Emergency Operations Plan

for

Jefferson County, Montana;

The City of Boulder, Montana; and

The Town of Whitehall, Montana

Prepared by:

Jefferson County
Office of Disaster and Emergency Services
and
The Jefferson County Local Emergency Planning Committee

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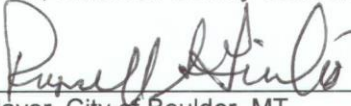Boulder, MT 59632

2019 Update

PLAN ADOPTION

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

WHEREAS, an all-hazard, interjurisdictional Emergency Operations Plan prepared pursuant to 10-3-401, MCA, is needed to coordinate the mitigation, preparedness, response, and recovery operations of all county and municipal departments and agencies; and

WHEREAS, the Jefferson County Disaster and Emergency Services Coordinator also provides those services to all towns and cities located within Jefferson County,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Commissioners, the City of Boulder City Council, the Town of Whitehall Town Council, and the Jefferson County Sheriff hereby jointly adopt this Emergency Operations Plan for Jefferson County, Montana, the City of Boulder, Montana, and the Town of Whitehall, Montana. This plan can be activated by order of the mayor of a City or Town, the chair of the County Commission, the Sheriff, or the Disaster and Emergency Services Coordinator. Departments or agencies tasked with responsibilities in this plan have the responsibility to prepare and maintain their own standard operating procedures/guidelines and commit to the training and exercises required to support this plan.

IN WITNESS WHEREOF, we have subscribed our signatures;

Leonard Wortman   07-23-19
Chair, Jefferson County Commission   Date

Russell Hinde   10/31/19
Mayor, City of Boulder, MT.   Date

M. f Hensleigh   9-9-19
Mayor, Town of Whitehall, MT.   Date

signature   7-23-19
Sheriff, Jefferson County, MT.   Date

Emergency Operations Plan Overview

Section 1: The Basic Plan
This Basic Plan is the all-hazard emergency management plan for Jefferson County and it's incorporated jurisdictions, departments, agencies, and organizations.

Section 2: Basic Plan Annexes
The Basic Plan Annexes are a part of the overall Emergency Operations Plan, but highlight more specific functional processes of the emergency management cycle. These Annexes include:

Annex A: Alert and Warning

Annex B: Direction, Control and Coordination

Annex C: Communications

Annex D: Public Information

Annex E: Evacuation

Annex F: Sheltering

Annex G: Access and Functional Needs

Annex H: Volunteer and Donation Management

Annex I: Animal Care

Annex J: Hazardous Materials

Annex K: Health and Medical Services

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Emergency Operations Plan

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1.0 Introduction

1.1 Purpose
The purpose of this Emergency Operations Plan (EOP) is to provide scalable, flexible, and adaptable guidance for mitigation, preparedness, response, and recovery operations in Jefferson County, Montana and its incorporated cities and towns to achieve the best response possible before, during and after all-hazard incidents in order to protect the life safety of all emergency responders, the public and any critical infrastructure.

The Basic Plan provides the overall framework for all-hazard emergency management while the Annexes to the EOP outline specific incident functions and the roles and responsibilities of the agencies and organizations which fulfill those functions. This EOP is a flexible document. Deviation from the contents of this plan and its annexes can, and will, occur due to the unique nature of every incident.

1.2 Scope
This plan foregoes attempting to address every hazard the jurisdictions may face or functions they may perform by implementing an all-hazard approach to emergency management. This allows for a more consistent, unified approach to incidents within each jurisdiction. This plan applies to all jurisdictional officials, departments, and agencies, however the primary audience for the document are chief elected officials, emergency management, department and agency heads and their senior staff members, leaders of volunteer organizations that support incident operations, and others who may participate in mitigation, preparedness, response, and recovery efforts. This plan does not define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular jurisdiction, department, agency, organization, or individual. Each jurisdiction, department, agency, organization, or individual should develop their own SOPs/SOGs that reflect the guidance provided by this plan.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

1.4 Plan Organization
This EOP consists of the Basic Plan, it's Annexes, and all their respective appendices and attachments:

1. **Section I: The Basic Plan** (this document) is an overview of all-hazard mitigation, preparedness, response, and recovery operations in Jefferson County, Montana and its incorporated cities and towns. The Basic Plan:
   - Summarizes the situations and assumptions addressed by the plan.
   - Outlines the general concepts and specific recommendations for all four phases of all-hazard emergency management within the jurisdictions.
   - Identifies the roles and responsibilities for the implementation of all hazard emergency management within the jurisdictions.
   - Outlines the general concepts and specific recommendations for incident direction, control and coordination.
   - Provides the general concepts and specific recommendations for incident administration, finance, and logistics.
   - Summarizes how the plan was developed, and how it will be maintained.
   - Provides the plans supporting relevant legal authorities and references.

2. **Section II: Annexes** are organized around the performance of a broad task. Each annex focuses on one of the critical emergency functions that jurisdictions may need to perform in response to an incident. Each Annex:
   - Summarizes the situation and assumptions addressed by the Annex.
   - Provides a general overview, specific recommendations, and hazard specific considerations for that function.
   - Identifies the local government departments or agencies that may have a primary responsibility for that function, based upon **Attachment 5** of this Basic Plan, *Annex Functional Responsibility Matrix*. This includes providing considerations for all four phases of emergency management for each primary department or agency identified.
   - Provides guidance for the administration, logistics, and maintenance of the Annex.

1.5 Administration
1. This plan is effective in Jefferson County upon approval of the Board of County Commissioners of Jefferson County, MT. It is effective in incorporated cities or towns in Jefferson County upon the approval of the respective city or town councils.
2. Minor changes may be made to the plan upon the review and approval of the Local Emergency Planning Committee (LEPC) Chair, the Jefferson County Sheriff, and the Chair of the Board of County Commissioners.
3. No guarantee is made or implied by this plan. Because resources may be damaged, destroyed, or overwhelmed, jurisdictions can only endeavor to make their reasonable best efforts to respond based on the situation, information, and resources available at the time of any given incident.
4. No services will be denied on the basis of race, color, national origin, religion, disability, familial status, sex, and age, and no special treatment will be extended to any person or group in an emergency, disaster or incident over and above what normally would be provided by mitigation, preparedness, response, or recovery jurisdictions, departments, agencies, or organizations. Additionally, mitigation, preparedness, response, and recovery activities will be carried out in accordance

with the Code of Federal Regulations (CFR). Federal disaster assistance is conditional on full compliance with the CFR.

2.0 Situation & Assumptions

2.1 Situation
1. **Geography/Population**
   A. Jefferson County encompasses over 1,656 square miles. It is buttressed by the Boulder Mountains to the west, and bisected by the Elkhorn Mountains in the north and the Boulder Mountains in the south. The population of Jefferson County has increased 4.3% since 2010 to include an estimated 11,891 people as of 2017 (United States Census Bureau, 2018).
   B. Privately owned land consists of 44.2% of all land in Jefferson County, while the federal government owns 52.4% of the land and the State of Montana owns 3.4% (Headwaters Economics, 2018).
      1. Federal land ownership consists of lands administered by the Lewis and Clark-Helena National Forest, Beaverhead-Deerlodge National Forest, and the Bureau of Land Management.
      2. State lands are administered by the Montana Department of Natural Resources and Conservation (DNRC).
   C. The US Census Bureau lists the following communities in Jefferson County as census-designated places: Basin, Clancy, Elkhorn, Jefferson City, Montana City, South Hills, Cardwell, and Rader Creek (United States Census Bureau, 2018).
   D. The incorporated municipalities in Jefferson County include the county seat in Boulder and the Town of Whitehall (Montana League of Cities and Towns, 2018).
   E. Boulder, Cardwell, Clancy, Jefferson City, and Whitehall are listed in the Federal Register as urban wildland interface communities at risk (Federal Register, 2018).
   F. Public schools in Jefferson County include:
      1. Elementary Schools: Cardwell, Clancy, Basin, Boulder, Montana City, and Whitehall.
      2. High Schools: Jefferson (in Boulder) and Whitehall.
   G. Jefferson County shares a border with Broadwater, Gallatin, Madison, Silver Bow, Deer Lodge, Powell, and Lewis & Clark counties.

2. **Government**
   A. Jefferson County is governed by a three-member county commission. There are three political subdivisions or districts in the county, each represented by a commissioner.
   B. The City of Boulder and Town of Whitehall are each governed by a city/town council, chaired by an elected mayor. Each council is responsible for the administration of all city/town affairs, services, and duties consistent with the respective city/town charters, ordinances, and state and federal law.

3. **Emergency Services**
   A. Law enforcement in unincorporated Jefferson County and the Town of Whitehall is provided by the Jefferson County Sheriff's Office. The City of Boulder is served by the Boulder Police Department.
      1. The Jefferson County Sheriff operates and maintains the County's 24 hour Public Safety Answering Point (PSAP) for all of Jefferson County and its incorporated cities/towns.
      2. The Montana Department of Justice provides state level law enforcement, which includes the Montana Highway Patrol.
   B. There are no paid fire departments in Jefferson County. Volunteer departments in the County include Basin, Boulder, Bull Mountain, Clancy, Elk Park, Jefferson City, Jefferson Valley, Montana City, Willow Creek, and Whitehall volunteer fire departments. All of the departments are Fire Districts, with the exception of Clancy, which is a Fire Service Area.
      1. The Jefferson County Fire Warden, a volunteer position, is appointed by the Jefferson County Commission.
      2. The Helena Interagency Dispatch Center (HIDC – the Helena Fire Desk), and the Dillon Interagency Dispatch Center (DIDC – The Dillon Fire Desk), provide dispatch services for state and federal firefighting agencies in Jefferson County jurisdictions.
   C. Emergency Medical Service providers in Jefferson County include Eagle Ambulance (a private service), Boulder Ambulance (a volunteer service), and Jefferson Valley EMS (a volunteer service).
   D. Search and Rescue services are provided by Elkhorn Search and Rescue in Clancy, and Jefferson Valley Search and Rescue in Whitehall, both of which are sponsored by the Jefferson County Sheriff's Office.
   E. The Jefferson County Disaster and Emergency Services (DES) Coordinator, with offices in Boulder, Montana City and Whitehall, is employed by the Jefferson County Sheriff and also serves as the County Public Information Officer and Chair of the Local Emergency Planning Committee (LEPC).
      1. The Jefferson County Sheriff acts as the deputy DES Coordinator.
   F. Jefferson County Public Health has offices in Boulder, Whitehall, and Clancy.
      1. There are no hospitals in Jefferson County, however Boulder and Whitehall are served by private medical clinics.
   G. The Jefferson County Sanitarian also serves as the County's Floodplain Administrator.
   H. The Jefferson County Geographic Information Systems Coordinator also serves as the County's Rural Addressing Coordinator.

4. **Local Emergency Planning Committee (LEPC)**
   A. Jefferson County holds its LEPC meetings monthly on a rotating basis in Montana City, Boulder, and Whitehall. The LEPC reviews and recommends updates to jurisdictional all-hazard plans as well as maintaining and updating Hazardous Materials information as required by State and Federal law. The

Board of Jefferson County Commissioners appoints the Chair of the Jefferson County LEPC.

5. Plans

A. Jefferson County's Office of Disaster and Emergency Services (DES) maintains and updates the following plans with the review and input of the Local Emergency Planning Committee (LEPC) the Jefferson County Rural Fire Council, and the Tri-County Fire Safe Working Group:

1. The Jefferson County/City of Boulder/Town of Whitehall Emergency Operations Plan (EOP - this document).
2. The Jefferson County/City of Boulder/Town of Whitehall Pre-Disaster Mitigation Plan (PDM).
3. The Jefferson County Training and Exercise Plan (TEP).
4. The Regional Community Wildfire Protection Plan (CWPP).

B. Jefferson County DES receives, reviews, and maintains access to public and private (non-governmental) EOP's as well as State and Federal plans relevant to the jurisdictions, to include High Hazard Dam Emergency Action Plans, industry EOPs, and departmental/agency Continuity of Operations Plans (COOPs).

C. The Jefferson County Sheriff maintains and updates the Jefferson County Evacuation response plan/packet. See **Attachments 3-7** of **Annex E**, *Evacuation*.

D. Each Fire Service Area or District in the County maintains its own Population Protection Plans (PPP) and incident Pre-Plans, in coordination with the Jefferson County Sheriff and Jefferson County DES.

E. The Jefferson County Public Health Emergency Preparedness Coordinator (PHEP Coordinator) maintains and updates the following plans with the review and input of the LEPC and Jefferson County DES:

1. Blood borne Pathogen Plan
2. ChemPack Plan
3. Ebola Response Plan
4. Emergency Medical Countermeasures Plan
5. Laboratory Specimen Transport Plan
6. Pandemic Flu Plan
7. Public Health Resource Request Protocol

F. Each jurisdiction's agencies or departments should maintain and update their own Continuity of Operations Plans (COOPs) in coordination with Jefferson County DES. **Annex O** of this EOP provides considerations, guidelines, and templates for creating and maintaining COOP Plans.

6. Hazards

A. According to Jefferson County's 2017 Pre-Disaster Mitigation Plan, the highest priority hazards the County faces are ranked as follows:

1. Wildfire
2. Hazardous Materials
3. Severe Weather and Drought
4. Flooding and Dam Failure
5. Transportation Incidents
6. Earthquake
7. Terrorism, Violence, Civil Unrest
8. Communicable Disease

B. Each Annex of this Basic Plan offers hazard specific considerations related to the above listed hazards.

2.2 Assumptions

1. National Incident Management System (NIMS) principles will be used at every incident in the jurisdiction.
2. All appropriate disaster declarations will be made in a timely manner.
3. The resources that would ordinarily be available during an incident will continue to be available during an incident.
4. The cost of resources requested are the responsibility of the responsible party or the requesting jurisdiction.
5. The impact from any particular incident is a function of the incident's location, type, magnitude, duration, and intensity.
6. Jurisdictions involved in the execution of this plan will organize, equip, and train themselves to the best of their ability in order to perform the designated roles and responsibilities contained in this plan.
7. The County's response during incidents is based on the availability of resources. The capabilities of local government in Jefferson County and the Cities of Boulder and Whitehall are limited, especially local emergency services. If the response requirements go beyond local capabilities, mutual aid, state, and/or federal assistance will be requested, but citizens of and visitors to Jefferson County must prepared to help themselves.
8. The owners of private property and/or infrastructure will take responsibility for mitigating their own private property and/or infrastructure from potential incidents.
9. This plan is based upon the concept that the functions that must be performed by many departments or agencies during an incident generally parallel some of their normal day-to-day functions. The same personnel and resources used for day-to-day activities may be employed during an incident . Because personnel and resources are limited, some routine functions that do not contribute directly to the incident may be suspended for the duration of that incident. The personnel, equipment, and supplies that would normally be required for those functions may be redirected to accomplish incident objectives.

3.0 Concept of Operations

3.1 General Overview – All Hazards

1. The paramount mission during incident response is to protect the life safety of all responders and the public. The lives of each individual, and the critical infrastructure that supports those lives, are considered our highest values at risk.
2. Response to an incident is initiated on the assumption that lives and critical infrastructure can be protected from imminent danger.
3. Implementing all phases of emergency management (mitigation, preparedness, response, and recovery) are integral to the success of this plan.
   A. Prevention is sometimes included as a fifth phase of emergency management, but this plan considers prevention as a part of the mitigation process.
4. This plan is based on an all-hazard approach to emergency management. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents or hazards. Hazard specific considerations are included in the functionally specific operational guidelines found in **Annexes A** – **Z** of this Emergency Operations Plan.
5. Chief Elected Officials generally provide strategic guidance and resource prioritization for incidents from the Emergency Operations Center (EOC), while the Incident Commander/Unified Command is responsible for specific incident tactics and control.
6. This plan may be partially or fully activated based upon the needs of an incident. The IC/UC, the DES Coordinator, impacted agencies, departments or jurisdictions, or Chief Elected Officials may activate parts or all of this plan.
7. Considerations for the access and functional needs population should be made during any incident or EOP activation. This would include involving public or private access and functional needs service providers in planning and decision making events. See also **Annex G**, *Access and Functional Needs*.
8. In the event of an *Incident of National Significance*, as defined in HSPD-5, Jefferson County jurisdictions will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of National Response Framework (NRF) coordinating structures, processes, and protocols to the best of their ability.

3.2 Specific Recommendations – All Hazards

1. **Mitigation**
   A. In order to mitigate the hazards jurisdictions may face, those hazards must first be identified. This is accomplished through the ongoing review and implementation of Jefferson County's/Boulder's/Whitehall's Pre-Disaster Mitigation Plan (PDM). Other plans with key roles in mitigating hazards include the Community Wildfire Protection Plan (CWPP), Continuity of Operations Plans (COOP), Emergency Operations Plan (EOP - this document), and Population Protection Plans (PPP). These plans should be

updated on regular schedules, and parts of each plan should be reviewed at every LEPC meeting and/or Rural Fire Council meeting.

    i. Public and private jurisdictions, agencies, organizations, and individuals are encouraged to attend Jefferson County's monthly LEPC meetings and participate in the review of these plans. With a broad cross section of representation, the input received and integrated into these plans is critical in establishing consistent, comprehensive, and effective plans.

B. Mitigation opportunities should be pursued by individuals, agencies and organizations as specified in the PDM plan, or as they become available and fall within a justifiable cost-benefit analysis.

C. After Action Reviews (AARs) from real world events or exercises may provide important information regarding mitigation opportunities. More information regarding AARs is provided in the preparedness section below.

D. The following organizations also bolster important mitigation efforts, and participation by County jurisdictions in their work should continue:

    i. The Tri-County Fire Safe Working Group
    ii. The Beaverhead-Deerlodge Working Group
    iii. The Jefferson County Rural Fire Council
    iv. The Montana County Fire Warden's Association
    v. The Jefferson River Watershed Council and Drought Committee
    vi. The Community Transition Advisory Council (CTAC) in Whitehall, and the Boulder Transition Advisory Council (BTAC) in Boulder.
    vii. The Montana Association of Disaster and Emergency Services Coordinators (MADESC).

E. Each Annex to this plan contains specific mitigation recommendations for the agencies identified as having a role in that Annex.

2. Preparedness

A. The critical components in preparing for any incident is for individuals, agencies and organizations to plan for, undergo training for and perform exercises related to potential incidents.

    i. County plans maintained and updated by Jefferson County DES which have key roles in preparedness include the Community Wildfire Protection Plan, Emergency Operations Plan (this document) and the Pre-Disaster Mitigation Plan. Jurisdictional, department, or agency Emergency Operations Plans, Emergency Action Plans, Continuity of Operations Plans and Population Protection Plans are also critical in emergency preparedness. These plans should be updated on regular schedules, and parts of each plan should be reviewed at every LEPC meeting and/or Rural Fire Council meeting.

    ii. Public and private jurisdictions, agencies, organizations, departments and individuals are encouraged to attend Jefferson County's monthly LEPC meetings and participate in the review of these County plans. With a broad cross section of representation, the input received and integrated

into these plans is critical in establishing consistent, comprehensive, and effective plans.

iii. Public and private jurisdictions, agencies, organizations, departments and individuals should create and update their own specific plans, procedures and/or guidelines to prepare for all-hazard incidents in coordination with Jefferson County DES and the LEPC. While this County level EOP develops the framework for all-hazard emergency management, the varied and diverse functions and capabilities of all of the public and private jurisdictions, agencies, organizations, departments and individuals in the County preclude including every function and capability possible in this single plan.

iv. Jefferson County DES creates and maintains a county wide Training and Exercise Plan (TEP) with the input of the Jefferson County LEPC and the Rural Fire Council. The TEP is a flexible document updated whenever training or exercise opportunities exist. Jurisdictional agencies and public and private individuals and organizations perform their own training and exercises, and are encouraged to submit future opportunities for training and exercises to Jefferson County DES for distribution among other response agencies.

v. Jefferson County DES should present the TEP and any other training opportunities at each LEPC and Rural Fire Council meeting.

vi. Jefferson County DES, jurisdictional agencies, and public and private individuals and organizations should include the relevant parts of this Basic Plan or its Annexes in each scheduled training/exercise to test the plans functionality. Should gaps in plan functionality be identified in these training or exercise events, suggested updates to the plan should be forwarded to Jefferson County DES for plan amendment.

B. After-Action Reviews (AARs) can be an important part of preparedness, as exercises and real world incidents may provide important lessons for future events. Jurisdictions, agencies and organizations are encouraged to perform AARs with the involvement of all agencies who participated in an exercise or incident. Jurisdictions, agencies, and organizations who did not participate in an exercise or incident may also benefit from an AAR, therefore it is recommended that invitations to such reviews be extended to those who may not have participated in the actual exercise or incident.

i. Jefferson County DES should submit written AARs for exercises it sponsors to Montana DES.

C. Each Annex to this plan contains specific preparedness recommendations for the agencies identified as having a role in that Annex.

3. Response

A. The first step in response in Jefferson County is the alert and warning process (see also **Annex A**). Individuals will generally report potential incidents to Jefferson County's Public Safety Answering Point (PSAP). The jurisdiction in which the incident occurs (the jurisdiction of origination) will be alerted to the need to respond by the PSAP, and resources will be dispatched according to that jurisdiction's run card (standardized dispatch instructions

provided by the jurisdiction of origination to the PSAP), according to the SOP/SOGs of the PSAP, or as directed by the Jefferson County Sheriff.

  i. Should the jurisdiction of origination be unable to respond, the next closest jurisdiction may be alerted depending upon the nature of the incident, and as instructed by the jurisdiction of origination and/or the Jefferson County Sheriff.

