance of/or participation in this plan shall not be deemed as a relinquishment of program control, and shall not be deemed to prohibit a broadcast licensee from exercising independent discretion and responsibility in any given situation. Stations originating EAS emergency communications shall be deemed to have conferred rebroadcast authority. FCC Rules and Regulations provide the concept of the management of each broadcast station to exercise discretion regarding the broadcast of EAS emergency information and instructions to the general public.

1.1. Summary of EAS Activation Process for **Non-Weather Related Emergency** Messages

- Incident Commander or Designated Official identifies a risk to life or property that warrants immediate notification of the general public.
- Incident Commander or Designated Official creates a message for dissemination (see template in Annex E).
- Message is relayed to appropriate National Weather Service (NWS) office (Annex B).
- NWS authenticates message by calling back and confirming message with dispatch or Designated Official (see Annex A for authentication contact numbers).
- NWS activates EAS by entering message into product with the relevant event code, and broadcasts message over appropriate NOAA Weather Radio (NWR) transmitters.
- Broadcasters receive authenticated message with tones from NWS transmission. These tones trigger EAS decoders at broadcast stations which may be set to broadcast the alerts automatically. NOAA Weather Radio All Hazards receivers automatically alarm.

1.2 Summary of EAS Activation Process for **Weather Related Emergency** Messages

- NWS identifies risk to life and property that justifies immediate notification of the general public.
- NWS issues appropriate warning, activates EAS, and broadcasts message over NOAA

Weather Radio.

- Broadcasters receive authenticated message from NWS and automatically broadcast message over radio and television networks. NOAA Weather Radio All Hazards receivers automatically alarm.

2. AUTHORITY

Title 47 U.S.C. 151, 154 (i) and (o), 303 (r), 527 (g) and 606; and 47 C.F.R. Part 11, FCC Rules and Regulations, Emergency Alert System (EAS).

3. DEFINITIONS

3.1 Designated Officials:

The following officials are the only “Designated Officials” who may authenticate activation of the EAS under this plan (phone numbers located in Annex A):

- Incident Commanders through local emergency dispatch (primary means of authentication for local activation is through dispatch)
- County DES Coordinators (secondary means of authentication for local activation)
- Montana Department of Justice (DOJ) for Amber Alerts and Missing Endangered Person Advisories (MEPAs)
- State Disaster & Emergency Services (DES) Duty Officer (for statewide EAS activation other than Amber Alerts and MEPAs)
- National Weather Service (NWS) for weather-related events

3.2 Emergency Messages:

- Designated Officials should issue Emergency/EAS Messages when they believe there is a risk to life and property that warrants immediate notification of the general public.
- Emergency Messages are messages that may override all TV and Radio broadcasting and alert/activate NOAA Weather Radio All Hazards receivers.
- The list of available non-weather related EAS message headers has been expanded with this revision of the plan to include more descriptive, event-specific message types. See **Annex F** for a list along with their basic definitions.

3.3 Administrative Message (ADR):

- Administrative Messages (ADR) should be used by Designated Officials to provide updated information about an event in progress, an event that has expired or concluded early, pre-event preparation or mitigation activities, post-event recovery operations, or other administrative matters pertaining to the Emergency Alert System.

Montana EAS Plan

- The ADR will also be used for Missing Endangered Person Advisories initiated by Montana DOJ.
- Administrative Messages will be sent to TV and Radio stations but should NOT override TV and Radio broadcasting and should NOT activate NOAA weather radios.

4. IMPLEMENTATION

4.1. Procedures for Designated Officials

- Designated officials will request activation of the EAS through the National Weather Service (NWS) office that services the impacted county/counties via phone or other available communications. (Annex B lists NWS office areas of responsibility and appropriate phone numbers). A fax with the broadcast information is desirable if possible. If the servicing office for your area cannot be reached, another office may be contacted. Backup capabilities exist between all NWS offices.
- For statewide EAS activation, state DES duty officer will contact the NWS at Great Falls, and they will forward the EAS request to all other NWS offices throughout the state as necessary.
- For Amber Alerts and MEPAs, Montana Department of Justice (DOJ) will be the initiating agency. DOJ will contact NWS Great Falls for statewide or regional activations, and the NWS in Great Falls will enter those alerts. The event codes CAEMT and ADRMT will be used for the Amber Alerts and MEPAs respectively.
- Designated officials will use the following format when contacting the NWS:
 - **“THIS IS (NAME/TITLE) OF (ORGANIZATION). I REQUEST THAT THE EMERGENCY ALERT SYSTEM BE ACTIVATED FOR (COUNTY(ies)) BECAUSE OF (DESCRIPTION OF EMERGENCY).”**
- Designated Officials should provide emergency program material including a description of the emergency, actions being taken by local government, and instructions to the public. **Reference Annex E for sample format.** Total time allotted for the message should be less than two broadcast minutes. Authentication procedures are defined in Section 5.
- Upon authentication, NWS officials will transmit the message provided by designated officials.

4.2. Procedures for the National Weather Service

- The NWS will authenticate all requests for EAS activation according to procedures outlined in Section 5.
- When directed to do so by Designated Officials, the NWS will broadcast EAS coded messages for all the appropriate counties in the operational area and transmit the message over the NOAA weather radio.

4.3. Procedures for Broadcast and Cable System Personnel

Montana EAS Plan

- Upon receipt of a request to activate the local EAS from the NOAA broadcast, the LP-1 (or alternate LP-2) may proceed as follows:
- Broadcast the following announcement:

“WE INTERRUPT THIS PROGRAM BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INFORMATION WILL FOLLOW.”

- Transmit the EAS header codes and Attention Signal.
- Transmit the following announcement:

“WE INTERRUPT THIS PROGRAM TO ACTIVATE THE EMERGENCY ALERT SYSTEM FOR (insert county list or areal description here) BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INSTRUCTIONS WILL FOLLOW.”

*****Follow with emergency program...should be no more than 2 minutes in length.*****

- To terminate the EAS message (immediately or later), make the following announcement:

“THIS CONCLUDES EAS PROGRAMMING. ALL BROADCAST STATIONS AND CABLE SYSTEMS MAY NOW RESUME NORMAL OPERATIONS.”

- Transmit the EAS End of Message (EOM) code.
- Important Note: For State and local emergencies, broadcasters and cable operators have the option of transmitting only the EAS header and EOM codes without the Attention
- Signal and emergency message. This is acceptable so that EAS coded messages can be quickly relayed through areas unaffected by the emergency.
- All other broadcast stations and cable systems that are monitoring their EAS receiver/decoders will be alerted by the header codes and attention signal. Each station and cable system upon receipt of the signal will, at the discretion of management, perform the same procedures listed above by retransmitting the emergency message from the LP-1 or LP-2.
- All broadcast and cable system stations are requested to rebroadcast the following EAS coded messages. For descriptions of message types, see Annex F.

Montana EAS Plan

Message Type	EAS PIL's
Child Abduction Emergency (Amber Alert)	CAE
Civil Danger Warning	CDW
Civil Emergency Message	CEM
Earthquake Warning	EQW
Evacuation Immediate	EVI
Fire Warning	FRW
Hazardous Materials Warning	HMW
Law Enforcement Warning	LEW
Local Area Emergency	LAE
911 Telephone Outage Emergency	TOE
Nuclear Power Plant Warning	NUW
Radiological Hazard Warning	RHW
Shelter in Place Warning	SPW
Volcano Warning	VOW
Weather-Related	
Blizzard Warning BZW	BZW
Flash Flood Watch FFA	FFA
Flash Flood Warning FFW	FFW
Severe Thunderstorm Watch SVA	SVA
Severe Thunderstorm Warning SVR	SVR
Tornado Watch TOA	TOA
Tornado Warning TOR	TOR

- To avoid unnecessary escalation of public confusion, all stations and cable systems must be cautious in providing news and information pertaining to the emergency. All messages must be based on definite and confirmed facts. The public must not be left to decide what is or is not fact.
- Upon completion of the above transmission procedures, resume normal programming. Appropriate notations should be made in the station and cable system records. A very brief summary may be sent to the FCC for information purposes only.
- NWS will relay Avalanche Warnings (AVW) from the relevant Avalanche Centers across the region on days of especially high avalanche danger. Normally these will not be sent with tones to activate EAS, but could in certain life-threatening situations (e.g. avalanche threatening a town).

5. BACKUP PROCEDURES IF NWR TRANSMITTERS ARE DOWN

In the event NWR transmitters are not operational, EAS alerts should be relayed by phone from the NWS to the relevant LP1 stations. The LP1 stations will then relay the warning information to those stations that monitor them. The broadcaster should contact the NWS to authenticate such a verbal request by calling the NWS station (Annex B). This additional authentication step is only necessary in this backup situation, when normal dissemination of warnings is prevented by NOAA Weather Radio (NWR) transmitter outage. A list of LP1 stations in Montana is provided in Annex C.

6. AUTHENTICATION

The NWS will verify the authenticity of any EAS activation request initiated outside the NWS, by calling back and receiving confirmation from one of the Designated Officials listed in Annex A. This will normally be the county dispatch or Public Safety Answering Point (PSAP) for the county, or the Duty Officer for the State in the case of state-wide activation. Amber Alerts and Missing Endangered Person Advisories will be authenticated through the DOJ help desk. This list of contacts will be kept at the NWS offices, with updates provided to the NWS when available by State DES and DOJ.

Broadcasters who receive the EAS activation signal from the NWR transmission will not need further authorization. However, broadcasters should authenticate any request over the phone (in a situation where NWR transmitters are inoperative) by calling back the NWS at the listed numbers (Annex B).

7. REQUIRED MONTHLY AND WEEKLY TESTS

Required Monthly Test (RMT) of these EAS procedures shall be conducted on a random or scheduled basis by the broadcasters from a point that would originate the common emergency message. Unless a scheduled State test is received from the State Primary, the Local Primary will originate the Required Monthly Test (RMT).

- Routine RMT Schedule:

Odd months (Jan., Mar., May, July, Sept., Nov.) – 8:30 a.m. to sunset.

Even months (Feb., April, June, Aug., Oct., Dec.) – Sunset to 8:30a.m.

- The test will be scheduled in advance by the LP-1.
- All stations shall schedule Required Weekly Test (RWT). These tests are not forwarded or rebroadcast.

**ANNEX A: Contact Numbers for Authentication of EAS Messages
(phone numbers kept internal to NWS)**

1) Primary Contact Numbers for Authentication:

- PSAP/County Dispatch numbers for local activations
- DOJ Help Desk for all Amber Alert and Missing Endangered Person activations, statewide or regional
- State DES Duty Officer for all other statewide activations

2) DES Directory

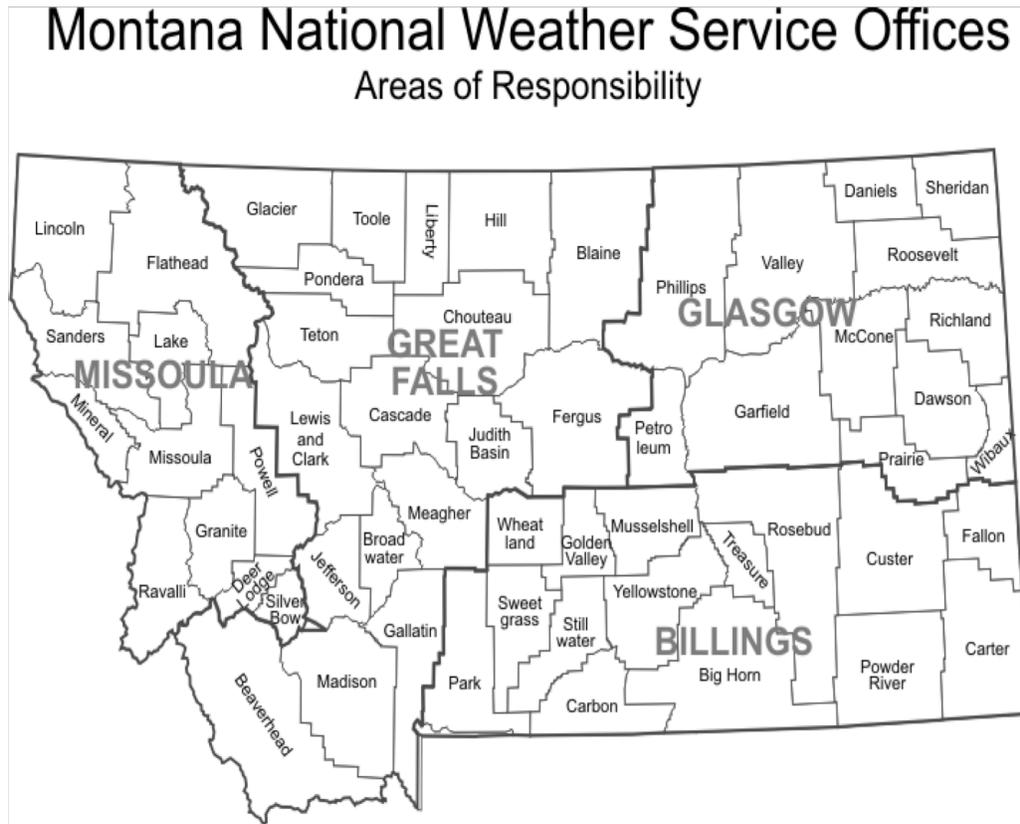
- These numbers are a secondary means of authentication and for communication. County coordinators may be part-time and more difficult to reach. Updates to this directory will be provided by State DES.

Montana EAS Plan

ANNEX B: NATIONAL WEATHER SERVICE MONTANA OFFICES

<u>OFFICE</u>	<u>PHONE</u>	<u>FAX</u>
Missoula (Backup office is Great Falls): National Weather Service Forecast Office PO BOX 9350 Missoula, MT 59807-9350	1-800-676-6975 (406) 329-4718 (406) 329-4716	(406) 329-4842
Great Falls (Backup office is Missoula): National Weather Service Forecast Office 5324 Tri-Hill Frontage Road Great Falls, MT 59404-4933	(406) 453-9642 (406) 453-8429 1-800-932-6694	(406) 453-3812
Billings (Backup office is Glasgow): National Weather Service Forecast Office 2170 Overland Ave Billings, MT 59102-6455	(406) 652-2314 (406) 652-1916 1-800-240-4506	(406) 652-3214
Glasgow (Backup office is Billings): National Weather Service Forecast Office 101 Airport Road Glasgow, MT 59230-2843	(406) 228-9622 (406) 228-9623 (406) 228-4042 (406) 228-2850	(406)228-9627

NWS Backup Capabilities: All NWS offices have primary and secondary backup capabilities for other NWS offices. If you are unable to contact your primary NWS office, contact the appropriate backup office. If unable to contact the backup office, contact ANY of the NWS offices (starting with Great Falls if possible)-all offices are able to disseminate EAS messages throughout the state. NWS and CJIN may also be used if the National Weather Service offices are unable to disseminate.