B. Utilizing the ICS structure for chain of command and incident management, NIMS principals, and their own jurisdiction's SOPs/SOGs, the first arriving jurisdictional responder should establish incident command (IC) or unified command (UC) to manage the incident (see also **Section 5.0** below and **Annex B** of this plan). When more than one agency or jurisdiction is responding to an incident, UC should be utilized. IC/UC should be maintained until the conclusion of the incident (as determined by the IC/UC), to include recovery operations, unless command is transferred to a new IC/UC or the IC/UC is relieved by a more qualified individual.

  i. The IC/UC is responsible for all ICS positions unless otherwise delegated.

  ii. The IC/UC should use all available local resources to attempt to resolve the incident, including mutual aid as necessary. If local resources and mutual aid are insufficient, the IC/UC may contact the PSAP, the Jefferson County Sheriff, the Jefferson County Fire Warden, Jefferson County DES, or other support agencies for assistance in locating additional resources, as applicable.

  iii. Communication is critical during an incident to assure public and responder safety and to provide all response agencies or potentially responding agencies with a common operating picture (see also **Annex C**). As important as communication is between the IC/UC and incident personnel, it is also critical between the IC/UC and the PSAP and/or DES and the EOC (if activated) to ensure the resources necessary to respond to an incident are available when needed and deployed in a safe, accurate, and coordinated fashion.

  iv. Timely and accurate public information releases are critical during an incident. Public information should originate with the on scene IC/UC, or their designated Public Information Officer (PIO). The Jefferson County Emergency Operations Center (EOC) or, if activated, the Joint Information Center, may assist with public information dissemination upon request (see also **Annex D**).

  v. During expanding or complex incidents, the IC/UC should expand the ICS command structure as soon as possible, and plan for multiple operational periods. Such incidents will likely also necessitate the activation of the EOC.

  vi. **Annexes E – Z** address further specific functions the IC/UC may be required to utilize to manage an incident.

  vii. Jurisdictions, departments, agencies, organizations or individuals not dispatched to an incident should not self-dispatch. If additional resources

are required, the IC/UC, or their designated representative, should request those resources through the PSAP or the EOC, if activated.

    viii. Offers to self-dispatch should be avoided, as such actions can compromise critical incident communication.

    ix. Resources should remain on scene only as long as necessary, as determined by the IC/UC.

C. Each Annex to this plan contains specific response recommendations for the agencies identified as having a role in that Annex.

4. Recovery

A. Recovery operations may require very different resources than those employed during an active incident. Recovery is, however, still a responsibility of the incident IC/UC. The response IC/UC of any incident remains in command of incident recovery operations until the incident is terminated (as determined by the IC/UC) or command is transferred to another IC/UC. **Annex N** of this EOP includes considerations and guidelines for recovery operations.

B. Implementing Continuity of Operations Plans (COOPs) is a key role in the recovery process. **Annex O** of this EOP includes considerations, guidelines, and templates for creating and maintaining COOP Plans. Each jurisdiction, department, agency, or organization is responsible for the creation and implementation of their own COOPs, in coordination with Jefferson County DES.

C. A critical part of recovery operations is planning for and implementing the AAR. These reviews can highlight opportunities to improve mitigation, preparedness, response, or recovery operations. AARs should take place relatively quickly after an incident. Jefferson County DES should support the organization of these reviews upon request.

D. Each Annex to this plan contains specific recovery recommendations for the agencies identified as having a role in that Annex.

4.0 Organization & Assignment of Responsibilities

4.1 Organization

Emergency management roles and responsibilities within the jurisdictions covered by this plan are organized into three levels: local, state, and federal. Each of these levels play a critical role in all-hazard emergency management. The roles and responsibilities listed below are not intended to be all encompassing, they are designed to provide a broad outline of the major roles and responsibilities of jurisdictions, departments, agencies, organizations, or individuals at each of those levels.

The Annexes to this plan, in addition to the SOPs/SOGs of the jurisdictions, departments, agencies, organizations, or individuals listed, will contain more specific roles and responsibilities as they relate to emergency management functions. Finally, it should be reiterated that local, state, and federal responders may be overwhelmed

during some incidents, therefore individuals, families, businesses, and organizations have to take responsibility for themselves and those around them in the mitigation, preparedness, response, and recovery process.

4.2 Roles and Responsibilities
  1. **Local Roles and Responsibilities**

All incidents begin and end at the local level. The following local departments, agencies, and organizations play a key role in mitigating, preparing for, responding to, and recovering from all-hazard incidents. The roles and responsibilities listed are intended to be broad guidelines. Each department, agency, and organization listed should develop their own specific procedures and guidelines for responding to an all-hazard incident. See **Attachments 5 and 6** of this Basic Plan for Hazard and Annex specific responsibility matrixes.

  A. Attorney's Office (City, Town, or County)
  - Develop and train to SOPs/SOGs, COOPs, and EOPs.
  - Participate in local exercises and the LEPC.
  - Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
  - Provide legal services to the jurisdiction as available upon request.
  - Coordinate with Jefferson County DES as necessary.
  - Send a representative with decision making authority to the EOC upon request.
  - Participate in incident/exercise AARs

  B. City/Town Councils
  - Ensure the public safety, health, and welfare of the people of the jurisdiction.
  - Develop and train to SOPs/SOGs, COOPs, and EOPs.
  - Participate in local exercises and the LEPC.
  - Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
  - Direct city/town resources to support incident needs as requested/available.
  - Provide strategic direction and resource allocation decisions for incidents within the jurisdiction as needed.
  - Coordinate with Jefferson County DES as necessary.
  - Participate in EOC operations, public meetings, and incident support as requested.
  - Consider emergency 2 mill levies in a timely manner to support incident operations.
  - Consider Disaster/Emergency declarations in a timely manner to support incident operations.
  - Participate in incident/exercise AARs

C. City/Town Police Departments
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Develop, train to, and maintain evacuation plans and procedures, in coordination with fire department having jurisdiction and Jefferson County DES.
- Participate in local exercises and the LEPC.
- Respond to alerts provided by the City/Town Council, the PSAP, Jefferson County DES, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide law enforcement services, including evacuation services upon the request of the Principal Executive Officer.
- Coordinate with Jefferson County DES as necessary.
- Participate in incident/exercise AARs.

D. Clerk and Recorder's Offices
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Coordinate with response agencies as necessary.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide clerk and recorder services as available upon request within the scope of practice.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

E. Community Organizations Active in Disasters (Elkhorn COAD)
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Respond to alerts provided by the Jefferson County Commission, the PSAP, the Jefferson County Sheriff, Jefferson County DES, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide sheltering, feeding, volunteer/donation management, and other disaster assistance as available upon request.

- Coordinate with the IC/UC and Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

F. County Commissioners
   - Ensure the public safety, health, and welfare of the people of the jurisdiction.
   - Establish and financially support the jurisdiction's emergency management program.
   - Develop and train to SOPs/SOGs, COOPs, and EOPs.
   - Participate in local exercises and the LEPC.
   - Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
   - Direct county resources to support incident needs as requested/available.
   - Provide strategic direction and resource allocation decisions for incidents within the jurisdiction as needed.
   - Participate in EOC operations, public meetings, and incident support as requested.
   - Consider emergency 2 mill levies in a timely manner to support incident operations.
   - Consider Disaster/Emergency declarations in a timely manner to support incident operations.
   - Coordinate with Jefferson County DES as necessary.
   - Participate in incident/exercise AARs

G. County Commission Chair (Principal Executive Officer)
   - Develop and train to SOPs/SOGs, COOPs, and EOPs.
   - Participate in local exercises and the LEPC.
   - Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
   - Issue local disaster or emergency declarations.
   - Order evacuations, or delegate evacuation authority to the IC/UC as necessary.
   - Delegate authority to Incident Management Teams as necessary.
   - Coordinate with Jefferson County DES as necessary.
   - Send a representative with decision making authority to the EOC upon request.
   - Participate in incident/exercise AARs

H. Disaster and Emergency Services (DES)
   - Develop and maintain the jurisdictions emergency management program.

- Develop and maintain the jurisdictions mitigation, preparedness, response and recovery plans.
- Develop and maintain the jurisdictions primary and alternate EOC.
- Serve as the Jefferson County PIO.
- Serve as the Chair of the County LEPC.
- Maintain Hazardous Materials records and notifications as required by state and federal law.
- Maintain and activate Jefferson County's Emergency Broadcast System (low power FM radio stations) as necessary.
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises.
- Monitor and respond to alerts provided by the PSAP as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Coordinate mitigation, preparedness, response and recovery operations with response jurisdictions, departments, agencies, organizations, and/or individuals as available upon request.
- Advise and assist Chief Elected Officials/Principal Executive Officers upon request.
- Activate and manage the EOC and/or JIC as necessary/upon request.
- Coordinate with Montana DES and the Federal Emergency Management Agency (FEMA) as necessary/upon request.
- Participate in incident/exercise AARs

I.   Emergency Medical Services (EMS)
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Monitor and respond to alerts provided by the PSAP as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide response services and transport as available upon request within the scope of practice.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

J.   Extension Service
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.

- Respond to alerts provided by the Jefferson County Commission, the PSAP, the Jefferson County Sheriff, Jefferson County DES, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide response services as available upon request within the scope of practice.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

K. <u>Fire Departments</u>
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Monitor and respond to alerts provided by the PSAP as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide response services, including Hazardous Materials incident management, as available upon request within the scope of practice.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

L. <u>Fire Warden</u>
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Monitor and respond to alerts provided by the PSAP as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide response services as available upon request within the scope of practice.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

M. <u>Flood Plain Administrators</u>

- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Respond to alerts provided by the PSAP, the Jefferson County Sheriff, Jefferson County DES, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide flood plain administrator services as available upon request within the scope of practice.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

N. Geographic Information Services (GIS) Departments
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Respond to alerts provided by the Jefferson County Commission, the PSAP, the Jefferson County Sheriff, Jefferson County DES, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide GIS services as available upon request.
- Coordinate with Jefferson County DES as necessary.
- Participate in incident/exercise AARs

O. Human Resources
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Respond to alerts provided by the Jefferson County Commission, the PSAP, the Jefferson County Sheriff, Jefferson County DES, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide human resources services as available upon request.
- Coordinate with Jefferson County DES as necessary.
- Participate in incident/exercise AARs

P. Information Technology (IT) Departments
- Develop and train to SOPs/SOGs, COOPs, and EOPs.

- Participate in local exercises and the LEPC.
- Respond to alerts provided by the Jefferson County Commission, the PSAP, the Jefferson County Sheriff, Jefferson County DES, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide IT services as available upon request.
- Coordinate with Jefferson County DES as necessary.
- Participate in incident/exercise AARs

Q. Maintenance Departments/Shop
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Respond to alerts provided by the Jefferson County Commission, the PSAP, the Jefferson County Sheriff, Jefferson County DES, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide maintenance services as available upon request.
- Coordinate with Jefferson County DES as necessary.
- Participate in incident/exercise AARs

R. Mayors (Principal Executive Officer)
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Issue local disaster or emergency declarations.
- Order evacuations, or delegate evacuation authority to the IC/UC as necessary.
- Delegate authority to Incident Management Teams as necessary.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

S. Planning Departments
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.

- Respond to alerts provided by the Jefferson County Commission, the PSAP, the Jefferson County Sheriff, Jefferson County DES, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide planning services as available upon request.
- Coordinate with Jefferson County DES as necessary.
- Participate in incident/exercise AARs

T. <u>Public Health Department</u>
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Respond to alerts provided by the PSAP, the Jefferson County Sheriff, Jefferson County DES, the Jefferson County Sanitarian, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide public health services as available upon request within the scope of practice under the direction of the Local Health Officer/Local Board of Health.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs.

U. <u>Public Health Officer (Local Health Officer)</u>
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Respond to alerts provided by the PSAP, the Jefferson County Sheriff, Jefferson County DES, the Jefferson County Sanitarian, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide public health services as available upon request within the scope of practice under the direction of the Local Board of Health and the duties established under 50-2-118, MCA.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs.

V. Public Safety Answering Point (PSAP-911 Center)
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Operate 24 hours a day, 7 days a week, 365 days a year.
- Receive incoming calls for service.
- Alert jurisdictions, departments, agencies, organizations, or individuals of a need to respond to an incident according to run cards, SOPs/SOGs, or at the direction of the jurisdiction of origination and/or the Jefferson County Sheriff.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Coordinate with Jefferson County DES as necessary.
- Monitor and manage all emergency response radio communications that run through the PSAP.
- Participate in incident/exercise AARs.

W. Public Works/Road Departments
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Respond to alerts provided by the PSAP, the Jefferson County Sheriff, Jefferson County DES, the Jefferson County Sanitarian, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide public works services as available upon request within the scope of practice.
- Coordinate with private contractors and the Montana Department of Transportation as necessary.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

X. Sanitarian
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Respond to alerts provided by the PSAP, the Jefferson County Sheriff, Jefferson County DES, Jefferson County Public Health, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public

information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide sanitarian services as available upon request within the scope of practice.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

Y. <u>Search and Rescue Departments</u>
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Monitor and respond to alerts provided by the PSAP as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide response services as available upon request within the scope of practice.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

Z. <u>Sheriff's Department/Coroner</u>
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Develop, train to, and maintain evacuation plans and procedures, in coordination with fire department having jurisdiction and Jefferson County DES.
- Participate in local exercises and the LEPC.
- Respond to alerts provided by the Jefferson County Commission, the PSAP, Jefferson County DES, or other agencies as available.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide law enforcement services, including evacuation services upon the request of the Principal Executive Officer.
- Coordinate with Jefferson County DES as necessary.
- Participate in incident/exercise AARs.

AA. <u>Solid Waste Departments</u>
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Monitor and respond to alerts provided by the PSAP as available.

- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide services as available upon request within the scope of practice.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

BB.   Superintendents of Schools
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Coordinate with response agencies as necessary.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide school facilities/services as available upon request within the scope of practice.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

CC.   Treasurer, Finance, and/or Accounting Departments
- Develop and train to SOPs/SOGs, COOPs, and EOPs.
- Participate in local exercises and the LEPC.
- Coordinate with response agencies as necessary.
- Follow the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provide treasurer/finance/accounting services as available upon request within the scope of practice.
- Coordinate with Jefferson County DES as necessary.
- Send a representative with decision making authority to the EOC upon request.
- Participate in incident/exercise AARs

2. State Roles and Responsibilities
The State of Montana plays a key role in supporting the local efforts of mitigation, preparedness, response and recovery emergency management activities. When local resources cannot fulfill the needs of an incident as evidenced by a local declaration of disaster or emergency, the State should help

local jurisdictions to save lives, prevent injuries, and protect property and the environment. Under Federal Law, States are also responsible for requesting Federal emergency assistance for communities within their jurisdiction. The roles and responsibilities listed are broad guidelines. Each department, agency, and organization listed have their own specific procedures and guidelines for responding to an all-hazard incident.

A. <u>Governor</u>
  - Issues State disaster/emergency declarations, orders evacuations, or controls access.
  - Approves the use of the Montana National Guard.
  - Assumes the role as commander-in-chief during emergencies.
  - Proclaims martial rules when State militia is employed in aid of civilian authority.
  - Requests Presidential disaster declarations through Montana DES.
  - Approves FEMA declarations for wildfires through the Montana Department of Natural Resources and Conservation (DNRC).

B. <u>Montana Department of Agriculture</u>
  - Manages and coordinates the State mitigation, preparedness, response, and recovery activities for agricultural, plant, and insect incidents.
  - Provides resources as available upon request in the event of an incident.

C. <u>Montana Disaster and Emergency Services (MTDES)</u>
  - Provides a 24-hour duty officer as a resource for local jurisdictions in the event incident support is needed.
  - Provides a representative to local jurisdictions upon request/as available during an incident to assist with incident coordination.
  - Activates and manages the State Emergency Coordination Center (SECC) as necessary.
  - Coordinates State and Federal resources.
  - Administers emergency management related grant programs.

D. <u>Montana Department of Environmental Quality (DEQ)</u>
  - Manages and coordinates the State mitigation, preparedness, response, and recovery activities for environment related incidents, including Hazardous Materials incidents.
  - Provides resources as available upon request in the event of an incident.

E. <u>Montana Department of Livestock</u>
  - Manages and coordinates the State mitigation, preparedness, response, and recovery activities for animal health related incidents.
  - Provides resources as available upon request in the event of an incident.

F. <u>Montana Department of Public Health and Human Services (DPHHS)</u>

- Manages and coordinates the State mitigation, preparedness, response, and recovery activities for public health related incidents.
- Provides resources as available upon request in the event of an incident.

G. Montana Department of Transportation (MDT)
- Manages and coordinates the State mitigation, preparedness, response, and recovery activities for transportation related incidents.
- Provides resources as available upon request in the event of an incident, including traffic control and access control resources.

H. Montana Highway Patrol (MHP)
- Provides traffic control and access control on State highways.
- Responds to alerts provided by the Jefferson County Commission, the PSAP, Jefferson County DES, or other agencies as available.
- Follows the ICS structure and NIMS principals on every incident, including participating in Unified Command as necessary and coordinating public information releases with the incident IC/UC, PIO, EOC and/or Joint Information Center (JIC) if activated.
- Provides State law enforcement services, including evacuation services upon the request of the Principal Executive Officer.
- Provides resources as available upon request in the event of an incident, including traffic control, access control, and air resources.
- Coordinates with Jefferson County DES as necessary.
- Participates in incident/exercise AARs

I. Montana National Guard (MTNG)
- At the request of the Governor, the Guard may:
  o Deploy the Civil Support Team (CST) to assist with Hazardous Materials or terrorist Weapons of Mass Destruction (WMD) incidents.
  o Transport emergency supplies and provide logistical support as authorized by law.
  o Assist local law enforcement with access control and security of evacuated areas.
  o Provide other support and/or resources as requested within its capabilities and as authorized by law.

3. **Federal Roles and Responsibilities**
When an incident occurs that exceeds or is anticipated to exceed local or State resources, the Federal government is responsible for providing disaster assistance to State, local and tribal jurisdictions. The President leads the Federal Government response effort to ensure that the necessary coordinating structures, leadership, and resources are applied efficiently to large-scale and catastrophic incidents.

Assistance can be in the form of a Presidential declaration and/or through the Stafford Act, or often Federal assistance can provided without U.S. Department

of Homeland Security (DHS) coordination through individual agencies. When overall coordination of Federal response activities is required, it is implemented through the Secretary of Homeland Security consistent with Homeland Security Presidential Directive (HSPD) 5. The Federal Emergency Management Agency (FEMA), an agency of the Department of Homeland Security (DHS), is responsible for coordination of Federal resources utilized in the prevention of, preparation for, response to, or recovery from major disasters, emergencies, or domestic terrorist attacks. Nothing in the National Response Framework (NRF) is to alter or impede the ability of State and local departments and agencies to carry out their specific authorities or perform their responsibilities under all applicable State laws, Executive orders, or local elected authorities directives.

The Governor of Montana requests Presidential declarations through Montana DES. Local elected officials can request Federal assistance and Presidential declarations through their District DES Representative or directly with Montana DES, which coordinates and prepares the request on behalf of the Governor.

Federal assistance for incidents that do not require U.S. Department of Homeland Security (DHS) coordination may be led by other Federal departments and agencies consistent with their authorities. For example:

- The U.S. Forest Service (USFS) and/or the Bureau of Land Management (BLM) may provide wildland fire assistance to State and local jurisdictions through existing cooperative agreements.
- The U.S. Environmental Protection Administration (EPA) may provide on-scene coordination, resources, and support for transportation and fixed facility Hazardous Materials incidents.
- The U.S. Coast Guard may provide on-scene coordination, resources, and support for transportation and fixed facility Hazardous Materials incidents near waterways through the National Response Center.

5.0 Direction, Control & Coordination

5.1 General Overview
1. Chief Elected Officials provide strategic direction and resource prioritization for incidents within their jurisdiction.
2. Response agencies provide tactical control for incidents within their jurisdiction utilizing National Incident Management System (NIMS) principals, including the implementation of the Incident Command System (ICS) on every incident.
3. The Emergency Operations Center (EOC) provides incident support and coordination, if activated.
4. **Annex B** of this plan further details this plan's Direction, Control, and Coordination procedures.

5.2 Specific Recommendations

1. Direction - Incident Response Priorities

   Unless otherwise specified by Chief Elected Officials, resource prioritization should consider the following hierarchy of incident response priorities:

   A. *Life Safety* – Resources should be assigned first to incidents that could affect the health and/or safety of the population and/or emergency responders.

   B. *Critical Facilities* - Resources should then, if available, be assigned to protect facilities such as sheriff's offices and PSAPs, radio communications towers, fire stations, EMS facilities, medical facilities, the county courthouse, and other structures that, if affected by the hazard would seriously and adversely affect the community's ability to respond.

   C. *Critical Infrastructure* – Resources should then, if available, be assigned to protect facilities such as roadways, primary electrical service locations, heating fuel facilities, phone, water, sewer, transportation facilities and/or other components of infrastructure that, if damaged, would seriously and adversely affect life safety or response capability.

2. Control - Incident Command System (ICS)

   The ICS structure should be used to manage every incident in Jefferson County. ICS is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. The ICS system provides a standardized means to command, control, and coordinate the use of resources and personnel at the scene of an incident. Concepts and principles for ICS include: common terminology, modular organization, integrated communications, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management. ICS uses a top-down direction and control structure that includes five functions: *Incident Command*, *Operations*, *Planning*, *Logistics*, and *Finance/Administration*.