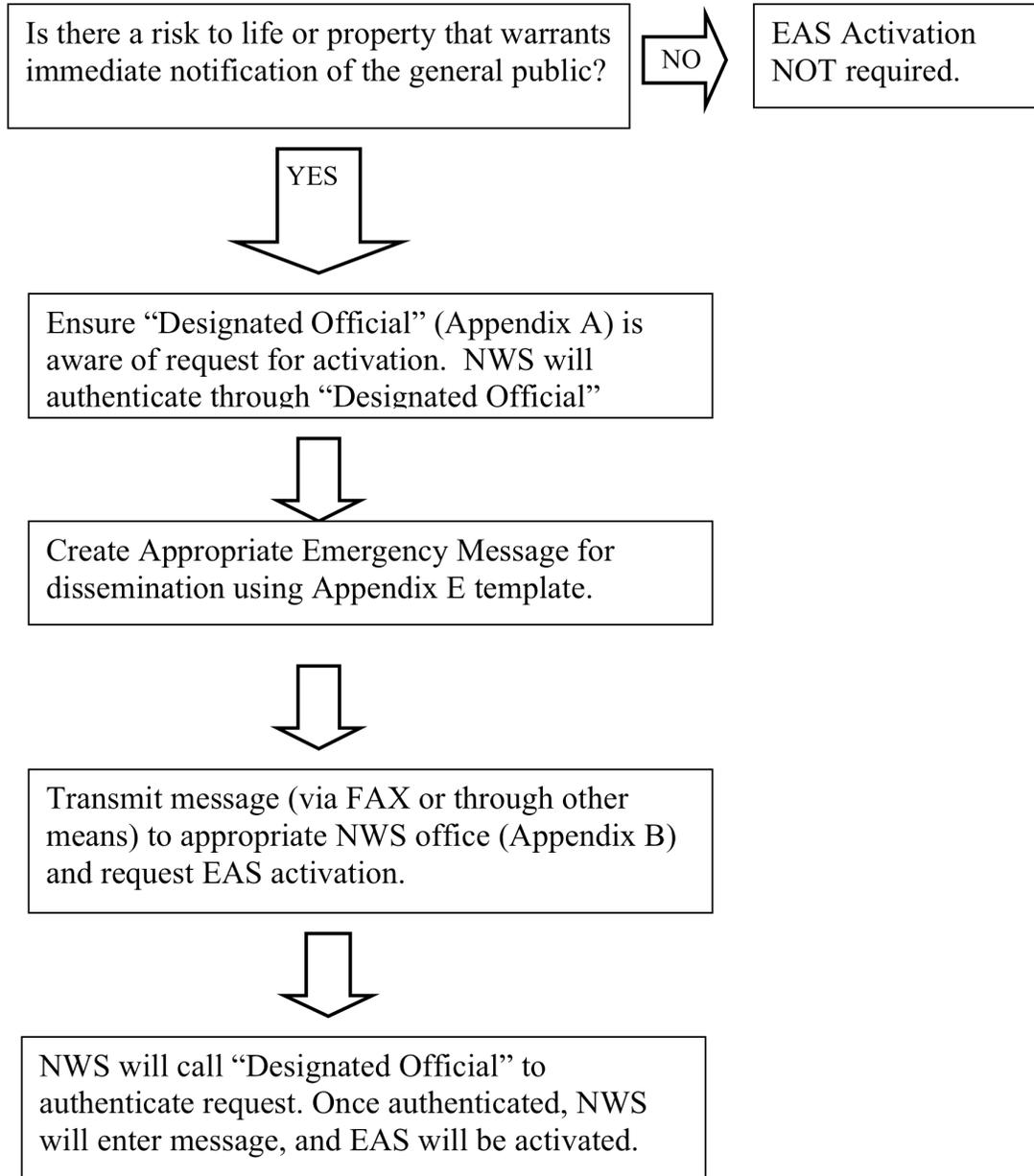
ANNEX C: BROADCAST STATIONS IN THE MONTANA EAS PLAN

For a complete directory of Montana broadcasters see the following website sponsored by the Montana Broadcasters Association: <http://www.mtbroadcasters.org/>

EAS "LP-1" STATION LIST Montana

<i>Call Sign</i>	<i>Frequency</i>	<i>Local Area Name</i>	<i>City of License</i>
KMON	560	Cascade	Great Falls
KATL	770	Custer	Miles City
KCGM	95.7	Daniels	Scobey
KFLN	960	Fallon	Baker
KXLO	1230	Fergus	Lewistown
KGEZ	600	Flathead	Kalispell
KGLT	91.9	Gallatin/Park	Bozeman
KPRK	1340	Gallatin/Park	Livingston
KOJM	610	Hill	Havre
KPQX	92.5	Hill	Havre
KMTX	950	Lewis and Clark	Helena
KMTX-FM	105.3	Lewis and Clark	Helena
KLCB	1230	Lincoln	Libby
KGLE	590	Lower Yellowstone River	Glendive
KGGL	93.3	MLRMS	Missoula
KMMR	100.1	Phillips	Malta
KVCK	1450	Roosevelt	Wolf Point
KVCK-FM	92.7	Roosevelt	Wolf Point
KIKC	1250	Rosebud	Forsyth
KATQ	1070	Sheridan	Plentywood
KEMC-FM	91.7	South Central	Billings
KBOW	550	Southwest	Butte
KOPR	94.1	Southwest	Butte
KSEN	1150	Toole	Shelby
KLAN	93.5	Valley	Glasgow
KLTZ	1240	Valley	Glasgow
KEYZ-AM	660	Richland	Williston, ND

**ANNEX D: INCIDENT COMMANDER/DESIGNATED OFFICIAL
DECISION TREE**



ANNEX E: EAS Activation Form for an Emergency Message

This message will override TV and Radio Station Broadcasting. Keep message to no more than 2 minutes of airtime.

Date\Time _____

Person Making Request _____

Agency of Person Making Request _____

Specific Type of Emergency (Hazmat, etc) _____

Affected Counties _____

Specific Affected Area (if available) _____

Duration of Emergency _____

Phone Number to Verify or Contact for More Information _____

Name of Person Completing This Form _____

Exact Message for Broadcast (should include nature of emergency, what area is affected, specific instructions to the public, where to obtain more information, etc.)

ANNEX F: Emergency Message Descriptions

Non-weather Related

Administrative Message (ADR). A non-emergency message that provides updated information about an event in progress, an event that has expired or concluded early, pre-event preparation or mitigation activities, post-event recovery operations, or other administrative matters pertaining to the Emergency Alert System. This message type will also be used for Missing Endangered Person Advisories in Montana.

Avalanche Warning (AVW). A warning of current or imminent avalanche activity when avalanche danger is considered high or extreme. Authorized officials may recommend or order protective actions according to state law or local ordinance when natural or human-triggered avalanches are likely to affect roadways, structures, or backcountry activities.

Child Abduction Emergency (CAE). An emergency message, based on established criteria, about a missing child believed to be abducted. Montana Department of Justice, the state agency investigating the abduction, will describe the missing child, provide a description of the suspect or vehicle, and ask the public to notify the requesting agency if they have any information on the whereabouts of the child or suspect. This message type is used for Amber Alerts in Montana.