   A. *Incident Command:* The function of the Incident Commander (IC) is to provide overall management at the incident site, including public safety and public information actions. The IC directs, controls, and orders resources, including people and equipment. When the Emergency Operations Center (EOC) is activated, the IC coordinates activities with the EOC. The IC will develop a management structure based on the needs of the incident as articulated in the Incident Action Plan (IAP). A small, simple incident will have a small management structure. As incidents grow in size and complexity, the management structure grows accordingly. Any ICS function not delegated by the IC is the responsibility of the IC.
      i. *Command Staff*
         1. *Safety Officer:* Responsible for assessing the hazards response personnel may be exposed to and developing measures to ensure personnel safety.

2. *Public Information Officer (PIO):* Responsible for developing accurate and complete information applicable to the incident, and serves as the point of contact for the media and other governmental agencies which desire information directly from the incident scene.
3. *Liaison Officer:* Responsible for serving as a point of contact with jurisdictions, agencies, or organizations that are involved the incident, but are not part of the command structure located at the incident scene.

ii. *Unified Command:* The Unified Command (UC) concept is an organizational adaptation of the Incident Command System (ICS) in which command of the incident is a collaborative effort involving all departments and agencies responsible for key aspects of the response efforts. This can be between levels of government such as local, State and Federal, or among functional agencies such as law enforcement and firefighting. Without abdicating individual department or agency responsibility, authority, or accountability, the Unified Command team works together to:
1. Determine roles and responsibilities for an incident;
2. Determine their overall objectives for management of an incident;
3. Select a strategy to achieve agreed upon objectives; and
4. Deploy resources to achieve agreed upon objectives.

iii. *Incident Command Post:* An Incident Command Post (ICP) represents the on-scene direction and control location for an Incident Commander using the Incident Command System. The Incident Commander (IC) should establish an Incident Command Post (ICP) as soon as possible and ensure that the location of the ICP and identity of the IC is disseminated to all responders. The ICP may be located in a designated building or facility as close to the scene of the incident as safety permits. On small incidents, the ICP may be the Incident Commander's vehicle. During a county-wide or multijurisdictional event, the ICP may be located in the Emergency Operations Center (EOC).

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

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

when the incident will require changes in shifts of personnel and/or equipment or on any Hazardous Materials incident.

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

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

F. While a brief summary of ICS is outlined above, all agencies, departments, organizations, and individuals, public and private, are strongly encouraged to take FEMA's ICS 100 and 200 classes, available for free online, to more fully understand ICS.

G. During complex, multiple, or multijurisdictional incidents, the EOC may be activated to coordinate incident direction, resource acquisition, and resource prioritization.

3. Coordination - Emergency Operations Center (EOC)
The purpose of an EOC is to provide a central location from which governments and agencies involved in an incident provide strategic level direction and coordination for preparedness, planning, response, and recovery activities while facilitating and prioritizing resource requests from incidents within the jurisdiction. The EOC structure in Jefferson County will generally reflect the NIMS Incident Support Model organization method and includes five functions: *EOC Manager*, *Situation*, *Planning*, *Logistics*, and *Support*. **Annex Z** of this plan provides more information regarding the specific operation of the EOC in Jefferson County.

6.0 Administration, Finance & Logistics

6.1 General Overview
This section covers general financial and administrative guidelines and the availability of services and support for all types of incidents, as well as general policies for managing resources. Documentation is essential to successful emergency response and recovery operations, and is the responsibility of every individual on the incident. Authorized cost recovery is based upon proper documentation and accountability throughout the incident.

6.2 Specific Recommendations
1. *Local administrative policies and procedures*:

During a disaster/emergency, the governing body has authority to suspend regular administrative policies and procedures, subject to State statutes. Work hours, assignments and locations may be modified as needed for emergency operations.

2. *Financial Management*:
Funding for emergencies or disasters are not normally included in the annual operating budgets of local government agencies. Nevertheless, disasters happen that require substantial and necessary unanticipated obligations and expenditures.

Local agencies should work closely within their respective budgets and with their elected officials before incurring significant unbudgeted expenses. All disaster-related obligations and expenditures must be incurred in accordance with the provisions of applicable county/city and State fiscal policies and statutes.

In order to separate and identify disaster-related obligations and expenditures, appropriate records and tracking measures should be instituted by all participating agencies and organizations. Some costs may be reimbursable by either the State or Federal Government, depending upon those agency's respective restrictions and documentation procedures. An expenditure not authorized or approved in writing by the appropriate fiscal authority is unlikely to be reimbursed.

3. *Emergency Procurement*
If a disaster/emergency occurs during regular business hours and the courthouse or city hall is not affected, emergency response agencies should immediately contact their respective Financial Officer by phone, online, or in person to coordinate any needed procurement.

Jefferson County provides for emergency procurement in its purchasing policy by referencing state law:
1. Exemptions from Competitive Bidding Requirements:
State law provides for exemptions from the competitive bidding requirements of 7-5-2301, MCA, for "purchases that, in the opinion of the governing body, are made necessary by fire, flood, explosion, storm, earthquake, or other elements, epidemic, or riot or insurrection; for immediate preservation of order or public health; for the restoration of a condition of usefulness that has been destroyed by accident, wear, tear, or mischief; of for relief of a stricken community overtaken by calamity."

4. *Documentation*
Documentation is the process of collecting, recording, and safeguarding information relevant to the incident. Documentation should take place throughout the emergency management cycle and is critical for financial reimbursement, potential legal proceedings, and after action reviews. FEMA's pre-established

ICS forms provide an established method of documenting incidents. Each agency and department involved in the mitigation, preparedness, response, and recovery process is responsible for creating, maintaining, and preserving their own documentation.

1. The Jefferson County Clerk and Recorder is responsible for maintaining and preserving certain public documentation as required by law.
2. FEMA Expenditure Tracking Forms will be required if Federal reimbursement is made available. They are included in the attachments to **Annex Z** of this plan. Those forms include:
   - Labor, Equipment & Materials Combination Form
   - Modified Force Account Equipment Form
   - Modified Force Account Labor Form
   - Modified Material Form
3. Thorough documentation is necessary to potentially recoup any costs incurred during an incident from the responsible party.

5. *Legal Liability and Responsibility*
   During a disaster/emergency situation, local government officials and employees are subject to all normal legal requirements of state and local law, and may be subject to criminal or civil legal action for personal injuries or death or damages resulting from their acts or omissions, including willful misconduct, gross negligence, malice, bad faith, or criminal activity. In addition, all local personnel policies and procedures apply during an emergency until suspended by the respective governing body or elected official. An emergency does not justify improper or illegal conduct. Public officials and employees may request legal assistance from the County/City Attorney's Office if they have any questions before, during, or after an incident.

6. *Inappropriate Behavior*
   It is extremely important that inappropriate behavior be recognized and dealt with promptly. Inappropriate behavior is all forms of harassment, including sexual and racial harassment, and shall not be tolerated.
   Non-prescription, unlawful drugs and alcohol are not permitted at an incident. Possession or use of these substances will result is disciplinary action or criminal prosecution if appropriate.

7. *Logistics*
   The IC/UC, or their designated Logistics Section, is responsible for providing logistical support for the incident they are managing. If that logistical support has exhausted all available local resources, including mutual aid, the IC/UC or Logistics Section Chief may contact the Jefferson County Office of Disaster and Emergency Services, the Jefferson County Sheriff, or Chief Elected Officials to attempt to procure unobtainable resources on their behalf. The cost of mobilizing additional resources remains the responsibility of the requesting jurisdiction.

7.0 Plan Development & Maintenance

7.1 Plan Development

1. This plan update represents a complete revision of the 2011 version of the plan. It was re-written by the Jefferson County Disaster and Emergency Services Coordinator. The Basic Plan and each Annex was thoroughly reviewed and revised, including structural changes and updates. Changes to the plan include:
   - The implementation of an All-Hazard approach to emergency management.
   - The removal of Hazard Specific Annexes.
   - The expansion and re-naming the Functional Annexes, now simply referred to as Annexes.

2. The content of the Basic Plan and each Annex was reviewed at Jefferson County's Local Emergency Planning Committee meetings. Shareholder input was also incorporated from the following jurisdictions, departments, and agencies:
   - City of Boulder
   - City of Boulder Police Department
   - City of Whitehall
   - Jefferson County Commissioners
   - Jefferson County Sheriff
   - Jefferson County Departments and Agencies
   - Jefferson County Rural Fire Council
   - Elkhorn and Jefferson Valley Search and Rescue
   - Boulder and Jefferson Valley EMS and Eagle Ambulance Service
   - The Tri-County Fire Safe Working Group
   - The Jefferson River Watershed Council and Drought Committee
   - Members of the Tri-County COAD
   - Butte/Silver Bow County DES
   - Broadwater County DES
   - Gallatin County DES
   - Lewis and Clark County DES
   - Madison County DES
   - Montana DES
   - Montana DNRC
   - Montana DPHHS
   - The US Forest Service
   - The US Bureau of Land Management
   - The US Natural Resources Conservation Service

3. The plan is distributed to the departments, agencies, organizations and individuals listed in **Attachment 3**, *Record of Distribution*.

7.2. **Plan Maintenance**

1. The Jefferson County Disaster and Emergency Services Coordinator is responsible for plan maintenance and updates. Parts of the plan should be reviewed at the monthly Local Emergency Planning Committee meetings, with a review of the entire plan completed at least every five years.

2. Reviews and updates to individual parts of the plan may be approved by the record of changes signatories, which include:
   - The LEPC Chair
   - The Jefferson County Sheriff
   - The Chair of the Jefferson County Commission
     - Minor changes to Annex attachments such as contact names and numbers, forms, equipment lists, etc., do not require record of changes approval.

3. Plan updates should occur when corrective actions are identified through:
   - Changes in situations, assumptions, operations, and/or roles and responsibilities;
   - Changes in how direction, control, coordination, finance and/or logistics are implemented;
   - Changes in the status of resources referenced in the plan;
   - Lessons learned from after action reviews;
   - Lessons learned from training or exercises;
   - Jurisdictional changes;
   - Changes in requirements or law;
   - Recommendations from jurisdictions, departments, organizations or individuals if approved by record of changes signatories.

4. Reviews and Updates, if approved by the record of changes signatories, should be recorded in the plan's Record of Changes (see **Attachment 4**) and electronic versions of the changes should be distributed to those listed in the Record of Distribution (see **Attachment 3**).

5. All updates and changes should be submitted to Montana DES.

8.0 Authorities and References

8.1 Authorities

1. **Local Authority**

A. Constitutional Authority of Local Government
   - Article XI, Section 1, *Constitution of the State of Montana*, local government unit defined.
   - Article XI, Section 4, *Constitution of the State of Montana*, provides for expressed and implied general powers of a local government unit without self-government powers – powers of local government shall be liberally construed.
   - Article XI, Section 7, *Constitution of the State of Montana*, provides for intergovernmental cooperation between a local government unit in the

exercise of any function, power, or responsibility with other local government units, school districts, the state, or the federal government.

B. Continuity of Government
- Article III, Section 2, *Constitution of the State of Montana*, Continuity of Government – The legislature may enact laws to insure the continuity of government during a period of emergency without regard for other provisions of the constitution. They shall be effective only during the period of emergency that affects a particular office or governmental operation.
- 7-4-2106, Montana Code Annotated (MCA), filling vacancy in boards of county commissioner (during non-war times).
- 7-4-4111 and 7-4-4112, MCA, filling vacancy in any municipal elected office (during non-war times).
- 10-3-603, MCA, filling vacancy in board of county commissioners during or following enemy attack.
- 10-3-604, MCA, filling vacancy in city or town governing bodies during or following enemy attack.
- 10-3-606, MCA, suspension of quorum requirements following an enemy attack for state and local government boards, councils, and commissions.
- 10-3-608, MCA, authority of the governing body to the relocate the seat of local government following an enemy attack.

C. County Government - Authority
- 7-1-2101, MCA, establishes the nature of county government as the largest political subdivision of the state having corporate power; every county is a body politic and corporate and as such has the power specific in the MCA or in special statutes and such powers as are necessary implied from those expressed.
- 7-1-2103, MCA, establishes the powers of county government.
- 7-1-2104, MCA, county's powers can only be exercised by the board of county commissioners or by agents and officers acting under their authority or authority of law.
- 10-3-608, MCA, authority of the governing body to the relocate the seat of local government following an enemy attack.
- 45-8-351, MCA, restriction on local government regulation of firearms – certain exemptions for public safety purposes.

D. Dam Safety and Failure
- 85-15-106, MCA, definitions relating to dam safety and failure emergencies.
- 85-15-110 and 85-15-212, MCA, emergency preparedness and warning procedures required.
- 85-15-209, MCA, high-hazard dam determination.

E. Disaster and Emergency Management
- 7-5-104, MCA, provides for the adoption of an emergency ordinance by a local governing body without a second reading with a two-thirds

vote; effective upon passage and approval and shall not remain effective for more than 90 days.

- 7-5-4204, MCA, provides details relating to emergency measures for municipalities.
- 10-3-103, MCA, provides definitions for various terms used in disaster and emergency management.
- 10-3-111, MCA, provides immunity to emergency personnel from liability during an incident, disaster or emergency.
- 10-3-201, MCA, local and inter-jurisdictional emergency and disaster agency requirements.
- 10-3-202, MCA, mutual-aid cooperation among all agencies, disciplines and jurisdictions.
- 10-3-209, MCA, political subdivisions may request mutual-aid assistance during an emergency or disaster.
- 10-3-401, MCA, each political subdivision shall prepare a local or inter-jurisdictional disaster and emergency plan and program covering the area for which that political subdivision is responsible.
- 10-3-402 and 10-3-404, MCA, local emergency declaration and termination.
- 10-3-403 and 10-3-404, MCA, local disaster declaration and termination.
- 10-3-405, MCA, local government authority to levy emergency tax not to exceed 2 mills.
- 10-3-704, MCA, local law enforcement agency may contact the Montana National Guard for tactical assistance if incident exceeds local capability.
- County Resolution No. 27-2005, Adoption of the National Incident Management System (NIMS) for Jefferson County (August 16, 2005).
- County Resolution No. 28-2013, Support for the protection of the lives of firefighters above the protection of structures (December 31, 2013).
- County Resolution No. 33-2018, Designation of Jefferson County DES as responsible County agency for emergency management in Jefferson County (October 2, 2018).

F. Evacuation Authority
- 10-3-104(2)(b), MCA, authority of the governor to direct and compel the evacuation of all or part of the population from an emergency or disaster area.
- 10-3-401, MCA, political subdivision is to prepare a disaster and emergency plan identifying the local evacuation authority and responsibility.
- 10-3,406, MCA, upon the declaration of an emergency or disaster, the principal executive officer may direct and compel the evacuation of all or part of the population from an emergency or disaster area.
- 75-20-1204, MCA, annual review of evacuation and emergency medical aid plans for nuclear facilities within the state.

G. Hazardous Materials Incidents
- 10-3-1202, MCA, purpose of the Montana Response to Hazardous Materials Incidents Act – provide for the cooperation of other state agencies and local governments in incident management.
- 10-3-1203, MCA, provides definitions for various terms relating to hazardous materials incidents: hazardous material; hazardous material incident response team; hazardous substance; incident; incident commander; local emergency operations plan; local emergency response authority; orphaned hazardous material; radioactive material; threat of release.
- 10-3-1208 MCA, the governing body of the local government is to designate a local emergency response authority for hazardous material incidents that occur within its jurisdiction.
- 10-3-1209, MCA, powers and duties of the local emergency response authority.
- 10-3-1214, MCA, right of reimbursement for hazardous materials incident.
- 10-3-1216, MCA, cost recovery for a hazardous material incident is the duty of the city or county having authority where the incident occurred.
- 10-3-1217, MCA, limits liability of the state or local political subdivision, including the Local Emergency Response Authority, resulting from the release or threatened release or remedial action relating to a hazardous material incident.
- 10-3-1218, MCA, An owner or the agent of the owner of a hazardous material involved in an incident, a person causing an incident, a person transporting a hazardous material involved in an incident, and a person owning or occupying property involved in an incident shall assist as requested by the incident commander as may be necessary.
- 37-40-101, MCA, definitions relating to sanitarians and related programs – air pollution, solid and hazardous waste, public health, including epidemiological investigations and emergency response.
- 10-3-1216, MCA, provides for the recovery of costs by emergency response agencies for hazardous material incident.
- 10-3-1217, MCA, provides limited immunity for fire departments relating to a hazardous material incident.
- *Responsibilities of fire service organizations in responding to hazardous materials incidents*, Montana Attorney General Opinion, Vol. 42, No. 104 (Aug. 9, 1988).

H. Municipalities – Authority
- 7-1-4101, MCA, establishes that the city or town is a body politic and corporate with the general powers of a corporation and the power specified or necessarily implied in this title or in special laws.
- 7-4-4114 (2), MCA, the mayor is the chief executive officer of the city or town.
- 7-1-4122, MCA, provides for the distribution of powers – a municipality has legislative, executive and, judicial powers.

- 7-1-4123, MCA, a municipality with general powers has the legislative power, subject to the provisions of state law, to adopt, amend, and repeal ordinances and resolutions to preserve peace and order and secure freedom from dangerous or noxious activities; secure and promote the general public health and welfare; among other things.
- 7-1-4124, MCA, delineates the general powers of a municipality in detail.
- 7-4-4303(5), MCA, grants power to the mayor to request that the governor call out the militia (Montana National Guard) to aid in suppressing riots or other disorderly conduct, preventing and extinguishing fires, securing the peace and safety of the city or town, or carrying into effect any law or ordinance.
- 7-4-4306, MCA, provides for extraterritorial powers of the mayor in and over all places within 5 miles of the boundaries of the city or town for the purpose of enforcing the health and quarantine ordinances and regulations of the city or town. The board of county commissioners of the county affected by the ordinance and the local health board, if a local health board exists in the area affected by the ordinance, shall approve the ordinance by a majority vote.
- 7-5-104, MCA, provides for the adoption of an emergency ordinance by a local governing body without a second reading with a two-thirds vote; effective upon passage and approval and shall not remain effective for more than 90 days.
- 7-5-4101, MCA, provides for the general powers of the city or town council.
- 7-5-4102, MCA, powers and duties of the mayor related to administration and executive functions.
- 7-5-4201, MCA, details relating to municipal ordinances.
- 7-5-4203, MCA, effective date of municipal ordinances and resolutions, exception for emergency measures.
- 7-5-4204, MCA, provides details relating to emergency measures for municipalities.
- 10-3-608, MCA, authority of the governing body to the relocate the seat of local government following an enemy attack.
- 45-8-351, MCA, restriction on local government regulation of firearms – certain exemptions for public safety purposes.

I. Mutual Aid Assistance
- 7-33-2108, MCA, mutual-aid enabling legislation relating to rural fire districts.
- 7-33-2202, MCA, mutual-aid enabling legislation relating to county commissioner's responsibilities for rural fire control.
- 7-33-2405, MCA, mutual-aid enabling legislation relating to fire service areas.
- 7-33-4112, MCA, mutual-aid enabling legislation relating to incorporated municipalities.

- 10-3-202, MCA, local jurisdictions are encouraged to enter into reciprocal mutual-aid agreements with other public and private entities for assistance in coping with incidents, emergencies, and disasters.
- 10-3-209, MCA, mutual-aid enabling legislation relating to all political subdivisions.
- 10-3-Part 9, MCA, Intrastate Mutual Aid System, including:
  - 10-3-906, MCA, Participation in and withdrawing from Montana's intrastate mutual aid system.

J. Public Health Emergencies
- 37-2-101, MCA, definitions relating to dispensing of drugs.
- 37-2-104, MCA, dispensing of drugs by medical practitioners and provides for certain exceptions.
- 37-40-101, MCA, definitions relating to sanitarians and related programs – air pollution, solid and hazardous waste, public health, including epidemiological investigations and emergency response.
- 50-2-116, MCA, powers and duties of local boards of health.
- 50-2-118, MCA, powers and duties of local health officers.
- 50-2-120, MCA, provides assistance from law enforcement officials to aid public health officials.
- 50-2-122, MCA, obstructing local public health officials in the performance of their duties.

2. State Authority
A. Continuity of Government
- Art. III, § 2, *Constitution of the State of Montana*, *Continuity of Government* – The legislature may enact laws to insure the continuity of government during a period of emergency without regard for other provisions of the constitution. They shall be effective only during the period of emergency that affects a particular office or governmental operation.

B. Disaster and Emergency Management
- 10-1-102, MCA, provides authority to the Montana Department of Military Affairs to supervise, administer, and coordinate civil defense and disaster control activities.
- 10-1-106, MCA, establishes authority to proclaim martial law by the governor when the state militia is employed in aid of civil authority.
- 10-3-103, MCA, provides definitions for various terms used in disaster and emergency management.
- 10-3-104(2)(a), MCA, authorizes the governor to suspend laws that would hinder the response to a disaster or emergency situation.
- 10-3-104(2)(b), MCA, gives authority to the governor to direct the evacuation of populations from an emergency or disaster area.
- 10-3-105(2), MCA, establishes Disaster and Emergency Services Division and its responsibility for disaster and emergency services in the state.