Civil Danger Warning (CDW). A warning of an event that presents a danger to a significant civilian population. The CDW, which usually warns of a specific hazard and gives specific protective action, has a higher priority than the Local Area Emergency (LAE). Examples include contaminated water supply and imminent or in-progress military or terrorist attack. Public protective actions could include evacuation, shelter in place, or other actions (such as boiling contaminated water or seeking medical treatment).

Civil Emergency Message (CEM). An emergency message regarding an in-progress or imminent significant threat(s) to public safety and/or property. The CEM is a higher priority message than the Local Area Emergency (LAE), but the hazard is less specific than the Civil Danger Warning (CDW). For example, the CEM could be used to describe a change in the Homeland Security Alert System level in response to a terrorist threat.

Earthquake Warning (EQW). A warning of current or imminent earthquake activity. Authorized officials may recommend or order protective actions according to state law or local ordinance.

Evacuation Immediate (EVI). A warning where immediate evacuation is recommended or ordered according to state law or local ordinance. As an example, authorized officials may recommend the evacuation of affected areas due to an approaching tropical cyclone. In the event a flammable or explosive gas is released, authorized officials may recommend evacuation of designated areas where casualties or property damage from a vapor cloud explosion or fire may occur.

Fire Warning (FRW). A warning of a spreading wildfire or structural fire that threatens a populated area. Evacuation of areas in the fire's path may be recommended by authorized officials according to state law or local ordinance.

Hazardous Materials Warning (HMW). A warning of the release of a non-radioactive hazardous material (such as a flammable gas, toxic chemical, or biological agent) that may recommend evacuation (for an explosion, fire or oil spill hazard) or shelter in place (for a toxic fume hazard).

Law Enforcement Warning (LEW). A warning of a bomb explosion, riot, or other criminal event (e.g. a jailbreak). An authorized law enforcement agency may blockade roads, waterways, or facilities, evacuate or deny access to affected areas, and arrest violators or suspicious persons.

Local Area Emergency (LAE). An emergency message that defines an event that by itself does not pose a significant threat to public safety and/or property. However, the event could escalate, contribute to other more serious events, or disrupt critical public safety services. Instructions, other than public protective actions, may be provided by authorized officials. Examples include: a disruption in water, electric or natural gas service, road closures due to excessive snowfall, or a potential terrorist threat where the public is asked to remain alert.

911 Telephone Outage Emergency (TOE). An emergency message that defines a local or state 911 telephone network outage by geographic area or telephone exchange. Authorized officials may provide alternative phone numbers in which to reach 911 or dispatch personnel.

Radiological Hazard Warning (RHW). A warning of the loss, discovery, or release of a radiological hazard. Examples include: the theft of a radioactive isotope used for medical, seismic, or other purposes; the discovery of radioactive materials; a transportation (aircraft, truck or rail, etc.) accident which may involve nuclear weapons, nuclear fuel, or radioactive wastes. Authorized officials may recommend protective actions to be taken if a radioactive hazard is discovered.

Shelter in Place Warning (SPW). A warning of an event where the public is recommended to shelter in place (go inside, close doors and windows, turn off air conditioning or heating systems, and turn on the radio or TV for more information). An example is the release of hazardous materials where toxic fumes or radioactivity may affect designated areas.

Volcano Warning (VOW). A warning of current or imminent volcanic activity. Authorized officials may recommend or order protective actions according to state law or local ordinance.

Weather Related

Blizzard Warning (BZW). Sustained or frequent gusts of 35 mph or more. Visibility reduced to less than one-quarter mile due to falling and/or blowing snow for 3 hours or more.

Flash Flood Watch (FFA). The possibility exists for meteorological, soil, and/or hydrologic conditions to lead to flash flooding or a dam or levee may fail and threaten lives or property, but the threat is not deemed to be imminent.

Flash Flood Warning (FFW). Flash flood warnings are issued when flooding is imminent. This product will be reserved for those short-term events which require immediate action to protect lives and property, such as dangerous small stream flooding or urban flooding and dam or levee failures.

High Wind Warning (HWW). Sustained winds of 40 mph or higher and/or gusts of 58 mph or greater, expected over the warned area.

Severe Thunderstorm Watch (SVA). Issued when conditions are favorable for the development of severe thunderstorms with wind gusts equal to or in excess of 58 mph and/or hail size of 3/4 inch (penny) diameter or larger.

Severe Thunderstorm Warning (SVW). Issued when there is radar indication and/or reliable spotter reports of wind gusts equal to or in excess of 50 knots (58 mph) and/or hail size of 3/4 inch (penny) diameter or larger. Warnings imply an imminent threat to life or property.

Tornado Watch (TOA). Issued when conditions are favorable for the development of severe thunderstorms and tornadoes. Tornadoes are possible in the watch area.

Tornado Warning (TOW). Issued when a tornado has been spotted or is indicated by radar. There is an imminent danger to life and property for those in the path of the storm.

ANNEX G: APPROVAL

This Montana EAS Local Plan was developed and approved by:

Administrator, Montana Disaster & Emergency Services Date

National Weather Service, Meteorologist-in-Charge, Date
State Liaison Office for Montana (Great Falls)

Montana Broadcasters Association, President Date

This document on file and maintained by Montana DES.

INITIAL DAMAGE CHECKLIST

County/City: _____

If this is a county report, include all affected cities/towns _____

Name of Reporter: _____

Title/Position: _____

Date/Time: _____ Telephone: _____

Has a local emergency or disaster been declared? **Yes__ No__**

Date: _____

DEATH AND INJURIES

Number of deaths: _____ Injured requiring hospitalization: _____

- Are hospital facilities overloaded? **Yes__ No__**
- Are additional supplies or personnel needed? **Yes__ No__**
- Are hospitals or specialized care facilities isolated? **Yes__ No__**
- Are ambulance services adequate? **Yes__ No__**
- Does the County Coroner need assistance? **Yes__ No__**
- Additional Comments: _____

Possible sources of information include: hospital administrator, sheriff or city police, county coroner or American Red Cross.

HOUSING

Number of homes damaged: _____ Number of homes uninhabitable: _____

- Is temporary housing available and adequate? **Yes__ No__**
- Have residential areas been evacuated? **Yes__ No__**
- If so, are local emergency shelters adequate? **Yes__ No__**
- Has the American Red Cross been activated? **Yes__ No__**
- Additional Comments: _____

Possible sources of information include: housing authorities, city building departments, city manager, city or county health departments or the American Red Cross.

HEALTH AND PUBLIC UTILITIES

- Is the population adversely affected by loss of public health/sanitation or utility systems? **Yes__ No__**
- Are water or sewer systems affected? **Yes__ No__**
- Are gas, electrical or phone systems affected? **Yes__ No__**
- What primary users are affected by service interruption? _____

- Are critical facilities adversely affected? **Yes__ No__**
- Estimated time before full or partial service will be restored: _____
- Additional Comments: _____

Possible sources of information include: city or county health departments, city managers and public utility managers.

BUSINESS AND EMPLOYMENT

Number of businesses damaged: _____

Number of persons unemployed as a result of the disaster: _____

- Do damaged businesses provide essential services? **Yes__ No__**
- Does business damage cause major unemployment? **Yes__ No__**
- How long will unemployment continue for these people? _____

- What is the net result on the economy of the community due to disaster related unemployment? _____

- Additional Comments: _____

Possible sources of information include: leaders of the business community, Chamber of Commerce, local government officials and local employment office.