- 10-3-111, MCA, provides immunity to emergency personnel from liability during an incident, disaster or emergency.
- 10-3-201, MCA, establish local agency authority and responsibility for emergency and disaster preparedness and response in coordination with state efforts.
- 10-3-302, MCA, relates to the governor's declaration of a state of emergency.
- 10-3-303, MCA, relates to the governor's declaration of a state of disaster.
- 10-3-305, MCA, establishes the governor as commander-in-chief of the militia and of all other forces available for incident, emergency, or disaster duty.
- 10-3-313, MCA, authorizes the state to purchase or lease temporary housing units for disaster or emergency victims.
- 10-3-901, MCA, provides for the Statewide Mutual-Aid System.
- 10-3-1001, MCA, relates to the Emergency Management Assistance Compact agreement.

C. Hazardous Materials Incidents
- 10-3-1201 through 10-3-1218, MCA, Montana Response to Hazardous Materials Incidents Act.
- 75-10-701 through 75-10-757, MCA, authority of Montana Department of Environmental Quality (DEQ) relating to remedial action upon release of hazardous substance.

D. Mutual Aid Assistance
- 10-3-202, MCA, Montana Disaster and Emergency Services (DES) Division is to encourage local jurisdictions to enter into reciprocal mutual-aid agreements with other public and private entities for assistance in coping with incidents, emergencies, and disasters; mutual-aid is to be incorporated into the local Emergency Operations Plans (EOP).
- 10-3-204, MCA, provides for intergovernmental mutual-aid agreements with other states.
- 10-3-205, MCA, provides for interstate mutual-aid compact.
- 10-3-1001, MCA, relates to the Emergency Management Assistance Compact agreement.

E. Public Health Emergencies
- 50-1-202(1), MCA, authorizes the Montana Department of Public Health and Human Services to receive disease reports.
- 50-1-204, MCA, authorizes the Montana Department of Public Health and Human Services to control communicable diseases.

3. **Federal Authority**
   A. Statutory Provisions
   - The *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (the Stafford Act), as amended, 42 U.S.C. 5121, et seq., - Through this

Act, Congress recognizes emergency management as a joint responsibility of Federal, State, and Local governments. For the Federal government, Congress defines a role that includes providing "necessary direction, coordination, and guidance" (Sec. 601, 42 U.S.C. 5195) for the nation's emergency management system, to include "technical assistance to the states in developing comprehensive plans and programs for preparation against disasters" (Sec. 201(b), 42 U.S.C. 5131(b)).

- The *Post-Katrina Emergency Management Reform Act of 2006* – This Act established new leadership positions and position requirements within the Federal Emergency Management Agency (FEMA), brought new missions into FEMA, restored some that had previously been removed, and enhanced the agency's authority by directing the FEMA Administrator to undertake a broad range of activities before and after disasters occur. The Post-Katrina Act contains provisions that sets out new law, amends the Homeland Security Act, and modifies the Stafford Act.

A. The regulations governing emergency management and assistance are promulgated in Chapter 1, Title 44 of the Code of Federal Regulations (CFR) and provide procedural, eligibility, and funding requirements for program operations.

10.2 References
1. Local References
- *Evacuating to Safety*, Tri-County FireSafe Working Group, 2017 update.
- *Jefferson County Emergency Operations Plan*, 2011 update.
- *Jefferson County Pre-Disaster Mitigation Plan*, 2017 update.
- *Jefferson County Resolution No.27-2005*, Adoption of the National Incident Management System (NIMS) for Jefferson County (August 16, 2005).
- *Jefferson County Resolution No.28-2013*, Support for the protection of the lives of firefighters above the protection of structures (December 31, 2013).
- *County Resolution No.33-2018*, Designation of Jefferson County DES as responsible County agency for emergency management in Jefferson County (October 2, 2018).
- *Jefferson River Watershed Council Drought Management Plan*, 2007.
- *Responding to Natural Disaster, Fire, Flood Earthquake Response Packet*, Jefferson County Sheriff (no date).
- *Tri-County Regional Community Wildfire Protection Plan*, 2015 update.

2. State References
- 37.106.322, ARM, Minimum Standards for all Health Care Facilities: Disaster Plan.

- *Emergency Alert System (EAS) Plan 2016*, Montana State Emergency Response Commission-EAS Subcommittee (March 2016).
- *Engaging Volunteers in Montana Communities*, Serve Montana, The Governor's Office of Community Service, 2015.
- *Montana Emergency Response Framework*, Revision 3.1, 2017.

3. **Federal References**
   - *Basic Emergency Operations Planning, Emergency Operations Plan Annex Template, National Preparedness Directorate (NPD)*, FEMA (September 2009).
   - *Continuity Assistance Tool (CAT)*, FEMA (September 2013).
   - *Continuity Guidance Circular 1 (CGC1)*, FEMA (July 2013).
   - *Continuity Guidance Circular 2 (CGC2)*, FEMA (October 2013).
   - *Continuity Plan Template and Instructions for Non-Federal Entities*, FEMA (February 2011).
   - *Continuity Plan Template and Instructions for Non-Federal Governments*, FEMA (September 2013).
   - *Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101*, Version 2.0, FEMA, (November 2010).
   - *Devolution of Operations Plan Template*, FEMA (April 2013).
   - *Emergency Planning, Independent Study 235.b*, FEMA (December 2011).
   - *Emergency Planning for Special Needs Communities*, FEMA, no date.
   - *Environmental Health Assessment Form for Shelters*, CDC (January 2008).
   - *Incorporating Whole Community Inclusive Planning into the Emergency Management Process*, FEMA (August 2015).
   - *Local and Tribal NIMS Integration,* Version 1.0, DHS, no date.
   - *Multi-Year Strategy and Program Management Plan Template*, FEMA (February 2014).
   - *National Incident Management System*, Third Edition, FEMA (October 2017).
   - *National Preparedness Goal*, FEMA (September 2011).
   - *National Response Framework*, FEMA (May 2013).
   - *Pre-Disaster Recovery Planning Guide for Local Governments*, FEMA, 2017.
   - *Producing Emergency Plans*, Interim Version 1.0, FEMA (August 2008).
   - *Reconstitution Plan Template*, FEMA (September 2014).

4. **Other References**
   - *American Red Cross Shelter in Place Fact Sheet*, Red Cross, no date.
   - *Broadwater County/City of Townsend Emergency Operations Plan*, 2016 update.

- *Gallatin County Emergency Management Plan*, 2017 update.
- *Lewis and Clark County Emergency Operations Center Operations Guide*, 2016 update.
- *Lewis and Clark County Emergency Operations Plan*, 2011 update.
- *Madison County Emergency Operations Plan*, 2011 update.
- *Stillwater County Emergency Operations Plan*, 2011 update.
- *Solano County, CA. Emergency Operations Plan*, *Access and Functional Needs Guidance Annex*, 2017 update.

9.0 List of Attachments

Attachment 1: Acronyms
Attachment 2: Definitions
Attachment 3: Record of Distribution
Attachment 4: Record of Changes
Attachment 5: Hazard Functional Responsibility Matrix
Attachment 6: Annex Functional Responsibility Matrix
Attachment 7: Labor, Equipment & Materials Combo Form
Attachment 8: Modified Force Account Equipment Form
Attachment 9: Modified Force Account Labor Form
Attachment 10: Modified Material Form

Attachment 1: Acronyms

Acronym	Meaning
AAR	After Action Review
AAR/IP	After Action Report/Improvement Plan
ACP	Access Control Point
AFN	Access and Functional Needs
AHIMT	All Hazard Incident Management Team
AHJ	Authority Having Jurisdiction
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
BATF	Bureau of Alcohol, Tobacco & Firearms
B-D	Beaverhead-Deerlodge National Forest
BLM	Bureau of Land Management
BNSF	Burlington Northern Santa Fe (Railroad)
BOR	Bureau of Reclamation
BTAC	Boulder Transition Advisory Committee
CAP	Civil Air Patrol
CAT	Crisis Action Team (DHS)
CAT	County Assist Team (Montana DNRC)
CBO	Community Based Organization
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CDC	Centers for Disease Control and Prevention
CEO	Chief Executive Officer or Chief Elected Official
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CISD	Critical Incident Stress Debriefing
CISM	Critical Incident Stress Management
CLO	Central Land Office (Montana DNRC)
COAD	Community Organizations Active in Disaster
COG	Continuity of Government
CONOPS	Concept of Operations
CONPLAN	Concept of Operations Plan
COOP	Continuity of Operations
COP	Common Operating Picture
CP	Command Post
CST	Civil Support Team
CTAC	Community Transition Advisory Committee
CWPP	Community Wildfire Protection Plan
DAT	Damage Assessment Team
DECON	Decontamination
DEQ	Department of Environmental Quality (Montana)

Acronym	Meaning
DES	Disaster and Emergency Services
DESC	Disaster and Emergency Services Coordinator
DFO	District Field Officer (Montana DES)
DHS	Department of Homeland Security
DIDC	Dillon Interagency Dispatch Center – also referred to as the Dillon Fire Desk
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DNRC	Department of Natural Resources and Conservation (Montana)
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOT	Department of Transportation
DPHHS	Department of Public Health and Human Services (Montana)
EAP	Emergency Action Plan
EAS	Emergency Alert System
EBS	Emergency Broadcast System
ECC	Emergency Coordination Center
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EMI	Emergency Management Institute
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOD	Explosive Ordinance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERC	Energy Release Component (Fuels Condition)
ERG	Emergency Response Guidebook
ERT	Emergency Response Team
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FBAN	Fire Behavior Analyst
FBI	Federal Bureau of Investigation
FBO	Faith Based Organization
FCO	Federal Coordinating Officer
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FIN	Finance (Incident Command)
FOUO	For Official Use Only

Acronym	Meaning
FSA	Fire Service Area
FSC	Finance Section Chief
FSE	Full-Scale Exercise
FSTS	Fire Services Training School
GACC	Geographic Area Coordination Center
GIS	Geographic Information System
HAZMAT	Hazardous Material
HHS	Department of Health and Human Services
HIDC	Helena Interagency Dispatch Center – also referred to as the Helena Fire Desk
HMEP	Hazardous Materials Emergency Preparedness
HSEEP	Homeland Security Exercise & Evaluation Program
HSG	Homeland Security Grant
HSPD	Homeland Security Presidential Directive
HVA	Hazard Vulnerability Assessment
IAA	Interagency Agreement
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDLH	Immediately Dangerous to Life and Health
IED	Improvised Explosive Device
IMT	Incident Management Team
IO	Information Officer
IP	Improvement Plan
IPAWS	Integrated Public Alert and Warning System
IRPG	Incident Response Pocket Guide
JCSO	Jefferson County Sheriff's Office
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTTF	Joint Terrorism Task Force (FBI)
LCCO	Lewis & Clark County
LCES	Lookout, Communication, Evacuation Route, Safety Zone (Wildland Firefighting)
LE	Law Enforcement
LEPC	Local Emergency Planning Committee
LNO	Liaison Officer
LOGS	Logistics (Incident Command)
LSC	Logistics Section Chief
MAC	Multi-Agency Coordination
MACO	Montana Association of Counties
MACS	Multi-Agency Coordination System

Acronym	Meaning
MADESC	Montana Association of Disaster and Emergency Services Coordinators
MAP	Management Action Point
MARS	Military Amateur Radio System
MATIC	Montana All-Threat Intelligence Center
MCA	Montana Code Annotated
MCI	Mass Casualty Incident
MCU	Mobile Communications Unit
MDT	Montana Department of Transportation
MERF	Montana Emergency Response Framework
MFI	Mass Fatality Incident
MHP	Montana Highway Patrol
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRL	Montana Rail Link
MSDS	Material Safety Data Sheets
MTDEQ	Montana Department of Environmental Quality
MTDES	Montana Disaster and Emergency Services
MTDNRC	Montana Department of Natural Resources & Conservation
MTFWP	Montana Fish, Wildlife, & Parks
MTNG	Montana National Guard
NEF	National Essential Functions
NEMA	National Emergency Management Association
NFPA	National Fire Protection Association
NFPA 1600	Standard of Disaster/Emergency Management and Business Continuity Programs
NGO	Non-Governmental Organization
NIC	National Integration Center
NICC	National Interagency Coordination Center
NIFC	National Interagency Fire Center
NIMS	National Incident Management System
NMAC	National Multi-Agency Coordination Group
NOAA	National Oceanic & Atmospheric Administration
NPG	National Preparedness Goal
NRCC	Northern Rockies Coordination Center
NRCG	Northern Rockies Coordinating Group
NRCS	Natural Resources Conservation Service
NRTC	Northern Rockies Training Center
NRF	National Response Framework
NRT	National Response Team
NTSB	National Transportation Safety Board
NWCG	National Wildfire Coordinating Group
NWS	National Weather Service
OCS	Operations Section Chief

Acronym	Meaning
OEM	Office of Emergency Management
OPS	Operations (Incident Command)
OSHA	Occupational Safety & Health Administration
PAO	Public Affairs Officer
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PDM	Pre-Disaster Mitigation
P.L.	Public Law
PIO	Public Information Officer
POC	Point of Contact
PPE	Personal Protective Equipment
PPI	Point of Public Inquiry
PPP	Population Protection Plan
PSA	Public Safety (Service) Announcement
PSAP	Public Safety Answering Point
PSC	Planning Section Chief
RAWS	Remote Automated Weather Station
RFC	Rural Fire Council
RFD	Rural Fire District
RFP	Request for Proposals
RH	Relative Humidity
RUL	Resource Unit Leader
RX	Receive (Radio Communications)
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act of 1986
SCBA	Self-Contained Breathing Apparatus
SCO	State Coordinating Officer
SDS	Safety Data Sheets
SECC	State Emergency Coordination Center
SERC	State Emergency Response Commission
SHMIRT	State Hazmat Incident Response Team
SITREP	Situation Report
SMART	Simple, Measurable, Achievable, Realistic, Task-Oriented (Objectives)
SNP	Special Needs Population
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
SUL	Situation Unit Leader
SWAT	Special Weapons and Tactics
TBD	To Be Determined
TCL	Target Capabilities List
TCP	Traffic Control Point
TEP	Training and Exercise Plan

Acronym	Meaning
TRICO	Tri-County FireSafe Working Group
TSA	Transportation Security Administration
TTX	Tabletop Exercise
TVA	Threat and Vulnerability Assessment
TX	Transmit (Radio Communications)
UC	Unified Command
UHF	Ultra-High Frequency
USAR	Urban Search and Rescue (also US&R)
USC	United States Code
USDA	United States Department of Agriculture
USFA	United States Fire Administration
USFS	United States Forest Service
USGS	United States Geological Survey
VA	Veterans Administration
VFD	Volunteer Fire Department
VHF	Very High Frequency
VOAD	Volunteer Organizations Active in Disasters
WEA	Wireless Emergency Alert
WMD	Weapon of Mass Destruction
WUI	Wildland Urban Interface
WX	Weather

Attachment 2: Definitions

NOTE: This is not a comprehensive or officially/legally binding list of emergency management words, phrases, and definitions. The definitions in this section are presented simply to provide a broader understanding of commonly used emergency management words and phrases.

-A-

Access Control Point (ACP): The location of roadblocks, barriers, and/or detours to restrict public entry into hazardous or evacuated areas. Such control points increase public safety, reduce public exposure to risk areas, promote security of property, and assist in the efforts of emergency response personnel (FEMA).

Access and Functional Needs(AFN): The term "access and functional needs" replaces the formerly used term "special needs." "Access and functional needs" are those actions, services, accommodations, and programmatic, architectural and communication modifications that a jurisdiction or other entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages, and accommodations in the most integrated setting, in light of the exigent circumstances of the emergency and the legal obligations to undertake advance planning and prepare to need the disability-related needs of individuals who have disabilities as defined by the ADA Amendments Act of 2008, P.L. 110-325.

After Action Review (AAR): A post-incident meeting intended to capture observations of an incident or exercise to make recommendations for improvements based upon lessons learned. The final AAR and Improvement Plan (IP) may be printed in a report and distributed to participants and other interested parties as a single AAR/IP following an incident or exercise. See also After-Action Report/Improvement Plan (FEMA).

After Action Report/Improvement Plan (AAR/IP): The main product of the Evaluation and Improvement Planning process. The After-Action Report/Improvement Plan (AAR/IP) has two components: An After-Action Report (AAR), which captures observations of an exercise and makes recommendations for post-exercise or post-incident improvements; and an Improvement Plan (IP), which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion (FEMA)

Agency: A division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance) (FEMA).

Agency Executive or Administrator: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident (FEMA).

Agency Representative: An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer (FEMA).

Alert: Notice given to emergency responders of a need to respond to an incident, usually by the Public Safety Answering Point (PSAP).

All Hazard: An approach for prevention, mitigation, preparedness, response, and recovery that addresses a full range of threats and hazards, including natural, human-caused, and technology caused. (NFPA 1600; 2010 Ed)

All Hazard Incident Management Team (AHIMT): A team that includes any combination of personnel representing local, state, or tribal entities that has been established by the state emergency response commission provided for in [MCA] 10-3-1204 for the purpose of local incident management intended to mitigate the impacts of an incident prior to a disaster or emergency declaration (MCA 10-3-103 (1)).

Allocated Resources: Resources dispatched to an incident.

American Red Cross (ARC): A humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disaster and help people prevent, prepare for, and respond to emergencies (FEMA).

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met, and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post (FEMA).

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making (NIMS).

Assigned Resources: Resources checked in and assigned work tasks on an incident (FEMA).

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP (FEMA).

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders (NIMS).

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management (FEMA).

Authority Having Jurisdiction (AHJ): An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure (NFPA 1600; 2010 Ed); A political entity (federal, state, tribal, local, or sub-local) with the responsibility for ensuring public safety, health, and welfare within its legal authorities and geographic boundaries.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area (FEMA).

-B-

Base: The location at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base). The Incident Command Post may be collocated with the Base (FEMA).

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified using Roman numerals or by functional area (NIMS).

-C-

Cache: A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use (FEMA).

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel (FEMA).

Casualty: Any human being accessing health and medical services, including mental health and medical forensics/mortuary care (for fatalities), as a result of a natural, human caused, or technological hazard.

Chain of Command: The orderly line of authority within the ranks of the incident management organization (FEMA).

Chief: The ICS title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section) (NIMS).

Chief Elected Official/Chief Executive Officer (CEO): The principal official in a political jurisdiction or the senior executive of a company or corporation.

Citizen Corps: A community-level program, administered by the Department of Homeland Security, that brings government and private-sector groups together and coordinates the emergency preparedness and response activities of community members. Through its network of community, State, and tribal councils, Citizen Corps increases community preparedness and response capabilities through public education, outreach, training, and volunteer service (FEMA).

Civil Support Team (CST): A U.S. Army term for an Army National Guard detachment with the mission of providing WMD assistance and support to, and at the request of, local responders. Their capabilities include detection, sample collection, and reconnaissance of nuclear radiation and chemical biological agents.

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency-specific codes are used when utilizing Clear Text (FEMA). The use of clear text or plain language in emergency response communications is a matter of public safety, especially the safety of first responders and those affected by the incident.

Cold Zone: A hazardous material response term referring to the clean (uncontaminated) area outside the inner perimeter where the command post and necessary support functions are located; special protective clothing is not required in this area. Also referred to as the clean zone, green zone, or support zone.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority (FEMA).

Command Post: See Incident Command Post.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed (FEMA).

Common Operating Picture (COP): A continuously updated overview of an incident compiled throughout an incident's life cycle from data shared between integrated communication, information management, and intelligence and information sharing systems. The goal of the COP is real-time situational awareness across all levels of incident management and across jurisdictions (DHS).

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center (FEMA)

Community Based Organization (CBO): A nonprofit group that works at the local level to improve life for residents.

Community Emergency Response Team (CERT): A community-level program administered by the Federal Emergency Management Agency that trains citizens to understand their responsibility in preparing for disaster. The program increases its members' ability to safely help themselves, their family, and their neighbors. Trained Community Emergency Response Team (CERT) volunteers provide immediate assistance to victims in their area, organize spontaneous volunteers who have not had the training, and collect disaster intelligence that will assist professional responders with prioritization and allocation of resources following a disaster (FEMA).

Community Organizations Active in Disaster (COAD): A group of Assisting Agencies, based within a community or geographic area, which is comprised of representatives from private and Community Based Organizations (CBOs).

Community Wildfire Protection Plan (CWPP): A collaborative, cohesive local or regional plan that creates a strategy to identify and mitigate wildfire risk within the guidelines provided by the Healthy Forests Restoration Act (HEFRA).

Compacts: Formal working agreements among agencies to obtain mutual aid (FEMA).

Compensation Unit/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident (FEMA).

Complex: Two or more individual incidents located in the same general area that are assigned to a single Incident Commander or to Unified Command (FEMA).

Concept of Operations (CONOPS): A component of an Emergency Operations Plan that clarifies the jurisdiction's overall approach to an emergency management function.

Continuity of Operations (COOP): Plans of public and private organizations to ensure that their essential functions are performed during and after an incident (FEMA).

Control zones: Areas at a hazardous materials incident whose boundaries are based on safety and the degree of hazard; generally, includes the Exclusion (Hot) Zone, Contamination Reduction (Warm) Zone, and Support (Cold) Zone.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort (FEMA).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. (FEMA).

Coordination Center: A facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents (FEMA).

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be oral between authorized agency or jurisdictional representatives at the incident (FEMA).

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures (FEMA).

Crew: See Single Resource.

Critical Incident Stress Debriefing (CISD): A process which provides help and support for people who have been through a traumatic incident.

Critical Incident Stress Management (CISM): A formal program designed to reduce the psychological impact of an incident and educate the emergency responders and the public about stress and ways to deal with it by alleviating adverse reactions to a

catastrophic incident such as a WMD/terrorism mass casualty incident. The program's professional counseling services focus on the emergency responders during the response phase of the incident (defusing sessions) and the emergency responders and incident victims through support groups and outreach seminars that assist in handling grief and stress.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters (FEMA).

-D-

Damage Assessment: A preliminary onsite valuation of damage or loss caused by an incident; An appraisal or determination of the effects of the incident on human, on physical, operational, economic characteristics, and on the environment. (NFPA 1600; 2010 Ed); The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a disaster.

Declaration:

Local Declarations:

1. **Local Emergency -- Declaration and Termination**: (1) A local emergency proclamation or disaster declaration may be issued only by the principal executive officer of a political subdivision. (2) An emergency proclamation may be issued by order or resolution whenever the principal executive officer determines there is an emergency. (3) An emergency proclamation may terminate with a disaster declaration or when the principal executive officer determines that the emergency no longer exists (MCA 10-3-402).

2. **Local Disaster -- Declaration and Termination**: (1) A disaster declaration may be issued by order or resolution whenever the principal executive officer determines a disaster is occurring or has occurred. (2) A disaster declaration may be terminated when the principal executive officer determines that the disaster conditions no longer exist (MCA 10-3-403).

State Declarations:

1. **Emergency**: The imminent threat of a disaster causing immediate peril to life or property by which timely action can avert or minimize (MCA 10-3-103 (8)).

2. **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, highwater, floods, wave action, earthquakes, land-slides, mudslides, volcanic action, fires, explosions, or air or water contamination requiring emergency action to avert danger of damage, blight, droughts, infestations, riots, sabotage, hostile military

or paramilitary action, disruption of state services, accidents involving radiation by-products or other hazardous materials, outbreak of disease, bioterrorism, or incidents involving weapons of mass destruction (MCA 10-3-103 (4)).

Federal Declarations:

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

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

Decontamination Zone: The area surrounding a chemical hazard incident (between the Hot Zone and the Cold Zone) in which contaminants are removed from exposed victims. Also known as the Contamination Reduction Zone or Warm Zone.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents (FEMA).

Demobilization Unit: Functional Unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources (FEMA).

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors (FEMA).

Devolution: The capability to transfer statutory authority and responsibility for essential functions from an organization's primary operating staff and facilities to other organization employees and facilities, and to sustain that operational capability for an extended period.

Dillon Interagency Dispatch Center (DIDC): An interagency (Federal agencies: U.S. Forest Service, Bureau of Land Management, Bureau of Indian Affairs, National Park Services, and U.S. Fires and Wildlife Service; State agency: DRNC) wildland fire zone dispatch center for wildfire suppression and support resources in the Dillon Zone. All state and federal wildfire suppression resources in the Dillon Zone are mobilized through this dispatch system.

Direction, Control and Coordination: A component of an Emergency Operations Plan that outlines the responsibilities for the direction, control and coordination efforts of an emergency management function.

Director: The ICS title for individuals responsible for supervision of a Branch (FEMA).

Disaster: The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or artificial cause, including tornadoes, windstorms, snowstorms, wind-driven water, high water, floods, wave action, earthquakes, landslides, mudslides, volcanic action, fires, explosions, air or water contamination requiring emergency action to avert danger or damage, blight, droughts, infestations, riots, sabotage, hostile military or paramilitary action, disruption of state services, accidents involving radiation byproducts or other hazardous materials, outbreak of disease, bioterrorism, or incidents involving weapons of mass destruction. (MCA 10-3-103 (4)).

Disaster/Emergency Management: An ongoing process to mitigate, prepare for, respond to, and recovery from incidents that threaten life, property, operations, or the environment. (NFPA 1600; 2010 Ed).

Disaster and Emergency Services Coordinator: See Emergency Management Coordinator/Director.

Disaster Field Office (DFO): The temporary office established in or near the disaster/incident area from which the Federal Coordinating Officer (FCO), his/her staff, the Emergency Response Team (ERT), and the State Coordinating Officer (SCO), his/her staff, and the regional response organizations coordinate response and recovery activities.

Disaster Recovery Center (DRC): Places established in a Presidentially declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, State, and Federal agency representatives, as well as staff from COADs (NIMS).

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another (NIMS).

Dispatch Center: A facility from which resources are assigned to an incident (FEMA).

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team (See also Group) (FEMA).

Documentation Unit: Functional Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident (FEMA).

-E-
Emergency: A term used by FEMA and defined in Title V of P.L. 93-288, Section 102(1), the "Stafford Act", as "any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and

capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States." Title V includes authority for the President to direct Federal agencies to provide emergency assistance to save lives and protect property and public health and safety for emergencies other than natural disasters. Under Title V, the President may direct the provision of emergency assistance either at the request of a Governor (Section 501(a)) or upon determination by the President that an emergency exists for which the primary responsibility for response rests with the United States (501(b)). (FEMA 229). Montana code Annotated defines an emergency as "the imminent threat of a disaster causing immediate peril to life or property that timely action can avert or minimize". (MCA 10-3-103 (8)).

Emergency Action Plan (EAP): A written plan of action required for every significant water storage dam structure in the United States. The plan contains an emergency warning/notification flowchart in the event a dam failure is imminent, or a potentially hazardous situation is developing, a description of the dam and upstream and downstream area and topography, emergency detection, evaluation and classification methods, general emergency responsibilities, preparedness actions, flood inundation maps, and plan maintenance and testing requirements.

Emergency Alert System (EAS): A pre-organized emergency alerting system to provide emergency notification to citizens. This system allows use of existing media (radio, TV) resources to communicate to residents in the event of a widespread emergency or disaster.

Emergency Broadcast System: The County owned low-power FM radio broadcasting stations in Jefferson County.

Emergency Coordination Center: See Emergency Operations Center.

Emergency Gross Decon: Emergency gross decontamination (decon) is the initial, immediate, and quick wash down of individuals with water who are contaminated with a hazardous material. For emergency gross decon, clothing will not be removed from victims.

Emergency Management Coordinator/Director: The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management. Also known as the Disaster and Emergency Services Coordinator.

Emergency Medical Technician (EMT): A health-care specialist with skills and knowledge in pre-hospital emergency medicine.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof. (NIMS). Also referred to as an Emergency Coordination Center (ECC).

Emergency Operations Plan (EOP): A plan for responding to a wide variety of potential hazards. An EOP describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

Emergency Responder: Local police, emergency medical services, emergency management services, fire service, hazardous material services, public works, governmental administrative personnel, public safety communication, healthcare personnel, and public health agencies who during an incident act to save lives, protect property, and meet basic human needs.

Emergency Response Guidebook (ERG): A Guidebook for First Responders during the Initial Phase of a Dangerous Goods/Hazardous Materials Transportation Incident, published by the U.S. Department of Transportation – Pipeline and Hazardous Materials Safety Administration (PHMSA).

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder (NIMS).

Emergency Response Team (ERT): The FEMA group, composed of a headquarters element and a regional element that is deployed by the Director of FEMA to the scene of a disaster/incident to coordinate the overall federal response (FEMA).

Emergency Support Functions (ESF): Provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to States and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents (FEMA).

Environmental Hazard: A condition capable of posing an unreasonable risk to air, water, or soil quality, or plant or animal life.

Essential Functions: Functions that enable public or private organizations to provide vital services, exercise authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base during an incident.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas (NIMS).

Evacuation Authority: Upon the declaration of an emergency or disaster, the Principal Executive Officer of the political subdivision has authority to evacuate all or part of the population from an emergency or disaster area (10-3-406, MCA). The governor also has evacuation authority (10-3-104, MCA).

Event: A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events (NIMS).

Exercise: Activity in which the entity's plan is rehearsed in part or in whole to ensure that the plan contains the appropriate information and produces the desired result when put into effect (NFPA 1600; 2010 Ed.).

Extended Attack: Suppression activity for a wildfire that has not been contained or controlled by initial attack or contingency forces and for which more firefighting resources are arriving, in route, or being ordered by the initial attack incident commander.

-F-

Facilities Unit: Functional Unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Federal Coordinating Officer (FCO): The senior federal official appointed by the President in accordance with the provisions of the Stafford Act. The FCO represents the President for coordinating the administration of federal relief activities in the designated area. Additionally, the FCO is delegated and performs those responsibilities of the Director, FEMA outlined in Executive Order 12148 and those responsibilities delegated to the FEMA Regional Director in Title 44 Code of Federal Regulations, Part 205. These responsibilities include authority for the tasking of federal agencies to aid and support to the incident as deemed necessary.

Federal Emergency Management Agency (FEMA): The federal agency responsible for consequence management planning, coordination, and federal response and recovery efforts. The Primary Agency responsible for Emergency Support Function 5 (ESF5) --Information and Planning and Emergency Support Function 9 (ESF9) --Urban Search and Rescue in the Federal Response Plan (FRP).

Field Operations Guide: A pocketsize manual of instructions on the application of the Incident Command System.

Finance/Administration Section: The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

Fire Service (FS): Individuals, who on a full-time, volunteer, or part-time basis, provide life safety services including fire suppression, rescue, arson investigation, public education, and prevention.

Fire Service Area (FSA): An organization established to provide fire protection to a designated geographic area outside of areas under municipal fire protection. Taxing authority is authorized by the Board of County Commissioners, and officials may be appointed or elected. Statutory authority in Montana is found under Title 7, chapter 33, part 24, Montana Code Annotated (MCA).

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

Full-Scale Exercise: A Full-Scale Exercise tests the basic elements within crisis and consequence management operations, plans and organizations in a stressful and

realistic environment. They include the mobilization of personnel and resources, actual movement of responders, equipment, and resources required to demonstrate coordination and response capabilities. Agencies and participants are actively involved in a full-scale exercise.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs (NIMS).

Functional Needs: A lack of resources by an individual to fulfill one of five functional areas; maintaining independence, communications, transportation, supervision, and medical care needs before, during, and after a disaster/emergency.

Functional Training Exercise: The Functional Training Exercise is designed to test and evaluate individual capabilities, multiple functions, or activities within a function or interdependent groups of functions. This format is applicable where the activity is capable of being effectively evaluated in isolation from other emergency management activity. In contrast to the *Full-Scale Exercise (see definition)*, the objective of the *Functional Exercise* is to demonstrate the execution of specific plans and procedures, and the direct application of established policy, plans, and procedures under emergency conditions, within or by a function. The Functional Exercise simulates the reality of operations in a functional area to the maximum degree possible by presenting complex and realistic problems requiring rapid and effective responses by trained personnel in a highly stressful environment. Through documented evaluation and subsequent corrective action, the capabilities of the functional area are improved, and weaknesses are reduced or eliminated.

-G-

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Geographic Area Coordination Center (GACC): The physical location of an interagency, regional operation center for the effective coordination, mobilization and demobilization of emergency management resources.

Geographic Coordinating Area: A boundary designated by governmental agencies (wildland fire protection agencies), that may coincide with a geographic area boundary or may be a subdivision of a geographic area within which they work together coordinating, for the effective, mobilization and demobilization of emergency management resources within their area.

Governor's Authorized Representative (GAR): The person designated by the Governor in the FEMA-State Agreement, to execute on behalf of the State all necessary documents for disaster assistance, following a Presidential Declaration.

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between Branches and Resources in the Operations Section. See also Division (NIMS).

-H-

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome (NIMS).

Hazardous Material (HAZMAT): Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property and the environment. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials. Also called Hazardous Substances.

Hazardous Materials Personnel: Individuals who, on a full-time, volunteer, or part-time basis, identify, characterize, provide risk assessment, and mitigate/control the release of a hazardous substance or potentially hazardous substance.

Hazard Mitigation: Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

Hazardous Substance: See Hazardous Material.

HAZMAT: See Hazardous Material.

HAZMAT Team: Responds to releases or potential releases of hazardous materials for control or stabilization of a HAZMAT incident.

Health Advisory: A statement containing a finding that a release of hazardous substances poses a significant risk to human health recommending measure to be taken to decrease exposure and eliminate or substantially mitigate the risk to human health.

Helena Interagency Dispatch Center (HIDC): An interagency (Federal agencies: U.S. Forest Service, Bureau of Land Management, Bureau of Indian Affairs, National Park Services, and U.S. Fires and Wildlife Service; State agency: DRNC) wildland fire zone dispatch center for wildfire suppression and support resources in the Helena Zone (Lewis and Clark, Jefferson, Broadwater, and Meagher Counties). All state and federal wildfire suppression resources in the Helena Zone are mobilized through this dispatch system.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

High Hazard Potential: Dams that are assigned the high hazard potential classification are those where failure or operator error will probably cause loss of human life and significant property damage and economic disruption.

Hot Wash: A facilitated discussion held immediately following an exercise among exercise players from each functional area that is designed to capture feedback about any issues, concerns, or proposed improvements players may have about the exercise.

Hot Zone: A hazardous material response term referring to the area immediately surrounding a chemical hazard incident, such as a spill, where serious threat of contamination or other danger exists. It should extend far enough to prevent adverse effects from CBRNE agents to personnel outside the zone. Entry into the hot zone requires specialized training in the use of proper personal protective equipment (PPE). Also referred to as the exclusion zone, restricted zone, or red zone.

-I-

Immediately Dangerous to Life and Health (IDLH): That atmospheric concentration of a chemical that poses an immediate danger to the life or health of a person who is exposed, but from which that person could escape without any escape-impairing symptoms or irreversible health effects. A companion measurement to the permissible exposure limit (PEL), IDLH concentrations represent levels at which respiratory protection is required. IDLH is expressed in parts per million (ppm) or mg/m^3.

Improvement Plan (IP): Identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion after an incident or exercise. The second part of an After Action Review.

Incident: An event or occurrence, caused by either an individual or by natural phenomena, requiring action by disaster and emergency services personnel to prevent or minimize loss of life or damage to property or natural resources. The term includes the imminent threat of an emergency but does not include a state of emergency or disaster declared by the governor (MCA 10-3-103 (9)(a)(b)); An event that has the potential to cause interruption, disruption, loss, emergency, crisis, disaster, or catastrophe (NFPA 1600; 2010 Ed).

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods (NIMS); A verbal plan, written plan, or combination of both, that is updated throughout the incident and reflects the overall incident strategy, tactics, risk management, and member safety that are developed by the incident commander (NFPA 1600; 2010 Ed).

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Commander (IC): The person responsible for the overall management of an incident by developing an effective organizational structure, approving action plans, allocating resources, making appropriate assignments, managing information, and continually attempting to mitigate the incident by providing direction and control for the command and staff sections of the incident command structure. In a Unified Command structure, the IC collaborates and consults with the chiefs and experts from the other disciplines involved in the response; The IC position is responsible for overall management of the incident and reports to the Agency Administrator for the agency having incident jurisdiction. This position may have one or more deputies assigned from the same agency or from an assisting agency(s). The experience and training level of an Incident Commander a classified by type (ICT5-ICT1), starting with the lowest level and expands to the highest level of skill and ability. ICT5 is the beginning experience level, while ICT1 is the highest and most experienced level.

Incident Command Post (ICP): The facilities used by the IC and his/her staff to effectively command and manage an emergency incident.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations (FEMA).

Incident Communications Center: The location of the Communications Unit and the Message Center.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity (FEMA).

Incident Management Functions: Prevention, preparedness, mitigation, response, and recovery activities that occur in advance of an incident, during an incident, and/or following an incident (FEMA).

Incident Management Team (IMT): The incident commander and appropriate general and command staff personnel assigned to an incident to manage the logistical, fiscal, planning, operational, safety and community affairs issues related to an emergency. There are five types of Incident Management Teams that will provide the command and

control infrastructure that is needed to effectively manage an incident. The IMT starts with the smallest unit and escalates to the size of the emergency. The five types of IMTs are as follows:

- Type 5: Local Unit Level – a group of locally experienced individuals trained in incident management skills to serve during the initial response (6-12 hours) of an incident.
- Type 4: City, County or Fire District Level – a experienced team of fire, EMS, law enforcement officers from a geographic area, typically within a single jurisdiction, activated when necessary to manage a major incident during the first 6-12 hours and possible transition to a Type 3 IMT.
- Type 3: State or Area Mutual Aid Level – a standing team of trained personnel from different departments, organizations, agencies, and jurisdictions with a state, activated to conduct incident management for a major or a complex emergency that extends beyond one operational period (12-16 hours). Type 3 IMTs respond throughout the state or large areas of the state and possible transition to a Type 2 IMT.
- Type 2: National and State Levels – a federally or state-certified team activated when necessary to manage a large or complex incident; has less staffing and experience that Type 1 IMTs and is typically used on smaller scale national or state incidents. Type 2 IMTs operate as interagency teams comprising federal, state and local experienced members.
- Type 1: National and State Level – a federally or state-certified teams; this is the most robust IMT with the most experience; fully equipped. Type 1 IMTs operate as interagency teams through the US Forest Service.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives (NIMS).

Incident Support Organization: Includes any off-incident support provided to an incident. Examples would be Agency Dispatch centers, Airports, Mobilization Centers, etc.

Incident within an Incident: An additional emergency situation usually involving an emergency responder at the scene of an incident, such as an injured firefighter, a medical emergency like a heart attack, or an officer down, etc.

Individual Assistance (IA): Federal assistance provided to private individuals in a presidentially declared "major disaster" or "emergency."

Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. Also known as the Public Information Officer or PIO.

Initial Attack: A planned response to a wildfire given the wildfire's potential fire behavior. The objective of initial attack is to stop the spread of the fire and put it out at

least cost. An aggressive suppression action should be consistent with firefighter and public safety and values to be protected.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely (NIMS).

Interagency Agreements: A written agreement entered into between agencies that require specific goods or services to be furnished or tasks to be accomplished by one agency in support of the other.

Interoperability: (1) The ability of systems, personnel, or agencies to provide services to and accept services from other systems, personnel, or agencies, and to use the services so exchanged so that these organizations can operate together effectively; (2) A condition that is realized among electronic-communications operating systems or grids and/or among individual electronic communications devices, when those systems and/or devices allow the direct, seamless, and satisfactory exchange of information and services between the users of those systems and devices.

-J-

Joint Information Center (JIC): A facility established to coordinate critical emergency information, crisis communications, and public affairs functions. The Joint Information Center is the central point of contact for all news media. The Public Information Officer may activate the JIC to better manage external communication (FEMA).

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the Joint Information System is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort (FEMA).

Joint Operations Center (JOC): The JOC is established by the FBI and serves as the federal equivalent of an Emergency Operations Center (EOC). It is a unified federal command center with the purpose of directing and coordinating the federal crisis management response to the incident, managing the criminal investigation, preventing any additional incidents, and coordinating federal consequence management response assets until the Disaster Field Office (DFO) is established by FEMA.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an

incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health, school) (FEMA).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

-L-

Landing Zone: See Helispot.

Law Enforcement (LE): Individuals, full-time, or on a voluntary basis, who work for agencies at the local, municipal, and state levels with responsibility as sworn law enforcement officers.

Lead Agency: The department or agency assigned lead responsibility to manage and coordinate response in a specific functional area. Lead agencies support the overall Coordinating Agency during all phases of the response.

Lead Federal Agency: The agency designated by the President to lead and coordinate the overall Federal response is referred to as the LFA and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation, develop an action plan, monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

Leader: The ICS title for an individual responsible for a Task Force, Strike Team, or functional Unit.

Liaison: In ICS, it is a position assigned to establish and maintain direct coordination and information exchange with agencies and organizations outside of the specific incident's ICS/Incident Management System (NIMS).

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies (NIMS).

Life-Safety: Refers to the joint consideration of both the life and physical well-being of individuals.

Local Emergency Planning Committee (LEPC): A term used in the Emergency Planning and Community Right-to-Know Act (EPCRA) (42 U.S.C. 11001; 1986). EPCRA, also known as Title III of SARA (Superfund Amendments and Reauthorization Act), was enacted by Congress as the national legislation on community safety. It was designed to help local communities protect public health, safety, and the environment from chemical hazards. To implement EPCRA Congress required each state to appoint a State Emergency Response Commission (SERC) and required each SERC to divide their state into emergency planning districts and to name a Local Emergency Planning Committee (LEPC) for each district. Broad representation by fire fighters, hazardous materials specialists, health officials, government and media representatives,

community groups, industrial facilities, and emergency managers helps ensure that all the necessary perspectives are represented on the LEPC.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002) (NIMS).

Logistics: Providing resources and other services to support incident management (NIMS).

Logistics Section: The section responsible for providing facilities, services, and material support for the incident (NIMS).

Logistics Section Chief: A member of the General Staff who provides resources and needed services to support the achievement of the incident objectives.

Low Hazard Potential: Dams that are assigned the low hazard potential classification are those where failure or operator error results in no probable loss of human life and low economic and/or environmental losses, which are principally limited to the owner's property.

-M-

Major Disaster: A term used by FEMA and defined in the Stafford Act as "any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

Managers: Individuals within ICS organizational units that are assigned specific managerial responsibilities, e.g., Staging Area Manager or Camp Manager.

Management Action Point (MAP): Clearly specified incident conditions that, when reached, prompt a predefined modification to existing fire management actions, or trigger the implementation of new strategies and/or tactics (FEMA).

Management by Objectives: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following:

1. Establishing overarching objectives;

2. Developing and issuing assignments, plans, procedures, and protocols;

3. Establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives;

4. Documenting results to measure performance and facilitate corrective action (NIMS).

Mass Care: The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities may include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster (FEMA).

Mass Casualties Incident (MCI): An MCI exists when- A) the number of patients and nature of injuries make normal stabilization and care unachievable, and/or B) The number of EMT's and ambulances provided to the scene within time allowed are insufficient, or C) the stabilization capabilities of hospitals that can be reached within time allowed are insufficient.