PUBLIC BUILDINGS AND RELATED EQUIPMENT

Number of public buildings damaged: _____ destroyed: _____

Types: _____

- Are damaged buildings essential for critical services? **Yes__ No__**
- How will loss of use of these buildings affect local government's ability to respond to the disaster? _____

■ Additional Comments: _____

Possible sources of information include: local government officials or city managers.

ROADS AND BRIDGES

Identify severely damaged roads restricting travel: _____

Number of bridges destroyed: _____ Number damaged: _____

- Are alternate routes available? **Yes__ No__**
- Are emergency services impaired: fire, ambulance etc.? **Yes__ No__**
- Are cities or towns isolated? **Yes__ No__**
- Has or will evacuation be required? **Yes__ No__**
- Additional Comments: _____

Possible sources of information include: city/county road or street supervisor, police, sheriff or highway patrol officials or local government officials.

Initial Damage Checklist (Form)

DEBRIS

- Is debris causing a health or safety hazard? Yes__ No__
- Are human or animal bodies in the debris? Yes__ No__
- Is debris removal necessary to eliminate hazards? Yes__ No__
- Does debris prevent access to public or private property? Yes__ No__
If so, which type: Public___ Private___
- Additional Comments: _____

Possible sources of information include: health departments, city/county road supervisors, city managers, Corps of Engineers or Bureau of Reclamation.

WATER CONTROL FACILITIES

- Number of water control facilities destroyed:_____ damaged:_____
- Types:_____
- What effects will result from loss or damage of facilities: agricultural irrigation or hydroelectric power? _____

 - Are damaged facilities repairable? Yes__ No__
If so, what is the cost? _____
 - Does facility service loss threaten populated areas? Yes__ No__
 - Additional Comments: _____

Possible sources of information include: irrigation districts, Corps of Engineers or Bureau of Reclamation.

Initial Damage Checklist (Form)

AGRICULTURE

Number of farmers or ranchers adversely affected: _____

- Has the loss primarily affected one area: structures, livestock, crops etc.? Yes__ No__

If so, which area: _____

- How will the agricultural losses affect the community economy? _____

- Has the County Emergency Board met? Yes__ No__
If so, has it declared an emergency/disaster situation exists? Yes__ No__

- Additional Comments: _____

Possible sources of information include: County Emergency Board or Soil Conservation Service.

PLEASE BE PREPARED TO RESPOND TO MORE SPECIFIC QUESTIONS RELATING TO THE ITEMS FOR CONCERN LISTED UNDER EACH CATEGORY OF DAMAGE.

Person taking this report: _____

Local Government Situation Report form

LOCAL GOVERNMENT SITUATION REPORT

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?

Local Government Situation Report form

DES Form 209 Revised: January 30, 1998

Jurisdiction:		Date/Time Prepared: _____				
		R-Reported	C-Confirmed	R	Totals	C
6. Local Declaration(s): (Date)						
Emergency						
Disaster						
7. Deaths and/or Injuries:						
Deaths						
Hospitalized						
Injured						
8. Housing:						
Threatened						
Evacuated						
Damaged						
Minor						
Major						
Shelters Opened						
#of People Sheltered						
9. Health & Public Utilities:						
Water & Sewer Systems						
Threatened						
Damaged						
Gas, Electric & Telephone						
Threatened						
Damaged						
10. Business & Employment:						
Threatened						
Evacuated						
Damaged						
Minor						
Major						
Essential Services Disrupted Y/N						

Local Government Situation Report form

DES Form 209 Revised: January 30, 1998

Jurisdiction: _____		Date/Time Prepared: _____	
11. Roads & Bridges:		R	Totals C
Threatened			
Damaged			
Closed			
Locations			
Emergency Services Disrupted Y/N			
12. Debris Problems:			
Causing Safety or Health Hazard Y/N			
13. Water Control Facilities:			
Flood Control			
Threatened			
Damaged			
Irrigation			
Threatened			
Damaged			
Hydroelectric			
Threatened			
Damaged			
14. Agriculture:			
Structures/Facilities (#)			
Threatened			
Damaged			
Livestock (#)			
Threatened			
Damaged			
Crops (Acres)			
Threatened			
Damaged			
15. Other (Specified):			
Threatened			
Damaged			

FOLLOWING IS A CHECKLIST THAT CAN ASSIST AND SERVE AS A GENERIC SIZE UP & ORGANIZATION GUIDE FOR ANY TYPE OF INCIDENT:

- 1. Size up (or assess) the situation.**
 - What is the nature of the incident?
 - What hazards are present?
 - How large of an area is affected?
 - How can the area be isolated?
 - What location would make a good staging area?
 - What routes would be good for the flow of response personnel and equipment?

- 2. Identify Contingencies:**
 - Take into account not only the current situation but any possible developments. What could happen?
 - Nothing is as easy as it looks.
 - Everything will take longer than you think it will.
 - If anything can go wrong, it usually will.

- 3. Determine Objectives.**
 - Decide what you want to do.
 - Objectives may change as the incident progresses.
 - Objectives are measurable, used to monitor progress and establish priorities, based on size-up and contingencies.

- 4. Identify needed resources.**
 - What resources (people and equipment) are needed to accomplish the objectives?
 - Where will you get them? How long will they take to get here?
 - What other agencies need to be involved?

- 5. Build a plan and structure.**
 - Responsibilities and tasks: Who will do what?
 - The Chain of command: Who will report to whom?
 - Coordination issues: How will different groups work together, and how will they communicate?

- 6. Take Action.**
 - Incident control requires a continuous process of repeating steps 1-6.

This six step process occurs continually throughout the response, enabling responders to take appropriate actions.

EMERGENCY INCIDENT CHECKLISTS

These are most likely to be used by:

- Dispatch
- Emergency Responders
- Granite County Disaster & Emergency Services Coordinator

These Checklists will also be useful in an Emergency Operations Center
(Replacement documents available from Granite County DES)

Severe Weather

Hazmat

Generic Incident

Incident Specifics

Dam Failure/Flooding

Downed Aircraft

Structure Fire

Rural Fire

Transportation Incident

Bomb/Explosion

Medical Emergency

Response

Arrival

Criminal Activity

Evacuation

Incident Command

Communications Plan

Emergency Incident Checklists

SEVERE WEATHER CHECKLIST							
DATE:			TIME:				
NAME:				PHONE #			
LOCATION:				SPOTTER #			
WEATHER CONDITIONS							
WIND:		/	TEMP:		RH:		
BAROMETER:							
WEATHER EVENT							
TORNADO/FUNNEL CLOUD		LOCATION:		DIRECTION/SPEED OF TRAVEL:			
WIND	SPEED:		DIRECTION FROM:		DAMAGE:		
RAIN	AMOUNT:		LOCATION:		DIRECTION/SPEED OF TRAVEL:		
HAIL	SIZE:		AMOUNT:		DIRECTION/SPEED OF TRAVEL:		
SNOW		AMOUNT:		VISIBILITY:			
DIRECTION/SPEED OF TRAVEL:							
FLOODING		LOCATION:		DRAINAGE:			
LEVEL:							
REPORTS							
HAIL		HAIL SIZE ESTIMATES					
		¼	PEA	1.....	QUARTER	2.....	HEN EGG
		½.....	MARBLE	1 ¼.....	HALF DOLLAR	2 ½.....	TENNIS BALL
		¾.....	DIME	1 ½.....	PING PONG	2 ¾.....	BASEBALL
		7/8.....	NICKEL	1 ¾.....	GOLF BALL	4.....	GRAPEFRUIT
WIND		25 –31 Large branches in motion, whistling power wires					
		32 –38 Whole trees in motion					
		39 – 54 Twigs break off trees, wind impedes walking					
		55 – 72 Damage to chimneys/tv antennas, pushes over shallow rooted trees					
COMMENTS							
<hr/> <hr/>							
CONTACT							
EMERGENCY SERVICES			9-1-1				
NATIONAL WEATHER SERVICE			1-800-240-4596 Billings				
NATIONAL WEATHER SERVICE			1-406-228-4042 Glasgow				
NATIONAL WEATHER SERVICE			1-406-329-4718 Missoula				