Mass Decontamination (Mass DECON): The decontamination of large numbers of patients from exposure to chemical, biological, or radiological contamination, in a rapid manner in the field. Mass DECON is generally accomplished by fire service units.

Mass Fatality Incident (MFI): An incident with multiple fatalities, which overwhelms the capabilities or has a significant impact on the County Coroner's operations and/or investigation and fatality management resources. Mass fatality incidents are designated as such.

Material Safety Data Sheet (MSDS): Documents prepared by a manufacturer to transmit health and emergency information about their product. This fact sheet summarizes information concerning material identification; hazardous ingredients; health, physical, and fire hazards; chemical reactivity and incompatibilities; spill, leak and disposal procedures; and protective measures required for safe handling and storage. See 29 CFR 1910.1200 (as amended) for more information.

Medical Unit: Functional Unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center: The Message Center is part of the Incident Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and administrative and tactical traffic.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary

facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury (NIMS).

Mobile Communications Unit (MCU): A vehicle that serves as a self-sustaining mobile operation center capable of operating in an environment with little to no basic services, facilitating communications between multiple entities using an array of fixed and/or wireless communications equipment, providing appropriate work space for routine support functions, and providing basic services for personnel in short-term or long-term deployments.

Mobilization: The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident (NIMS).

Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

Modular Organization: A top-down Incident Command System (ICS) organizational structure based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.

Montana Department of Natural Resources and Conservation (DNRC): The lead State agency with respect to fire, both wildland and structural. DNRC line officers, area, and unit managers, or their designed representatives, may authorize DNRC assistance to local authorities to suppress wildfires. The Forestry Division, Fire and Aviation Management Bureau, is the lead agency within DNRC.

Mortuary Branch: The organizational level in a Mass Casualty/Fatality Operations Section responsible for transport and recovery of the deceased and site examination and mortuary sites.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.

Multi-Agency Coordination (MAC): A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.

Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A Multiagency Coordination (MAC) Group can provide coordinated decision making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as policy groups, multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Multi-Agency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among

incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities. (NIMS)

Multi-Agency Coordination System (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS (NIMS).

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command or Unified Area Command (NIMS).

Mutual Aid: Cooperation between agencies and/or jurisdictions in which they agree to assist one another upon request to strengthen their emergency management efforts by furnishing resources – personnel, equipment and/or facilities including, but not limited to, fire, law enforcement, EMS, medical and health providers, public works, communications, transportation, expertise, and/or other support or services. Assistance may be free or compensated for response costs depending upon the request agreement between parties. If mutual aid is requested, assistance is only provided if available and will not hinder the provider's jurisdictional responsibilities.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner (NIMS).

-N-

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity (NIMS).

National Disaster Medical System: A cooperative asset-sharing partnership between DHHS, DOD, FEMA, VA, state and local governments, private sector businesses, and civilian volunteers. Its purpose is to provide a single integrated national medical response capability to assist state and local jurisdictions manage the medical and health effects of a WMD incident that overwhelms the local health care resources. NDMS is directed and managed by DHHS Office of Emergency Preparedness (OEP).

National Emergency Coordination Center (NECC): The FEMA facility which provides notification to Headquarters and Regional responders of implementation of the Plan (FEMA).

National Essential Functions (NEFs): The eight functions the President and the Nation's leadership will focus on to lead and sustain the Nation during a catastrophic emergency; NEFs, therefore, should be supported by COOP and COG capabilities.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively

and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources. (NIMS)

National Interagency Coordination Center (NICC): The location for overseeing all interagency coordination activities throughout the United States. See also National Interagency Fire Center.

National Interagency Fire Center (NIFC): The location that coordinates the national mobilization of resources for wildland fire and other incidents throughout the United States. See also National Interagency Coordination Center.

National Multi-Agency Coordination Group (NMAC): The NMAC is comprised of representatives from the Bureau of Land Management, Bureau of Indian Affairs, National Park Service, Forest Service, U.S. Fish and Wildlife Service, Federal Emergency Management Administration, and the National Association of State Foresters. The NMAC group at NIFC prioritizes and allocates resources when there are critical shortages of national resources such as smokejumpers, airtankers, or Type 1 Incident Management Teams (IMTs).

National Preparedness Goal (NPG): The Federal outline for building and sustaining core capabilities and preparing to deliver them effectively. The Goal is:

- A secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk (FEMA).

National Response Framework (NRF): The National Response Framework is a guide that details how the Nation conducts all-hazards response– from the smallest incident to the largest catastrophe. This document establishes a comprehensive, national, all-hazards approach to domestic incident response. The Framework identifies the key response principles, as well as the roles and structures that organize national response. It describes how communities, States, the Federal Government and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. In addition, it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It lays the groundwork for first responders, decision-makers and supporting entities to provide a unified national response (NIMS).

National Weather Service (NWS): The National Oceanic and Atmospheric Administration (NOAA) National Weather Service provides continuous broadcast of the latest local weather information directly from National Weather Service offices. This

weather radio system may also be used to disseminate specific warning or emergency information for a particular area, when activated. Receipt of this information is limited, however, to those who use NOAA Weather Radio, since these high—band VHF frequencies are not found on the typical home radio.

National Wildfire Coordinating Group (NWCG): A group formed under the direction of the Secretaries of the Interior and Agriculture to improve the coordination and effectiveness of wildland fire activities, and provide a forum to discuss, recommend appropriate action, or resolve issues and problems of substantive nature. The NWCG has been a primary supporter of ICS development and training.

NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs, 2010 Edition. This National Fire Protection Association's (NFPA) standard is a total program approach for disaster/emergency management and business continuity programs in both public and private sectors. It provides common program elements, technicians, and processes. The standard has been endorsed by the U.S. Department of Homeland Security.

Non-Failure Flooding: A situation where dam waterways are at or near flood stage and dam officials operationally does something that may aggravate downstream flooding. (This situation will not activate the dam emergency action plan (EAP).

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross (NIMS).

Northern Rockies Coordinating Group (NRCG): Local, State & Federal representatives within the Northern Rockies geographic area that develop interagency fire suppression strategy, set priorities, coordinate assessments for media interests & determine the allocation of resources. Northern Rockies Geographic Area includes the states of Montana and North Dakota, northern Idaho, and Yellowstone National Park.

Northern Rockies Coordination Center (NRCC): The Missoula-based interagency office for the effective coordination, mobilization and demobilization of emergency management resources within the Northern Rockies area and between other geographic areas. Northern Rockies Geographic Area includes the states of Montana and North Dakota, northern Idaho, and Yellowstone National Park.

-O-

Objective: A description of a desired condition; quantified and measured, and where possible, with established time frames for achievement

Officer: The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

On Scene Commander: A term used to designate the FBI person who provides leadership and direction to the federal crisis management response. The FBI OSC may or may not be the regional Special Agent in Charge (SAC). Also used by the EPA.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours (NIMS).

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups (NIMS).

Operations Section Chief: A member of the General Staff who establishes the tactics to meet the incident objectives and directs all operational resources (NIMS).

Organization and Assignment of Responsibilities: A component of the Emergency Operations Plan that lists tasks staff will perform in the event of incident by position and organization.

Out-Of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

Overhead Personnel: IMT personnel who are assigned to supervisory positions which include Incident Commander, Command Staff, General Staff, Branch Directors, Supervisors, Unit Leaders, Managers, and staff.

-P-

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines (NIMS).

Plan Development and Maintenance: A component of the Emergency Operations Plan that outlines responsibilities for updating and maintaining the plan (FEMA).

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP) (NIMS).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident (NIMS).

Planning Section Chief (PSC): A member of the General Staff who supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.

Plume: Airborne material spreading from a source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

Point of Public Inquiry (PPI): A location established during an incident to answer questions from the public.

Policy Group: See Multiagency Coordination (MAC) Group. In Jefferson County, the policy group generally consists of the chief elected officials.

Political Subdivision: Any county, city, town, or other legally constituted unit of local government in this state (MCA 10-3-103 (10)).

Population Protection Plan (PPP): Jurisdictional pre-incident plans that specify evacuation routes and access control points.

Potential Threat: Exists when intelligence, an articulated threat, or an occurrence (*e.g. presence of suspicious letter/package, individual(s), or activity*) indicates a potential for a terrorist incident. However, this potential threat has not yet been assessed as credible.

Potential Threat Element (PTE): Any group or individual in which there are allegations or information indicating a possibility of the unlawful use of force or violence, specifically the utilization of WMD (CBRNE) agents, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of a specific motivation or goal, possibly political or social in nature. This definition provides sufficient predicate for the FBI to initiate an investigation.

Precursor: A chemical substance required for the manufacture of a chemical agent.

Pre-Disaster Mitigation Plan (PDM): A plan designed to protect residents, critical facilities, infrastructure, private property, and the environment from natural and man-made hazards by profiling significant hazards to the community and identifying mitigation projects that can reduce those impacts.

Pre-Plan: A pre-disaster plan.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management (NIMS).

Preparedness Organizations: The groups and forums that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area (NIMS).

Prescribed Fire: Any fire ignited by a land management agency or private landowners to meet specific management objectives. A written, approved prescribed fire plan must exist, and NEPA requirements (where applicable) must be met, prior to ignition.

Presidential Decision Directive 39 (PDD-39): Issued in June 1995, PPD-39, United States Policy on Counterterrorism, directed a number of measures to reduce the Nation's vulnerability to terrorism, to deter and respond to terrorist acts and to straighten

capabilities to prevent and manage the consequences of terrorist use of nuclear, biological and chemical weapons (FEMA).

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice (NIMS).

Primary Agency: The Federal department or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific ESF support. Primary agencies are responsible for overall planning and coordination of the delivery of ESF-related Federal assistance to their State counterparts, in conjunction with their support agencies (FEMA).

Principal Executive Officer: The mayor, presiding officer of the county commissioners, or other chief executive officer of a political subdivision (MCA 10-3-103 (11)).

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO) (NIMS).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination (NIMS).

Procurement Unit: Functional Unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Affairs Officer (PAO): See Public Information Officer.

Public Assistance (PA): Federal assistance provided for the restoration or replacement of public facilities which are damaged or destroyed in a presidentially declared "major disaster" or "emergency" (FEMA).

Public Facility: Any publicly owned building, structure or system.

Public Health (PH): Personnel whose responsibility includes preventing epidemics and the spread of disease, protecting against environmental hazards, preventing injuries, promoting and encouraging health behaviors, responding to disasters and assisting communities in recovery, and assuring the quality and accessibility of health services, epidemiology investigators, evidence collection, along with fatality management for humans and animals.

Public Health Service: An agency of the DHHS responsible for the National Disaster Medical System (NDMS). The PHS is the Primary Agency responsible for Emergency

Support Function 8 (ESF 8) - Health and Medical Services in the Federal Response Plan (FRP).

Public Health Team: City/County Public Health leadership and staff to include health inspectors, sanitarians and physician consultants used for epidemiological activity.

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

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements. Also known as the Information Officer or IO (NIMS).

Public Safety Answering Point (PSAP): A call center responsible for answering calls to an emergency telephone number for police, firefighting, and ambulance services.

Public Safety Communications (PSC): Individuals, working on a full-time, part-time, or volunteer basis, who, through technology, serve as a conduit and link persons reporting an incident to response personnel and emergency management, to identify an incident occurrence and help to support the resolution of life safety, criminal, environmental, and facilities problems associated with a WMD terrorism incident.

-Q-

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness (NIMS).

-R-

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down (NIMS).

Reception Center: A temporary and safe place or location where evacuees are provided initial processing before being assigned to shelter facilities. These areas will be located along evacuation routes and a sufficient distant from the affected area to provide ease of public access. Incident information, guidance, evacuee registration, and, if necessary and available, transportation will be provided to move evacuees to an appropriate mass care shelter facility.

Reconstitution: The process by which surviving and or replacement organization personnel resume normal agency operations from the original or replacement primary operating facility.

Record of Changes: A document detailing and tracking each update or change to a plan to enhance accountability and transparency. The document is usually in table

format, and contains at a minimum a change number, the date of the change, and the name of the person who made the change.

Record of Distribution: A document used as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of a plan. The document is usually in table format and indicates the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, and the number and/or type of copies delivered.

Recorders: Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration Units.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents (NIMS).

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area (NIMS).

Red Flag Warning: Term used by fire weather forecasters to alert forecast users to an ongoing or imminent critical fire weather pattern.

Rehab (Rehabilitation): Location for responders to recuperate during an incident. Should be established away from the media and public to allow for recuperation.

Reporting Locations: Location or facilities where incoming resources can check-in at the incident. See also Check-in.

Respite Center: A location for incident volunteers to recuperate during an incident. Should be established away from the media and public to allow for recuperation.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC (NIMS).

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols (NIMS).

Resources Unit: Functional Unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs (NIMS).

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice (NIMS).

Reverse 911: See Reverse Notification. Reverse 911 is a proprietary name.

Reverse Notification: An automated telephone dialing system used for sending recorded warning notices over normal telephone lines.

Risk: The chance or probability that a hazard could cause harm.

Risk Analysis: The process by which risks are identified and evaluated.

Risk Assessment: Process of hazard identification, probability analysis, vulnerability analysis, and impact analysis (NFPA 1600: 2010 Ed).

Risk Management: The process of identifying, controlling, and minimizing the impact of events whose consequences are or may be unknown, or events that are themselves fraught with uncertainty.

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288: Authorizes the Federal government to respond to disasters and emergencies in order to help State and local governments save lives, and to protect public health, safety and property (FEMA).

Rural Fire District (RFD): An organization established to provide fire protection to a designated geographic area outside of areas under municipal fire protection. Usually has some taxing authority and officials may be appointed or elected. Statutory authority in Montana is found under Title 7, chapter 33, part 21, Montana Code Annotated (MCA).

-S-

Safety Data Sheet (SDS): See Material Safety Data Sheet (MSDS).

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel (FEMA).

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the Branch and the Incident Command (NIMS).

Segment: A geographical area in which a task force/strike team leader or supervisor of a single resource is assigned authority and responsibility for the coordination of resources and implementation of planned tactics. A segment may be a portion of a division or an area inside or outside the perimeter of an incident. Segments are identified with Arabic numbers.

Self-contained Breathing Apparatus (SCBA): Protective equipment consisting of an enclosed face piece and an independent, individual supply (tank) of air used for breathing in atmospheres containing toxic substances or underwater.

Senior Official: The elected or appointed officials who, by statute, is charged with implementing and administrating laws, ordinances, and regulations for a jurisdiction. In Montana is person is known under DES laws as the Principal Executive Officer who is the mayor, presiding officer of the county commissioners, or other chief executive officer of a political subdivision of the state.

Service Branch: A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.

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

Shelter-in-Place: People taking protective action from a hazardous materials release by seeking shelter inside a building and remaining inside until the damage passes. Sheltering in-place is used when evacuating the public would cause greater risk than staying where they are, or when an evacuation cannot be performed. People inside should be directed to close all doors and windows and to shut off all ventilating, heating and cooling systems. Vehicles can offer some protection for short period if the windows are closed and the ventilating systems are shut off. Vehicles are not as effective as buildings for in-place sheltering (Emergency Response Guidebook, US DOT).

Significant Hazard Potential: Dams assigned the significant hazard potential classification are those dams where failure or operator error results in no probable loss of human life but can cause economic loss, environmental damage, disruption of lifeline facilities, or impacts other concerns. Significant hazard potential classification dams are often located in predominantly rural or agricultural areas but could be located in areas with population and significant infrastructure.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Situation Analysis: The process of collecting, evaluating, and disseminating information related to the incident, including information on the current and forecasted situation, and on the status of resources for management of the incident. (NFPA 1600: 2010 Ed)

Situation Unit: Functional unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Situational Awareness: The perception of environmental elements with respect to time or space, the comprehension of their meaning, and the projection of their status after some variable has changed, such as time, or some other variable, such as a predetermined event.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.) (NIMS).

Special Needs Population: The term "access and functional needs" replaces the formerly used term "special needs."

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas (NIMS).

Standard Operating Guidance (SOG): A set of instructions containing a recommendation or that which is advised, covering those features of operations which lend themselves to a possible or advised course of action. SOGs supplement EOPs by recommending how tasks assigned in the EOP may be carried out.

Standard Operating Procedures (SOP): A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement EOPs by detailing and specifying how tasks assigned in the EOP are to be carried out.

State Coordinating Officer (SCO): The person appointed by the Governor to coordinate State response and recovery activities with Federal-related activities, in corporation with the Federal Coordination Officer (FCO).

State Liaison: A Federal Emergency Management Agency (FEMA) official assigned to a particular State, who handles initial coordination with the State in the early stages of an emergency (NIMS).

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

State Emergency Coordination Center (SECC): Montana Disaster and Emergency Service's Emergency Coordination Center at Fort Harrison, Montana, that is activated during periods of disaster/emergency that require coordination at the state level.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness (NIMS).

Strategy: The general direction selected to accomplish incident objectives (NIMS).

Strike Team: Specified combinations of the same kind and type of resources, with common communications and a leader.

Structure Protection: The protecting of a structure from the threat of damage from an advancing wildland fire. This involves the use of standard wildland protection tactics, control methods, and equipment, including fire control lines and the extinguishment of spot fires near or on the structure. The protection can be provided by both the rural and/or local government fire department and wildland fire protection agencies.

Supervisor: The ICS title for individuals responsible for command of a Division or Group.

Supply Unit: Functional Unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, and Ground Support Units.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include ortho-photo mapping, remote automatic weather stations, infrared technology, and communications, among various others (NIMS).

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections, or the Command Staff.

-T-

Tabletop Exercise (TTX): A tabletop exercise is an activity in which responders to a potential incident gather to informally discuss various simulated incidents, review responsibilities and/or discuss emergency management preparedness. The intent of a tabletop exercise is to allow the participants to evaluate plans and procedures and resolve issues of coordination, assignment of responsibilities interaction between agencies, etc., in a nonthreatening environment under a minimum of stress.

Tactics: Deploying and directing resources on an incident to accomplish the objectives designated by strategy.

Tactical Direction: Direction given by the Operations Section Chief which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Training: Teaching or being taught a particular skill.

Target Capabilities List: Defines specific capabilities that all levels of government should possess to respond effectively to incidents.

Target Notification: See Reverse Notification.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader (NIMS).

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as hazardous material assessments) (NIMS).

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS organization.

Threat Analysis: In antiterrorism, threat analysis is a continual process of compiling and examining all available information concerning potential terrorist activities by terrorist groups that could target a facility. A threat analysis will review the factors of a group's existence, capability, intentions, history, and targeting, as well as the security environment within which friendly forces operate. Threat analysis is an essential step in identifying probability of terrorist attack and results in a threat assessment. (Joint Pub 1-02)

Threat Analysis Group (TAG): A group made up of technical specialists representing law enforcement, fire, public health and any other agency that may have relevant expertise in evaluating intelligence and performing threat analysis.

Time Unit: Functional Unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities (NIMS).

Toxic Inhalation Hazard: Term used to describe gases and volatile liquids that are toxic when inhaled.

Traffic Control Point (TCP): See Access Control Point.

Training and Exercise Plan: A flexible, rolling three-year schedule of planned training events and exercises.

Transfer of Command: The process of moving the responsibility for incident command from one Incident Commander to another. Transfer of command must include a transfer of command briefing, which may be oral, written, or a combination of both, and must be announced to the entire IMT (FEMA).

Transport Group: The EMS Branch Group responsible for acquisition and coordination of all patient transport resources. Usually this section is responsible for coordinating the destination hospital or other health care facility for all patients removed from an incident. The Transport Group typically includes an EMS staging area (See Staging).

Transportation Systems: The Transportation Systems Sector consists of six key subsectors, or modes:

- ♦ **Aviation** includes aircraft, air traffic control systems, commercial airports and additional airfields. This mode includes civil and joint use military airports, heliports, short takeoff and landing ports, and seaplane bases.

- ♦ **Highway** encompasses roadways and supporting infrastructure. Vehicles include automobiles, buses, motorcycles, and all types of trucks.

- ♦ **Maritime Transportation System** consists of coastline, ports, and navigable waterways which allow the various modes of transportation to move people and goods to, from, and on the water.

- ♦ **Mass Transit** includes multiple-occupancy vehicles, such as transit buses, trolleybuses, vanpools, ferryboats, monorails, heavy (subway) and light rail, automated guideway transit, inclined planes, and cable cars designed to transport customers on local and regional routes.

- ♦ **Pipeline Systems** include vast networks of pipeline that traverse hundreds of thousands of miles throughout the country, carrying nearly all of the Nation's natural gas and about 65 percent of hazardous liquids, as well as various chemicals.

- ♦ **Rail** consists of railroads, miles of track, freight cars, and locomotives.

Treatment Group: The EMS Branch Group responsible for collecting and treating patients in a centralized location, once rescue/DECON has occurred.

Triage: The act of sorting patients by the severity of their medical conditions.

Triage Group: The EMS Branch Group responsible for conducting triage of patients at an incident.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (NIMS).

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications (NIMS).

-U-

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. See Area Command (NIMS).

Unified Command (UC): An organizational adaptation of the Incident Command System (ICS) in which command of the incident is a collaborative effort involving all departments and agencies responsible for key aspects of the response efforts. The unified command team, under the leadership of the Incident Commander, develops an agreed upon set of incident response objectives and strategies without abdicating individual department or agency responsibility, authority, or accountability.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity (NIMS).

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective (NIMS).