HAZARDOUS MATERIALS INCIDENT CHECKLIST						
CALLER INFORMATION						
NAME					PHONE #	
DATE			TIME			
LOCATION						
INCIDENT INFORMATION						
LOCATION OF INCIDENT						
NEAREST POPULATION						
TIME OF RELEASE				AMOUNT OF RELEASE		
TYPE OF RELEASE	LEAK	SPILL	FIRE	DERAILMENT	EXPLOSION	
CONTAINER TYPE	DRUM	TRUCK	RAIL CAR	PIPELINE	OTHER	
PHYSICAL STATE	GAS	LIQUID	SOLID	OTHER		
MATERIAL ENTERING	SOIL	WATER	DRAINAGE	STORM DRAIN		
VAPOR CLOUDS	DIRECTION	SPEED	HEIGHT	COLOR		
TERRAIN CONDITIONS	FLAT	HILLY	DRAINAGE	OTHER		
OTHER HAZARDS IN AREA						
FACILITY	NAME:		OWNER/MANAGER:			
TRANSPORT	NAME:		ADDRESS:			
	LICENSE #:		INSURANCE CO:			
	DRIVER:					
CHEMICAL INFORMATION						
PRODUCT	NAME:				UN#:	
MANUFACTURE				ERG GUIDE #		
ROUTE OF ENTRY	INGESTION	ABSORPTION	INHALATION	CONTACT		
CHARACTERISTICS	UEL:	LEL:	SOL:	SP GR:	VP:	
HEALTH EFFECTS						
FIRE AND EXPLOSION						
REACTIVITY						
WEATHER INFORMATION						
TEMPERATURE	WIND /	HUMIDITY	BAROMETER	PRECIPITATION		
INFORMATION						
	MANIFEST/SHIPPING INVOICE/BILLING LABEL					
	MSDS					
	PLACARD/LABEL INFORMATION					
	CONTAINER IDENTIFICATION NUMBERS					
NOTIFICATION						
	DISASTER AND EMERGENCY SERVICES (DES)					
	STATE EMERGENCY RESPONSE COMMISSION (SERC) 1-406-841-3911					
	NATIONAL RESPONSE CENTER (NRC) 1-800-424-8802					
	FIRE/RESCUE					
	EMS					
	LAW ENFORCEMENT					
	PUBLIC HEALTH					
	PUBLIC WORKS					
TECHNICAL SPECIALISTS						
	CHEMTREC 1-800-424-9300					
	POISON CONTROL HOTLINE 1-800-525-5042					
	CDC 1-800-311-3435					
	CHEMICAL MANUFACTURE					
	TRANSPORT COMPANY					

Emergency Incident Checklists

INCIDENT CHECKLIST					
DATE				TIME	
INCIDENT NAME					
TYPE OF INCIDENT					
LOCATION OF INCIDENT					
INCIDENT COORDINATION					
INCIDENT COORDINATOR					
COMMAND POST LOCATION					
STAGING AREA LOCATION					
CONTROL POINT LOCATIONS					
INCIDENT PRIORITIES	LIFE SAFETY	INCIDENT STABILIZATION	PROPERTY CONSERVATION		
SIZE UP					
WHAT IS HAPPENING					
WHAT COULD HAPPEN					
WHAT WILL HAPPEN IF NOTHING IS DONE					
WEATHER INFORMATION					
TEMPERATURE	WIND /	HUMIDITY	BAROMETER	PRECIPITATION	
INCIDENT COMMUNICATIONS					
FUNCTION	DESIGNATOR	FREQUENCY			
COORDINATION					
INCIDENT COMMAND					
EMS					
FIRE					
LAW ENFORCEMENT					
PUBLIC WORKS					
STAGING					
REQUIRED RESOURCES					
EMERGENCY MEDICAL					
GROUND AMBULANCE	AIR AMBULANCE	EMTs	FIRST RESPONDERS	CORONER	
FIRE					
STRUCTURE ENGINE	WILDLAND ENGINE	TENDER	RESCUE	HAZMAT	FIREMEN
LAW					
TRAFFIC CONTROL	CROWD CONTROL	EVACUATION	SECURITY		
PUBLIC WORKS					
TRUCK	LOADER	DOZER	BLADE	BACKHOE	PERSONNEL BARRICADES
UTILITIES					
NATURAL GAS	PROPANE	ELECTRICAL POWER	TELEPHONE	WATER	SEWER
TECHNICAL SPECIALISTS					
HAZMAT	RESCUE	STRUCTURAL	ENVIRONMENTAL	PLANNING	LOGISTICS
VOLUNTEER ORGANIZATIONS					
RED CROSS	SALVATION ARMY	HUMANITARIAN SOCIETY	PET ALLIANCE		

Emergency Incident Checklists

INCIDENT SPECIFICS CHECKLIST						
DATE	TIME	INCIDENT NAME				
TYPE OF INCIDENT						
IMPACTED AREA						
IMPACTED POPULATION						
IMPACTED UTILITIES	ELECTRICAL	NATURAL GAS	TELEPHONE	WATER	SEWER	
IMPACTED WATERWAYS/RESERVOIRS						
IMPACTED TRANSPORTATION ROUTES						
NUMBER OF PEOPLE	INVOLVED	INJURED	DEAD	EVACUATED		
NUMBER OF STRUCTURES	INVOLVED	DAMAGED	DESTROYED			
NUMBER OF ANIMALS	INVOLVED	INJURED	DEAD	EVACUATED		
INCIDENT COORDINATION						
INCIDENT COORDINATOR						
COMMAND POST LOCATION						
COORDINATION FREQUENCY				COMMAND FREQUENCY		
NOTIFICATION						
AGENCY						TIME
DES/EM						
CEO's						
EMS						
FIRE						
LAW ENFORCEMENT						
PUBLIC WORKS						
FISH & GAME						
PUBLIC HEALTH						
UTILITIES						
RED CROSS						
MT DES						
MT HES						
MEDICAL FACILITIES						
CONGREGATE CARE FACILITIES						
REQUIRED RESOURCES						
EMS						
FIRE						
LAW ENFORCEMENT						
PUBLIC WORKS						
UTILITIES						
PRIVATE						
FACILITIES						
SUPPLIES						
SEARCH & RESCUE						
TECHNICAL SPECIALISTS						
VOLUNTEER ORGANIZATIONS						
WEATHER INFORMATION						
TEMPERATURE	WIND	/	HUMIDITY	BAROMETER	MOISTURE	

Emergency Incident Checklists

BOMB/EXPLOSION CHECKLIST					
DATE				TIME	
CALLER				PHONE #	
LOCATION OF BOMB/EXPLOSION					
TIME OF DETINATION					
NUMBER OF PEOPLE	INVOLVED	INJURED	DEAD		
LOCATION INFORMATION					
ADDRESS					
BUILDING	FLOOR	AREA			
CALLER LOCATION INFORMATION					
ADDRESS				PHONE #	
BACKGROUND NOISES					
CALLER INFORMATION					
VOICE		APPEARANCE			
CALM		HEIGHT			
EXCITED		WEIGHT			
ACCENTS		BUILD			
IMPEDIMENTS		EYES			
PHRASES		HAIR			
PRONUNCIATIONS		CLOTHES			
ADULT	CHILD	JEWELRY			
MALE	FEMALE	SCARS/MARKS			
OTHER		OTHER			
WEATHER INFORMATION					
TEMPERATURE	WIND /	HUMIDITY	BAROMETER	PRECIPITATION	
INCIDENT COORDINATION					
INCIDENT COORDINATOR					
COMMAND POST LOCATION					
COORDINATION FREQUENCY			COMMAND FREQUENCY		
CONTROL POINT LOCATIONS					
NOTIFICATION					
AGENCY				TIME	
LAW ENFORCEMENT					
EMS					
FIRE					
RESCUE					
MEDICAL FACILITY					
RECEPTION AND CARE FACILITY					
TRANSPORTATION					
UTILITIES					
PUBLIC HEALTH					
RED CROSS					
DES					

Emergency Incident Checklists

INCIDENT COMMAND CHECKLIST				
INCIDENT		DATE	TIME	
COMMAND POST LOCATION				
COORDINATION FREQUENCY		COMMAND FREQUENCY		
ORGANIZATION ASSIGNMENT				
INCIDENT COORDINATOR				
SAFETY OFFICER				
INFORMATION OFFICER				
LIAISON OFFICER				
AGENCY REPRESENTATIVES		OPERATIONS SECTION		
		CHIEF		
		BRANCH I		
		BRANCH DIRECTOR		
		DIVISION		
PLANNING SECTION		DIVISION		
CHIEF		BRANCH II		
RESOURCE UNIT		BRANCH DIRECTOR		
SITUATION UNIT		DIVISION		
DOCUMENTATION UNIT		DIVISION		
DEMOBILIZATION UNIT		DIVISION		
TECHNICAL SPECIALISTS		DIVISION		
		BRANCH III		
		BRANCH DIRECTOR		
		DIVISION		
		DIVISION		
LOGISTICS SECTION		DIVISION		
CHIEF		DIVISION		
SUPPORT BRANCH		DIVISION		
SUPPLY UNIT		BRANCH IV		
FACILITIES UNIT		BRANCH DIRECTOR		
GRND SUPPORT UNIT		DIVISION		
SERVICE BRANCH		DIVISION		
COMMUNICATIONS UNIT		DIVISION		
MEDICAL UNIT		DIVISION		
FOOD UNIT		DIVISION		
FINANCE SECTION		BRANCH V		
CHIEF		BRANCH DIRECTOR		
TIME UNIT		DIVISION		
PROCUREMENT UNIT		DIVISION		
COMPENSATION UNIT		DIVISION		
COST UNIT		DIVISION		
WEATHER INFORMATION				
TEMPERATURE	WIND /	HUMIDITY	BAROMETER	PRECIPITATION

BOMB THREAT CHECK LIST

**Keep This
Form Next to
Your Phone**

INSTRUCTIONS:

Be courteous, listen, and do not interrupt the caller's message. Do not hang up. Signal to someone (by a prearranged signal) to **call 911 and *General Services Division (GSD) at 444-3060**. **After caller hangs up, do not put handset back on the receiver.** Gather as much information as possible then bring this form with you when you evacuate the building.

DATE: ___ / ___ / ___ **CALL BEGAN:** _____ a.m./p.m. **CALL ENDED:** _____ a.m./p.m.

CALLER'S EXACT WORDS: _____

QUESTIONS TO ASK CALLER:

- ▶ When is the bomb going to explode? _____
- ▶ Where is the bomb now? _____
- ▶ What type of bomb is it? _____
- ▶ What does it look like? _____
- ▶ Did you place the bomb & why? _____
- ▶ What is your name and call back number? _____
- ▶ Where are you? _____

TRY TO DETERMINE THE FOLLOWING:

Caller Is: ___ Male ___ Female ___ Adult ___ Juvenile ___ Child (age/years): _____

Voice: ___ Loud ___ Soft ___ Low ___ High ___ Raspy ___ Pleasant ___ Intoxicated
 ___ Familiar Voice: _____
 ___ Other (describe): _____

Accent: ___ Local ___ Regional (describe): _____
 ___ Foreign (country/region): _____

Speech: ___ Fast ___ Slow ___ Distinct ___ Distorted ___ Stutter ___ Nasal ___ Lisp
 ___ Excellent ___ Good ___ Fair ___ Poor ___ Foul
 ___ Other (describe): _____

Manner: ___ Calm ___ Angry ___ Rational ___ Irrational ___ Coherent ___ Incoherent ___ Deliberate
 ___ Emotional ___ Righteous ___ Laughing
 ___ Other (describe): _____

Background

Noises: ___ Traffic ___ Trains ___ Planes ___ Street ___ Voices ___ Music ___ Party
 ___ Bedlam ___ Animals ___ Office Machines ___ Factory Machines ___ Quiet
 ___ Other (describe): _____

IMMEDIATELY AFTER CALL IS TERMINATED:

- ▶ **Do not put handset back on the receiver. Use another phone to call 911 & *GSD (444-3060).**
- ▶ If you have a display phone, write down what is displayed for the incoming call.
- ▶ Initiate your agency's Emergency Action Plan and Bomb Threat Guidelines.
- ▶ Your name (print): _____
 Contact Number: _____ Position/Title: _____
- ▶ Phone number where call was taken: _____
- ▶ Location where call was taken (address, building name, room number, etc.): _____

BOMB THREAT PROTOCOL

1. Notify 9-1-1....Provide the dispatcher with all available information regarding the bomb threat.
2. Refrain from using cell phones or engaging the microphone or any portable radios. The RF energy transmitted could be enough to detonate an explosive device should one be present within 1,000 feet.
3. Complete the ***Bomb Threat Questionnaire*** and provide the information to Dispatch and the Incident Commander. (Local Law Enforcement)
4. The decision to initiate a search and/or evacuation will be made by Local Law Enforcement.

Return to Normal Operations

Once any danger has passed the Incident Commander may be able to declare a return to normal status. A return to normal status must meet these three conditions:

There is no indication that an above normal level of danger exists.

Further measures such as evacuation will not be needed.

It is possible for the functions of the District/College or department to continue.

Using the telephone, cell phones, radios or runners, announce the return to normal operations.

STAFF RESPONSIBILITIES

1. Most bomb threats are received by telephone. When a staff member receives a bomb threat they should remain calm and try to get as much information as possible from the caller.
2. If a staff member discovers a suspicious package or object immediately report the package to 911. Under no circumstances should the package be touched, moved, or tampered with by anyone other than trained personnel.
3. When a staff member is first informed of a bomb threat immediately notify 911, their supervisor or department head. Provide the dispatcher with all available information regarding the bomb threat.
4. The decision to evacuate the building will be made by Local Law Enforcement. Keep all staff in the building while the bomb threat response is being completed. Move away from doors and windows.
5. Brief staff that the building has been placed on a heightened security status as a response to an apparent crisis situation.
6. Calmly and quietly review emergency evacuation procedures with staff to prepare them for possible evacuation.
7. Until the situation has been assessed, recommend that staff remain in room unless authorization is received from appropriate authority.

In the event that you are outside when this event occurs take the following actions:

- A. Move away from the danger area to a safe location.
- B. Seek shelter in the safest place available if it is unsafe to enter a building.