Urban Interface: See Wildland Urban Interface.

Urban Search and Rescue: A team specially trained and equipped for large or complex urban search and rescue operations. The multi-disciplinary organization provides five functional elements, which include command, search, rescue, medical, and technical.

-V-

Vital Records: Electronic and hardcopy documents, references, and records that are needed to support essential functions during a continuity situation. The two basic categories of vital records are (1) emergency operating records and (2) rights and interests records. Information critical to the continued operation or survival of an entity (NFPA 1600: 2010 Ed).

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101 (NIMS).

Vulnerability Analysis: A process that defines, identifies, and classifies the susceptibility of a facility, computer, network, or communications infrastructure, to damage or destruction. In addition, a vulnerability analysis can forecast the effectiveness of proposed countermeasures and can evaluate their actual effectiveness after they are implemented.

Vulnerability Assessment: The Vulnerability Assessment provides a measure to indicate the relative likelihood that a particular facility or incident within the jurisdiction may become the target of a terrorist attack. The factors considered include measures of attractiveness and impact.

-W-

Warm Zone: A hazardous material response term referring to a buffer area between the hot and cold zones. Personnel in this area are removed from immediate threat but are not considered completely safe from harm. In HazMat incidents, this zone is also the contamination reduction zone where initial personal and equipment decontamination activities occur. This zone requires the use of proper PPE once contaminated people or equipment enter it. Also called the decontamination or limited access zone.

Warning: A notice to the public of the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the NWS (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

Watch: Indication by the NWS that, in a defined area, conditions are favorable for the specified type of severe weather (e.g., flash flood watch, severe thunderstorm watch, tornado watch, winter storm watch).

Wildland Urban Interface (WUI): a popular term used to describe an area where various structures (most notably private homes) and other human developments meet or are intermingled with forest and other vegetative fuel types. The area where structures and other human development meet or intermingle with natural wildland vegetation (NWCG).

Wireless Emergency Alert (WEA): An alerting network in the United States designed to disseminate emergency alerts to mobile devices such as cell phones and pagers.

Attachment 3: Record of Distribution

Agency/Dept.	Date	Format
1. Jefferson County Attorney's Office	12/3/2019	Digital
2. Jefferson County Central Shop	12/3/2019	Digital
3. Jefferson County Clerk & Recorder's Office	12/3/2019	Digital
4. Jefferson County Commissioners/Commission Chair	12/3/2019	Digital/Hard Copy
5. Jefferson County DES	12/3/2019	Digital/Hard Copy
6. Jefferson County Events Coordinator	12/3/2019	Digital
7. Jefferson County Extension Office	12/3/2019	Digital
8. Jefferson County Fire Warden	12/3/2019	Digital
9. Jefferson County Flood Plain Administrator	12/3/2019	Digital
10. Jefferson County GIS	12/3/2019	Digital
11. Jefferson County Human Resources Dept.	12/3/2019	Digital
12. Jefferson County IT	12/3/2019	Digital
13. Jefferson County Maintenance Dept.	12/3/2019	Digital
14. Jefferson County Planning Dept.	12/3/2019	Digital
15. Jefferson County Health Department	12/3/2019	Digital
16. Jefferson County Public Health Officer	12/3/2019	Digital
17. Jefferson County Road Department	12/3/2019	Digital
18. Jefferson County Safety	12/3/2019	Digital
19. Jefferson County Sanitarian	12/3/2019	Digital
20. Jefferson County Sheriff	12/3/2019	Digital/Hard Copy
21. Jefferson County Sheriff's Office Public Safety Answering Point	12/3/2019	Digital
22. Jefferson County Solid Waste Dept.	12/3/2019	Digital
23. Jefferson County Superintendent of Schools	12/3/2019	Digital
24. Jefferson County Treasurer	12/3/2019	Digital
25. City of Boulder City Council/Mayor	12/3/2019	Digital/Hard Copy
26. Town of Whitehall Town Council/Mayor	12/3/2019	Digital/Hard Copy

Agency/Dept.	Date	Format
27. Basin Volunteer Fire Department	12/3/2019	Digital
28. Boulder Volunteer Fire Department	12/3/2019	Digital
29. Bull Mountain Volunteer Fire Department	12/3/2019	Digital
30. Clancy Volunteer Fire Department	12/3/2019	Digital
31. Elk Park Volunteer Fire Department	12/3/2019	Digital
32. Jefferson City Volunteer Fire Department	12/3/2019	Digital
33. Montana City Volunteer Fire Department	12/3/2019	Digital
34. Willow Creek Volunteer Fire Department	12/3/2019	Digital
35. Whitehall Volunteer Fire Department	12/3/2019	Digital
36. Eagle Ambulance Service	12/3/2019	Digital
37. Boulder Ambulance Service	12/3/2019	Digital
38. Jefferson Valley EMS	12/3/2019	Digital
39. City of Boulder Police Department	12/3/2019	Digital
40. Elkhorn Search and Rescue	12/3/2019	Digital
41. Jefferson Valley Search and Rescue	12/3/2019	Digital
42. Jefferson County Rural Fire Council	12/3/2019	Digital
43. Elkhorn COAD	12/3/2019	Digital
44. Jefferson County LEPC	12/3/2019	Digital
45. Tri-County Fire Safe Working Group	12/3/2019	Digital
46. Montana DES	12/3/2019	Digital

Attachment 4: Record of Changes

Change #	Date of Change	Section Changed	Reviewed By:		
			LEPC Chair	**Sheriff**	**Commission Chair**

Attachment 5: Responsibility Matrix by Annex

P = Primary Departments/Agencies: agency that may have a primary responsibility during an incident involving this Annex.

S = Support Departments/Agencies: agency may be supporting the efforts of the Primary Departments.

Department or Agency	Alert and Warning	Direction, Control, and Coord.	Communications	Public Information	Evacuation	Sheltering	Access and Functional Needs	Volunteer and Donation Mgmt.	Animal Care	Hazardous Materials	Health and Medical Services	Damage Assessment	Debris Management	Recovery	Continuity of Operations Planning	Cybersecurity Plan	Distribution Management Plan	Emergency Operations Center
Annex	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	X	Y	Z
Attorney's Offices	S	S	S	S	S	S	S	S	S	S	S	S	S	P	P	S	S	S
City/Town Councils	S	P	S	P	S	S	S	S	S	P	S	P	P	P	P	P	P	P
City/Town Police Departments	P	P	P	P	P	S	P	P	P	P	S	P	P	S	P	S	S	S
Clerk and Recorder's Offices	S	S	S	S	S	S	S	S	S	S	S	S	S	P	P	S	S	S
COAD*	S	S	S	S	S	P	P	P	P	S	P	S	S	P	P	S	P	S
County Commissioners	S	P	S	P	S	S	S	S	S	P	S	P	P	P	P	P	P	P
County Commission Chair**	S	P	S	P	P	S	S	S	S	P	S	S	S	P	P	P	P	P
Disaster & Emergency Svcs.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Emergency Medical Services	S	P	P	P	P	P	P	P	S	P	P	S	S	S	P	S	S	S
Extension Service	S	S	S	S	S	S	S	S	P	S	S	S	S	P	P	S	S	S
Fire Departments	P	P	P	P	P	S	P	P	P	P	P	S	P	P	S	P	S	S
Fire Warden	P	P	P	P	P	S	P	S	S	S	S	S	P	S	S	S	S	S
Flood Plain Administrators	S	S	S	S	S	S	S	S	S	S	S	P	S	S	P	S	S	S
Geographical Information Sys.	S	S	S	S	P	S	S	S	S	S	S	P	S	S	P	S	S	S
Human Resources	S	S	S	S	S	S	S	S	S	S	S	S	S	P	P	S	S	S
Information Technology (IT)	S	S	S	S	S	S	S	S	S	S	S	S	S	P	P	P	S	S
Maintenance Departments/Shop	S	S	S	S	S	S	S	S	S	S	S	P	P	P	P		S	S
Mayor**	S	P	S	P	P	S	S	S	S	S	S	S	S	P	P	P	P	P
Planning Departments	S	S	S	S	S	S	S	S	S	S	S	S	S	P	P	S	S	S
Public Health Department	S	P	S	P	P	P	P	S	S	S	P	P	S	P	P	S	S	S
Public Health Officer	S	P	S	P	P	P	P	S	S	S	P	P	S	P	P	S	S	S
Public Safety Answering Point***	P	S	S	P	S	S	S	S	S	S	S	S	S	S	P	S	S	S
Public Works/Road Departments	S	P	S	P	P	S	S	S	S	P	S	P	P	P	P	S	S	S
Sanitarian	P	P	S	P	S	P	P	S	S	S	P	P	P	P	P	S	S	S
Search & Rescue	P	P	P	P	S	S	S	S	S	S	S	S	S	P	S	S	S	S
Sheriff/Coroner	P	P	P	P	P	S	P	P	P	P	S	P	P	S	P	S	S	S
Solid Waste Departments	S	S	S	S	S	S	S	S	S	S	S	P	P	P	P	S	S	S
Superintendent of Schools	S	S	S	P	S	P	P	S	S	S	S	P	P	P	P	S	S	S
Treasurer, Finance, Accnting	S	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S

*= Community Organizations Active in Disaster; **= Principal Executive Officer; ***= PSAP, or 911 Center

Attachment 6: Responsibility Matrix by Hazard

P = Primary Departments/Agencies: agency that may have a primary responsibility during an incident involving this hazard.

S = Support Departments/Agencies: agency likely to be supporting the efforts of the Primary Departments.

Department or Agency	Wildfire	Hazardous Materials	Severe Weather/Drought	Flooding/Dam Failure	Transportation Incidents	Earthquake	Terrorism/Violence/Civil Unrest	Communicable Disease
Hazard Ranking	1	2	3	4	5	6	7	8
Attorney's Offices	S	S	S	S	S	S	S	S
City/Town Councils	S	S	S	S	S	S	S	S
City/Town Police Departments	P	P	P	P	P	P	P	S
Clerk and Recorder's Offices	S	S	S	S	S	S	S	S
COAD (Community Organizations Active in Disaster)	P	P	P	P	S	P	S	P
County Commissioners	S	S	S	S	S	S	S	S
County Commission Chair (Principal Executive Officer)	S	S	S	S	S	S	S	S
Disaster and Emergency Services	P	P	P	P	P	P	P	P
Emergency Medical Services	S	P	S	P	P	P	P	P
Extension Service	S	S	S	S	S	S	S	S
Fire Departments	P	P	P	P	P	P	P	S
Fire Warden	P	S	S	S	S	S	S	S
Flood Plain Administrators	S	S	S	P	S	S	S	S
Geographical Information Services	S	S	S	S	S	S	S	S
Human Resources	S	S	S	S	S	S	S	S
Information Technology (IT)	S	S	S	S	S	S	S	S
Maintenance Departments/Shop	S	S	S	S	S	S	S	S
Mayor (Principal Executive Officer)	S	S	S	S	S	S	S	S
Planning Departments	S	S	S	S	S	S	S	S
Public Health Department	S	P	S	P	S	P	S	P
Public Health Officer	S	P	S	P	S	P	S	P
Public Safety Answering Point (PSAP-911 Center)	P	P	P	P	P	P	P	S
Public Works/Road Departments	S	P	P	P	P	P	S	S
Sanitarian	S	P	S	P	P	P	S	S
Search & Rescue	S	S	S	P	S	P	S	S
Sheriff/Coroner	P	P	P	P	P	P	P	S
Solid Waste Departments	S	S	S	S	S	S	S	S
Superintendents of Schools	S	S	S	S	S	S	S	S
Treasurer, Finance, and/or Accounting	S	S	S	S	S	S	S	S

Attachment 7: Labor, Equip., & Materials Combo Form

FORCE ACCOUNT LABOR/EQUIPMENT/MATERIAL COMBINATION FORM

Applicant:		PA ID #			PW #			Disaster Number :	
Location :					Category:			Period covering:	

Description of Work Performed :

FA LABOR

Name / Job Title	DATE							TOTAL HOURS	HOURLY RATE ($)	BENEFIT RATE (%)	TOTAL RATE	TOTAL COSTS	
	REG.												
	OT												
	REG.												
	OT												
	REG.												
	OT												
	REG.												
	OT												
	REG.												
	OT												

Total FA Labor Hours =   TOTAL FORCE ACCOUNT LABOR COSTS = $ -

FA EQUIPMENT

Type of Equipment: size,capacity,hp,make or model	DATE							TOTAL HOURS	Equipment Code No.	Equipment Rate		TOTAL COSTS	
	HOURS												
	HOURS												
	HOURS												
	HOURS												
	HOURS												

Total FA Equip. Hours =   TOTAL FORCE ACCOUNT EQUIPMENT COSTS = $ -

Material

VENDOR	DESCRIPTION (Include Unit of Measure)	INFO FROM INVOICE	INFO FROM STOCK	DATE BOUGHT	CHECK NO.		DATE USED	QUANTITY	UNIT PRICE	TOTAL PRICE	

TOTAL MATERIAL COSTS = $ -

GRAND TOTAL COSTS = $ -

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS,INVOICES,OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED BY _____   TITLE _____   DATE _____

Attachment 8: Modified Force Account Equip. Form

FORCE ACCOUNT EQUIPMENT RECORD

APPLICANT:		MHp		PA ID# :		PW # :		Disaster # :		

LOCATION / SITE :   PERIOD COVERING:

Description of Work Performed:

CATEGORY:

TYPE OF EQUIPMENT Indicate size, capacity , horsepower, make and model as appropriate	Equipment Code No. FEMA, State or Local	OPERATOR'S NAME	DATES AND HOURS USED EACH DAY											COSTS			
														Total Hours Days Miles	Equipment Rate	Hour Daily Per/Mile	Total Costs
													GRAND TOTALS =				

I certify that the above information was transcribed from payroll records, invoices, or other documentation which are available for audit.

Certified By:		Title:		Date:	

Attachment 9: Modified Force Account Labor Form

FORCE ACCOUNT LABOR RECORD

APPLICANT:		PA ID.		PW No.		DISASTER No.

LOCATION/SITE:			PERIOD COVERING:

DESCRIPTION OF WORK PERFORMED:

CATEGORY :

NAME/TITLE		DATES (mm/dd)													COSTS				
															TOTAL HOURS	HOURLY RATE ($)	BENEFIT RATE (%)	TOTAL HOURLY RATE	TOTAL COSTS
	REG																		
	O.T.																		
	REG																		
	O.T.																		
	REG																		
	O.T.																		
	REG																		
	O.T.																		
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	O.T.																		
	REG																		
	O.T.																		

	Total Regular Time Hours and Cost =		
	Total Overtime Hours and Cost =		
	Grand Total Costs =	

I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM TIME SHEETS, PAYROLL RECORDS, OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDITS.

CERTIFIED BY:		Title :		Date :

Attachment 10: Modified Material Form

MATERIALS SUMMARY RECORD

APPLICANT :			PA ID #					PW #		
LOCATION / SITE :					DISASTER NUMBER:					
Description of Wok Performed :					RECOVERY PERIOD:					
					CATEGORY:					

| VENDOR | DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL PRICE | PURCHASE DATE | CHECK NO. | DATE USED | INFO FROM | |
								INVOICE	STOCK
		GRAND TOTAL							

I certify that the above information was transcribed from vendor invoices, stock cards or other documentation which are available for audit.

| Certified By: | | | Title: | | | Date: | | | | |

Emergency Operations Plan

Section 2: Basic Plan Annexes

Annex A: Alert and Warning

Table of Contents

1.0 Introduction

1.1 Purpose
This annex provides an overview of the concepts, systems and organizations used to alert emergency responders and warn the public of any probable or imminent danger of a disaster or emergency.

1.2 Scope
This annex provides an overall framework for alert and warning operations. This annex does not encompass all of the challenges in supporting response operations for the protection of the population in the event of a disaster or emergency. This annex also does not define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation & Assumptions

2.1 Situation
1. The primary way Jefferson County emergency responders are alerted to incidents is through the Jefferson County Sheriff's office Public Safety Answering Point (PSAP).
2. Jefferson County utilizes multiple platforms and methods to warn the public. Some or all these methods may be utilized depending upon the nature of the incident. Those platforms and methods include:
    A. The Sheriff's Office's targeted notification system.
    B. The Sheriff's Office's social media.
    C. The County Office of Disaster and Emergency Services' Emergency Broadcast System (EBS).
    D. The National Weather Service's EAS messaging system.
    E. Broadcasts on private or public television and radio stations.
    F. Alternate methods.
    G. See also **Section 3.2** of this Annex.
3. Pre-scripted warning messages are available in **Attachment 1** of this Annex.

2.2 Assumptions

1. NIMS principles will be used at every incident in the jurisdiction.
2. Individuals, through the Jefferson County Sheriff's office PSAP, will report situations that may require alerts to responders and warning to the public.
3. The Jefferson County Sheriff's office PSAP will alert responders regarding incidents using methods and procedures established by the Sheriff's office.
4. Incident Commanders/Unified Command (IC/UC) will request a warning be issued to citizens impacted by an emergency should it be needed.
5. The amount of time available to warn citizens and respond to incidents will vary from incident to incident.
6. State and/or Federal agencies may initiate warnings when large-scale threats or emergencies exist.
7. Telephone communications may be disrupted or overloaded in an emergency. Local and regional radio/television stations without emergency power may be off the air for lengthy periods.

3.0 Concept of Operations

3.1 General Overview

The alerting process notifies response agencies of a need to respond. The warning process draws the public's attention to a threat or danger and attempts to provide accurate information and instructions to guide the public's response in taking appropriate protective actions.

3.2 Specific Recommendations

1. Alert Systems**:** Jefferson County relies on a multifaceted alert system that may include some or all of the following:
   - A. Radios – Law Enforcement personnel receive alerts through mobile and portable radios activated by the PSAP. Each law enforcement agency in the County is responsible for maintaining their own radio equipment and protocols.
   - B. Pagers – Fire and medical personnel receive alerts through tone-controlled radio pages activated by the PSAP. The Fire and medical agencies themselves are responsible for maintaining their own paging equipment and protocols.
   - C. Telephone – Certain alerts for all County agencies may be issued via telephone (landline or mobile), due to the sensitive nature of some communications.

2. Warning Systems: Jefferson County relies on a multifaceted warning system that may include some or all of the following:
   - A. **Targeted Notification System** – A system that allows the County to warn individuals in areas effected by incidents via landline phone notification, Wireless Emergency Alerts (WEA), the Emergency Alert System (EAS), and the Integrated Public Alert and Warning System (IPAWS).

      i. The system will notify members of the public via landlines in an affected area, while only members of the public *who have registered* their mobile phones with the County's system will receive non-IPAWS notifications on their cell phones. Members of the public should register their Phones via the County's web site. The Sheriff's Office maintains the County's Targeted Notification System and protocols for its use.

B. **Social Media** – The DES Coordinator, the PSAP Supervisor, the Sheriff's Office, the Chief Elected Officials, the GIS office, the Weed Coordinator, the Sanitarian, and the Public Health Department can issue messages on the County's social media pages.

C. **Emergency Broadcast System (EBS)** – Includes the seven low-power FM radio stations owned by the County listed in **Attachment 2** of this Annex. The DES Coordinator, the IC/UC, the PSAP supervisor, the Sheriff's Office, Chief Elected Officials, or the EBS system contractor (upon request and with the authorization of one of the afore mentioned agencies/officials) may issue messages to be aired on the County's Low Power FM Radio Stations. Messages may be pre-recorded and replayed at certain times (recorded at the Emergency Operations Center (EOC) origination point) or broadcast almost immediately via a one-time, live telephone cut in. The DES Coordinator maintains the EOC EBS origination point and the live telephone cut in information. Pre-scripted EBS messages are available in **Attachment 1** of this Annex.

D. **The National Weather Service's Emergency Alert System (EAS) messaging system** –The DES Coordinator, the IC/UC, the PSAP Supervisor, the Sheriff's Office, or Chief Elected Officials may issue EAS messages by contacting the National Weather Service. The DES Coordinator and the PSAP Supervisor maintain up to date contact information for issuing NWS EAS Warnings.

E. **Radio/Television Broadcasts** – Other local or regional private or public television/radio stations may be asked to issue warnings as prepared by the DES Coordinator, the IC/UC, the PSAP Supervisor, the Sheriff's Office, or the Chief Elected Officials. The DES Coordinator maintains a list of Radio/Television contact information (See **Annex D** – Public Information, **Attachment 2** – *Media Contact List*).

F. **Alternate Methods** – Some alternate methods of warning may include utilizing law enforcement vehicle mounted public address systems or having response agencies go door-to-door as resources and time allow.

3.3 Hazard Specific Considerations

1. <u>Wildfire</u>
   A. The PSAP should additionally notify the DES Coordinator, the Fire Warden, and the jurisdictional interagency dispatch center in the event of a wildfire.
2. <u>Hazardous Materials</u>
   A. The PSAP should additionally notify the DES Coordinator in the event of a hazardous materials incident. See also **Annex J.**
3. <u>Severe Weather and Drought</u>

A. The PSAP should notify the DES Coordinator and the relevant public works department in the event of severe weather that impacts public infrastructure.

4. <u>Flooding and Dam Failure</u>
   A. Owners of High Hazard dams should maintain contact information in their Emergency Action Plans (EAP) for citizens who may be affected by a dam failure. Copies of each EAP should be provided to the DES Coordinator and the Sheriff's Office.

5. <u>Transportation Incidents</u>
   A. The PSAP should additionally notify the DES Coordinator in the event of a transportation incident that impacts transportation corridors.