Volunteers Forms & Checklists

SAMPLE VOLUNTEER APPLICATION

Name _____
Address _____ City _____ State _____ Zip _____
Phone (Day) _____ (Evening) _____
Email: _____
Emergency Contact: _____ Phone _____

Past Volunteer Experience (include organization/agency, position, supervisor phone/email):

Employment (most recent and include company, position, supervisor phone/email):

Time available for volunteering (circle all that apply):

Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
Morning (9am – 12pm)		Afternoon (12pm – 4pm)			Evening (4pm – 8pm)	

Frequency of volunteer availability: (e.g. weekly, semi-weekly, monthly, etc.) _____

How would you like to help this organization? _____

Hobbies, interests, skills: [organizations may wish to include specific examples of the types of skills they are looking for here.] _____

Education/Credentials (if over 18, start with high school):

School:	Date:	Degree:	Location:
_____	_____	_____	_____
_____	_____	_____	_____

References: List three non-family members who can provide references on your ability to perform this volunteer position:

Name:	Address:	Phone/Email:
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Why do you want to volunteer with this organization? _____

SAMPLE VOLUNTEER AGREEMENT

Agency

The volunteer agreement is intended to assure an understanding between volunteer managers and volunteers of the volunteer position description and the organization's policies/procedures.

We, _____ [agency], agree to accept the services of _____ [volunteer] beginning _____ and we commit to the following:

1. To provide accurate information, training and assistance.
2. To ensure supervision and provide job assessment feedback.
3. To respect the skills and individual needs of the volunteer.

Volunteer

I, _____, agree to serve as a volunteer and commit to the following:

1. To perform volunteer duties to the best of my ability.
2. To adhere agency rules, policies and procedure, including record-keeping requirements and confidentiality of agency and client information.
3. To meet time and duty commitments, or to provide adequate notice so the alternate arrangements can be made.

Agreed to:

Volunteer: _____ Staff: _____

Date: _____ Date: _____

This document is adapted from Nancy Macduff's *Volunteer Screening: An Audio Workbook*. 1996

BACKGROUND CHECK PERMISSION FORM

I hereby allow [name of agency] to perform a check of my background, including:

- Criminal records
- Driving records
- Employment verification/volunteer history
- Credit reports
- Educational/diploma verification
- Personal references

and other persons or sources as appropriate for the volunteer jobs in which I have expressed an interest.

I understand that I do not have to agree to this background check, but refusal to do so may exclude me from consideration for some types of volunteer positions and that all such information collected during the check will be kept confidential.

I hereby also extend my permission to those individuals or organizations contacted for the purpose of this background check to give their full and honest evaluation of my suitability of the described volunteer work and such other information, as they deem appropriate.

Signed: _____ Date: _____

This document is adapted from Steve McCurley and Rick Lynch's *Volunteer Management: Mobilizing all the Resources of the Community*. 1998

UNIVERSAL VOLUNTEER REGISTRATION

Personal Information

Name: _____

Address: _____

Phone Numbers: _____

Email Address: _____

Employment Information (Title, Place of Employment): _____

Emergency Contact Information (Name, Phone Numbers): _____

Describe any restrictions on your activities (physical, medical, mental): _____

Date of last tetanus shot: _____

Are you currently charged with or have you ever been convicted of a felony? Yes No

If yes, please explain: _____

General Availability:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Do you have personal transportation? _____

Geographic Preference: _____

Are you willing/able to do manual labor? Yes No

Volunteers Forms & Checklists

Skills & Qualifications:

Fluency in Language(s) other than English: _____

Licenses/Professional Certifications: _____

Professional Background: _____

Education Background: _____

Computer Skills: _____

Prior or Current Volunteer Experience: _____

Prior Disaster Relief Experience: _____

Other Skills:

- | | |
|---|--|
| <input type="checkbox"/> Administrative/Secretarial | <input type="checkbox"/> Mental Health Counselor/Social Worker |
| <input type="checkbox"/> Accounting/Finance/Bookkeeping | <input type="checkbox"/> Management |
| <input type="checkbox"/> Civil Servant (Police, Firefighter, etc) | <input type="checkbox"/> Technical (IT professional, etc.) |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Trade: _____ |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Food Service (help prepare & serve meals) | <input type="checkbox"/> (Professional Truck/Bus Driver) |
| <input type="checkbox"/> Health Services (Doctor, Nurse, EMT) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Human Resources (interviewing, recruiting, etc.) | _____ |

Volunteers Forms & Checklists

Volunteer Agreement

1. The information provided is complete and true. If information given on this application is incomplete or untrue, I understand my assignment may be terminated.
2. I have disclosed any felony convictions. I agree to a background check, verification of the statements contained herein and additional screening procedures.
3. I understand that my own insurance will be used as coverage for illnesses and injuries and that I am ultimately responsible for any costs incurred.
4. I agree to respect the rights, property and confidentiality of emergency worker and individuals affected by disaster.
5. I agree to adhere to the rules/instructions of my job assignment(s) so as not to jeopardize relief operations or procedures.

Signature: _____ Date: _____

"Community Guidelines for Developing a Spontaneous Volunteer Plan" Illinois Terrorism Task Force.

Volunteers Forms & Checklists

BACKGROUND/REFERENCE CHECKS

Background and personal reference checks are especially important in the nonprofit and government sectors especially when vulnerable care recipients receive volunteer services. Here are some questions each organization should ask when establishing policies and procedures for background checks:

- What sort of background checks will be conducted for each position and by whom?
- Will you check fingerprints, driving records, and criminal records?

Types of Background Checks and Sources of Information:

Type	Example Positions	Sources
Criminal Records – process of determining if individual has any recorded information in their name and date of birth pertaining to criminal convictions.	Any position where volunteer will be: <ul style="list-style-type: none"> • Carrying a weapon • Driving a vehicle • Have access to drugs • Have access to master keys or other security mechanisms • Working with children or vulnerable clients 	County, State and Federal Courts http://www.volunteersselect.com http://www.ussearch.com http://www.rapsheets.com
Department of Corrections Records -- State-by-State	(See Criminal Records)	Most states have a web site where a free search can be conducted.
National Wanted Fugitive Search	(See Criminal Records)	Most states have a website with the top wanted fugitives listed.
Motor Vehicle Records - source providing information on potential volunteer's. Arrest warrants issued for failure to pay minor traffic fines, alcohol or illegal drug convictions, and multiple accidents, etc. are some of the data available.	Volunteer Driver (i.e. Senior Citizen Program, Foodbank)	State Department of Motor Vehicles http://www.volunteersselect.com http://www.ussearch.com http://www.rapsheets.com
Employment Verification – verification with companies listed under employment history on volunteer application. Some areas to address are job title, length of employment, salary, reason for termination and re-hire status.	All volunteers should be subject to this type of background check if they have an employment history or are currently employed and list this information on volunteer application. It is a reference source.	Contact companies/ organizations listed on volunteer application.
Credit Reports - provides complete credit/financial profile of applicant. Allowed under the Fair Credit Reporting Act for any permissible purpose, including volunteer screening.	Any position where volunteer will have access to money (i.e. petty cash) or valuables.	http://www.volunteersselect.com http://www.ussearch.com
Educational References & Diploma Verification	Professional volunteers (i.e. Doctors, Nurses, Social Workers, Accountants)	Contact college/universities listed.
Professional License Certification	Mental Health Volunteer, Physicians, Nurses, Lifeguards, Massage Therapists, Cosmetologists	Contact professional organizations listed.