6. <u>Earthquake</u>
   A. The PSAP should additionally notify the DES Coordinator in the event of an earthquake that impacts lives or property.

7. <u>Terrorism, Violence, Civil Unrest</u>
   A. The PSAP should additionally notify the DES Coordinator in the event of major acts of violence, terrorism, or civil unrest.

8. <u>Communicable Disease</u>
   A. The Jefferson County Health Department can utilize the Center for Disease Control's (CDC) Health Alert Network (HAN Alert) to notify public information officers; federal, state, territorial, tribal, and local public health practitioners; clinicians; and public health laboratories about urgent public health incidents.
   B. The Jefferson County Health Department should additionally notify the DES Coordinator in the event of a severe or unusual communicable disease outbreak.

3.4 Other Considerations

Considerations for the access and functional needs population should be made when issuing any warnings. This would include issuing warnings as rapidly as possible to allow those with access and functional needs to prepare to act as soon they can. Alternate methods of delivery in Jefferson County are limited; however, door-to-door contact may be necessary as resources and time allow. See also **Annex G**, *Access and Functional Needs*.

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review plans and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance to all departments on incident priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or a disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Consider evacuation orders upon request of the IC/UC.
- Consider up to 2 mills of emergency millage to fund incident operations as necessary.
- Request assistance from MTDES, as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as necessary. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies

City/Town Police Departments
Fire Departments
Fire Warden
Public Safety Answering Point
Sanitarian
Search & Rescue
Sheriff/Coroner

Mitigation Phase:
- Participate in the review and update of Alert and Warning Systems.
- Review and maintain Alert & Warning SOPs/SOGs.
- Participate in the revision of this annex.

Public Safety Answering Point:
- Maintain contact information for NWS EAS messages.

Preparedness Phase:
- Train to Alert & Warning SOPs/SOGs.
- Participate in local exercises.

Response Phase:
- Receive notifications of incidents.
- Issue warnings as necessary in coordination with the IC/UC, the PSAP, and the EOC.

Public Safety Answering Point:
- Alert officials/agencies according to this plan, agency SOPs/SOGs and/or at the direction of the Jefferson County Sheriff.

Recovery Phase:
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Assist response agencies in developing SOPs/SOGs for alert & warning as requested.
- Participate in the review and update of Alert and Warning Systems.
- Conduct public awareness campaigns to explain how warnings are disseminated throughout the jurisdiction.
- Maintain contact information for NWS EAS messages.
- Maintain the EOC EBS origination point and the live telephone cut in information.
- Maintain a list of Radio/Television contact information (see **Annex D**, *Public Information*).
- Maintain a Point of Public Inquiry staffing list.
- Coordinate the revision of this annex.

Preparedness Phase:
- Train to Alert & Warning SOPs/SOGs.
- Participate in local exercises.

Response Phase:
- Issue warnings as requested in coordination with the IC/UC and the PSAP.
- Activate the Point of Public Inquiry as requested.

Recovery Phase:
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement after action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during disaster operations.
2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.
3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either from the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan, Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.
2. This annex should be reviewed annually and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.
3. Agencies and organizations with responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1: Sample-Warning Messages
      1.1: Evacuation
      1.2: School/Special Needs Facility Evacuation
      1.3: Shelter in Place
      1.4: Street/Road Closure
Attachment 2: EBS Stations

Attachment 1: Sample Warning Messages

1.1: Evacuation

This is an important emergency message from Jefferson County's Office of Disaster and Emergency Services:

1. Due to (*event*)_____
2. In/at the (*location*)_____,
3. Citizens located within (*distance/location*)_____ of this incident
4. Need to evacuate (*when*) _____ for their own personal protection,
5. Using the following evacuation route(s):
   _____.

- Evacuees should be prepared to be unable to return for at least three to five days, and should bring sufficient food, clothing, medicine, legal documents and other personal care items as required.

- If you need a place to stay, or if you need help evacuating anyone with access or functional needs, contact the Jefferson County Emergency Operations Center at 406-333-1443.

- Ranchers affected by this evacuation should shelter their livestock and contact the Jefferson County Emergency Operations Center at 406-333-1443 for livestock care coordination information.

- Before you leave, please secure your home and property within the time allowed, turn off all lights and electrical appliances, and turn down any heating systems or turn off any air conditioning systems.

Again, (**repeat 1-5 above**)

Stay tuned to this station for more information, you will be advised regarding other actions to take or when this dangerous situation has passed, and it is safe to return.

1.2: School/Access & Functional Needs Facility Evacuation

This is an important emergency message from Jefferson County's Office of Disaster and Emergency Services:

1. Due to (**event**)_____
2. In/at the (**location**)_____,
3. (**school/facility names**)_____
4. Are being evacuated (**when**) _____ for their own personal protection.
5. Evacuees are being taken to (**location**)_____and family members should proceed directly to this location, NOT the (**school/care facility name**) _____ to reunite with their loved ones.

Again, (**repeat 1-5 above**)

Stay tuned to this station for more information, you will be advised regarding other actions to take or when this dangerous situation has passed.

1.3: Shelter in Place

This is an important emergency message from Jefferson County's Office of Disaster and Emergency Services:

1. Due to (***event***)_____
2. In/at the (***location***)_____,
3. businesses and residents located within (***distance***)_____ of this incident need to shelter in place immediately by taking the following self-protection actions:

1. Go inside and stay inside your house or building.
2. Bring pets or animals indoors <u>only</u> if you can do so quickly.
3. Close all windows and doors.
4. Turn off air conditioners and heating system blowers.
5. Close fireplace dampers.
6. Gather a radio, flashlight, food, water and medicines.
7. Call 911 only if you have a true emergency.
8. If you are in a car, close all windows and vents, turn off all fans, cover your nose and mouth with a cloth if possible, and proceed in an orderly fashion out of the area.

Again, (**repeat 1-3 above**)

Stay tuned to this station for more information, you will be advised regarding other actions to take or when this dangerous situation has passed, and it is safe to go outside.

1.4: Street/Road Closure

This is an important emergency message from Jefferson County's Office of Disaster and Emergency Services:

1. Due to (*event*)_____
2. In/at the (*location*)_____,
3. (*Street/Road names*)_____ are closed
4. Effective (*when*) _____.
5. The following alternate route(s) should be used:
    _____.

Again, (**repeat 1-5 above**)

Stay tuned to this station for more information, you will be advised regarding other actions to take or when this dangerous situation has passed.

Attachment 2: Emergency Broadcast System Radio Stations

Location	Frequency	Station ID
Basin	98.3 FM	KBAS-LP
Boulder	105.9 FM	KEME-LP
Cardwell	106.1 FM	KEAC-LP
Elk Park	103.7 FM	KWEP-LP
Jefferson City	100.3 FM	KEAJ-LP
Montana City	105.9 FM	KWLG-LP
Whitehall	106.5 FM	KESW-LP

Annex B: Direction, Control, and Coordination

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to provide an overview of the means jurisdictions in Jefferson County use to direct, control and coordinate their activities during and following emergency situations.

1.2 Scope
This annex is designed to provide an overall framework for direction, control and coordination. It is not intended to encompass all of the many challenges in supporting response operations for the protection of the population in the event of a disaster or emergency. This annex is also not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPP) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation & Assumptions

2.1 Situation

1. Chief Elected Officials in Jefferson County consist of county commissioners and the county sheriff. Chief Elected Officials also include city or town councils and mayors when their respective jurisdictions are impacted by an incident.
2. Response agencies dispatched to an incident are responsible for establishing Incident Command/Unified Command (IC/UC) for an incident in congruence with NIMS procedures and their own policies and procedures within the scope of their jurisdictional authority.
3. The DES 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 chief elected officials and response agencies.
4. The 911 Communications Center is located at 110 S. Washington in Boulder and is the Primary Public Safety Answering Point (PSAP) for Jefferson County, the City of Boulder, and the Town of Whitehall. It is staffed on a 24-hour basis by the Jefferson County Sheriff's Office.

5. Jefferson County's primary Emergency Operations Center (EOC) is located in the basement of the Sheriff's office at 110 S. Washington in Boulder. Alternate EOC locations are Montana City Volunteer Fire Department, Station 1 (1192 Highway 282 in Montana City), and the Borden's Hotel Conference Room (103 W. Legion in Whitehall).

6. In 2005, the County established by Resolution the National Incident Management System (NIMS) as the standard for incident management within Jefferson County (See **Attachment 4** of this Annex).

7. In 2013, the County established by Resolution support for protecting the lives of responders as an upmost priority (See **Attachment 5** of this Annex).

2.2 Assumptions

1. NIMS principles will be used at every incident in the jurisdiction.
2. Incidents will be reported and responders alerted through the PSAP (See **Annex A**, *Alert & Warning*).
3. Incidents will be managed by the response agencies having jurisdiction using the Incident Command System (ICS) and the established policies and procedures of those agencies.
4. During complex, multiple, or multi-jurisdictional incidents, the EOC may be activated to coordinate direction and control.
5. Capacity limitations and resource shortfalls may require the use of personnel or resources from outside the jurisdiction (mutual aid) to augment incident control and coordination capability.

3.0 Concept of Operations

3.1 General Overview

1. Chief Elected Official strategic direction, response agency tactical control, and EOC coordination should follow NIMS guidelines per county resolution (See **Attachment 4** of this Annex) and the ICS structure.
2. Incident risk management strategies and tactics should proceed with the safety of emergency responders as the upmost concern, per county resolution (see **Attachment 5** of this Annex).
3. Response agencies and the EOC may utilize mutual aid which authorizes specific response resources to cross jurisdictional boundaries. Mutual aid must be requested for a response to take place, and agencies not requested should not respond until asked.
4. Upon activation of the EOC, agency representatives with decision-making powers may be asked to report to the EOC to facilitate incident coordination.

3.2 Specific Recommendations

1. Direction (Chief Elected Officials/Principal Executive Officer):
    A. Chief Elected Officials provide overall strategic direction regarding incidents because they are responsible for the health, safety, and welfare of the public.
    B. The primary role of Chief Elected Officials during incidents is to delegate authority as necessary, allocate limited resources, provide strategic priority

direction to the IC/UC through the EOC as necessary, and levy up to two emergency mills to cover expenditures if required (a vote for emergency millage must be unanimous, 10-3-405, MCA).

C. The primary role of Principal Executive Officers during incidents is to issue disaster and/or emergency declarations (10-3-402, 10-3-403, MCA), authorize evacuations and control ingress and egress to and from and incident, including closing wildland areas to access during periods of extreme fire danger (10-3-406), and requesting State and/or Federal assistance (10-3-209, MCA).

D. Response agencies have operational control over a given incident, while Chief Elected Officials provide resource prioritization guidance to both response agencies and the Emergency Operations Center (EOC).

E. Resource prioritization should consider the following hierarchy of incident response priorities:

   i. <u>Life Safety</u> – Resources should be assigned first to incidents that could affect the health and/or safety of the population and/or emergency responders.

   ii. <u>Critical Facilities</u> - Resources should then, if available, be assigned to protect facilities such as sheriff's offices and PSAPs, radio communications towers, fire stations, EMS facilities, medical facilities, the county courthouse, and other structures that, if affected by the hazard would seriously and adversely affect the community's ability to respond.

   iii. <u>Critical Infrastructure</u> – Resources should then, if available, be assigned to protect facilities such as roadways, primary electrical service locations, heating fuel facilities, phone, water, sewer, transportation facilities and/or other components of infrastructure that, if damaged, would seriously and adversely affect life safety or response capability.

2. <u>Control (Response Agencies):</u>
   A. The primary role of response agencies during an incident is to control incident operations utilizing NIMS procedures and their own policies and procedures to respond tactically to the needs of the incident.
      i. The IC/UC is responsible for all tactical operations at the incident.
   B. The ICS staffing structure on an incident should be scaled to meet the needs of the incident, as determined by the IC/UC. If staff isn't available mutual aid may be requested to fill needed positions.
      i. The IC/UC is responsible for all ICS positions unless otherwise delegated by the IC/UC.
   C. An IC/UC should establish on scene command and create an incident command post (ICP) to manage an incident at or near the location of the incident. The IC/UC will direct and control response from that command post. In some cases, the ICP may be mobile (not at a static location) as the needs of the incident require.

   D. As an incident grows more complex, the ICS structure may need to be expanded to better manage the incident. As the ICS structure is expanded, a request for EOC activation may be advisable.

     i. The IC/UC should brief the EOC (when activated) regarding incident updates and information, and may be asked to provide a liaison to the EOC to facilitate establishment of a common operating picture which will allow chief elected officials to make the best strategic decisions possible.

3. Coordination (Emergency Operations Center):

   A. The EOC will be activated as requested by the IC/UC or at the direction of chief elected officials, the Jefferson County Sheriff, or the DES Coordinator. See also **Annex Z**, *Emergency Operations Center*.

   B. The purpose of the EOC is to provide a central location from which governments and agencies involved in an incident provide strategic level direction and coordination for preparedness, planning, response, and recovery activities while facilitating resource requests from incidents within the jurisdiction.

   C. The EOC is a central coordination location for chief elected officials to obtain incident information from which strategic priority direction can be established and resource allocation decisions can be made.

   D. As an incident grows more complex, when multiple incidents occur, or at the request of the IC/UC or Chief Elected Officials, the EOC may establish a Point of Public Inquiry and/or a Joint Information Center to assist PIO functions. See also **Annex D**, *Public Information*.

3.3 Hazard Specific Considerations

1. Wildfire

   A. The Tri-County Fire Safe Working Group coordinates Jefferson County's wildfire mitigation program.

   B. State and federal wildfire response resources are coordinated through the Helena Interagency Dispatch Center (HIDC, or the "Helena Fire Desk"), or the Dillon Interagency Dispatch Center (DIDC, or the "Dillon Fire Desk").

   C. The Jefferson County Fire Warden advises local fire departments regarding wildfire issues and training, coordinates debris burning closures, coordinates local wildfire response resources, and represents the County Commissioners during wildfire planning/public meetings.

2. Hazardous Materials

   A. Pursuant to Title 10, chapter 3, part 12, MCA, Jefferson County, the City of Boulder, and the Town of Whitehall designate the ICS Unified Command structure (composed of the fire department having jurisdiction, law enforcement having jurisdiction, and the responsible party) as the "local emergency response authority" responsible for the management of hazardous materials incidents that occur in Jefferson County. See also **Annex J.**

3. Severe Weather and Drought

    A. The law enforcement agency having jurisdiction will provide incident command during severe weather incidents. Unified command may be required if other agencies are involved in the incident.

    B. The public works/road department supervisor, in consultation with chief elected officials, may enact road closures for roads under their jurisdiction in the event of severe weather.

4. <u>Flooding and Dam Failure</u>

    A. Any work performed in waterways to mitigate flooding conditions require permitting and coordination from the Local Conservation District, the Department of Fish, Wildlife and Parks, the Local Floodplain Administrator, the U.S. Army Corps of Engineers, the Department of Environmental Quality, and the Department of Natural Resources and Conservation, Trust Lands Management Division. A Joint Application Form for these permits is available from:

        i. http://dnrc.mt.gov/licenses-and-permits/stream-permitting

    B. Citizens are responsible for protecting their own property from potential flooding, including the procurement of sandbags and the coordination and implementation of their placement. Citizens should consider the legal liability of diverting any floodwaters before undertaking any sandbagging operations.

    C. Area command will likely be required in the event of a major flooding event.

5. <u>Transportation Incidents</u>

    A. Unified command should be implemented during transportation incidents that involve multiple agencies/jurisdictions.

6. <u>Earthquake</u>

    A. Area command will likely be required in the event of a major earthquake.

7. <u>Terrorism, Violence, Civil Unrest</u>

    A. The law enforcement agency having jurisdiction will be the IC in the event of this type of incident.

8. <u>Communicable Disease</u>

    A. The Jefferson County Health Department will provide incident command in the event of this type of incident.

3.4 Other Considerations

1. Considerations for the access and functional needs population should be made during the direction, control and coordination of any incident. This would include involving public or private access and functional needs service providers in planning and decision making events. See also **Annex G**, *Access and Functional Needs.*

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted in order to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review plans for incident direction and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance to all departments on incident priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or a disaster, if appropriate (see **Attachment 1** of this Annex).
- Consider evacuation orders upon request of the IC/UC.
- Consider up to 2 mills of emergency millage to fund incident operations as necessary.
- Request assistance from MTDES, as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as necessary. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies

City/Town Police Departments
Emergency Medical Services
Fire Departments
Fire Warden
Public Health Department
Public Health Officer
Public Works/Road Departments
Sanitarian
Search & Rescue
Sheriff/Coroner

Mitigation Phase:
- Review and maintain SOPs/SOGs for incident control.
- Participate in the revision of this annex.

Preparedness Phase:
- Train to established SOGs/SOPs.
- Identify and train personnel to carry out incident functions at the ICP and the EOC.
- Participate in local exercises.

Response Phase:
- Utilize the ICS and NIMS principals on every incident.
- If IC/UC, establish an ICP and control tactical operations at the scene following NIMS protocols and SOGs/SOPs under the direction of strategic guidance provided by chief elected officials.
- Request activation of EOC if needed.
- Upon EOC activation, designate an individual who will provide coordination between the EOC and the ICP. If requested, send a representative to the EOC.
- Provide periodic situation reports to the EOC, if activated. Items to include in a situation report can be found in ICS Forms 201 and 209 (See **Attachments 2-3**).
- Receive strategic guidance from chief elected officials when provided and implement tactics to attempt to achieve those strategic goals.

Recovery Phase:
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Assist Chief Elected Officials in developing SOPs/SOGs for incident direction as requested.
- Assist response agencies in developing SOPs/SOGs for incident control as requested.
- Maintain and train to EOC SOPs/SOGs (see **Annex Z**, *Emergency Operations Center*).
- Coordinate the revision of this annex.

Preparedness Phase:
- Test EOC activation with EOC staff.
- Participate in local exercises.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support incident operations. See **Annex Z**, *Emergency Operations Center*.
- Submit a request for an emergency/disaster declaration, as necessary. See **Attachment 1** of this Annex.
- Provide situation reports to MTDES.
- Request assistance from MTDES as requested.

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as requested by Chief Elected Officials. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement after action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each department or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during disaster operations.

2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.

3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan**, **Attachments 7-10** for Force/Material Account Record Forms.

6.0   Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.

2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.

3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0   List of Attachments

Attachment 1: Emergency Declaration Template
Attachment 2: ICS Form 201 (Incident Briefing)
Attachment 3: ICS Form 209 (Incident Summary)
Attachment 4: Jefferson County NIMS Resolution
Attachment 5: Jefferson County Firefighter Safety Resolution

Attachment 1: Emergency Declaration Template

DECLARATION RESOLUTION

RESOLUTION NO.

WHEREAS, (type of occurrence: earthquake, flooding, winter storm etc.) has occurred or is anticipated within the City/County of ___(name of jurisdiction)___ on or about (*date of occurrence or anticipated occurrence*).

NOW, THEREFORE, BE IT RESOLVED by the City/County Council that an (emergency or disaster) is hereby declared pursuant to Section 10-3-(402 or 403) MCA and all provisions of the City Emergency Operations Plan are in effect.

BE IT FURTHER RESOLVED, that copies of this resolution be filed with the City/County Clerk, County Assessor and the Montana Disaster and Emergency Services Division in Helena.

PASSED AND ADOPTED by the *(name of jurisdiction____)* City/County Council this day of _____, 2_____.

(SEAL)

ATTEST:

_____
Mayor/Chair

_____
Member

_____
Member

City/County Clerk

Attachment 2: ICS Form 201 Incident Brief

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name:	Position/Title:	Date/Time Signature: _____
ICS 201, Page 1		Date/Time: Date ▼

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
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HHMM	
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HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	

6. Prepared by:	Name:	Position/Title:	Signature:

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM

9. Current Organization (fill in additional organization as appropriate):

```
                    ┌─────────────────────┐      ┌─────────────────────┐
                    │ Incident Commander  │──────│  Liaison Officer    │
                    │                     │      └─────────────────────┘
                    │                     │      ┌─────────────────────┐
                    │                     │──────│   Safety Officer    │
                    └─────────────────────┘      └─────────────────────┘
                                                 ┌─────────────────────────┐
                                                 │ Public Information Officer│
                                                 └─────────────────────────┘

      ┌──────────────┬──────────────┬──────────────┬──────────────┐
┌───────────┐  ┌───────────┐  ┌───────────┐  ┌───────────────┐
│ Operations│  │ Planning  │  │ Logistics │  │ Finance/Admin │
│ Section   │  │ Section   │  │ Section   │  │ Section Chief │
│ Chief     │  │ Chief     │  │ Chief     │  │               │
└───────────┘  └───────────┘  └───────────┘  └───────────────┘
```

6. Prepared by: Name:	Position/Title:	Signature:
ICS 201, Page 3	Date/Time: Date	

INCIDENT BRIEFING (ICS 201)

1. Incident Name:		2. Incident Number:			3. Date/Time Initiated: Date: Date Time: HHMM

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by:	Name:	Position/Title:	Signature: _____
ICS 201, Page 4		Date/Time: Date	

Attachment 3: ICS Form 209 Incident Summary

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:			2. Incident Number:	
*3. Report Version (check one box on left): ☐ Initial Rpt # ☐ Update (if used): ☐ Final	*4. Incident Commander(s) & Agency or Organization:	5. Incident Management Organization:	*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____	
7. Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block"): _____	8. Percent (%) Contained _____ Completed _____	*9. Incident Definition: _____	10. Incident Complexity Level: _____	*11. For Time Period: From Date/Time: _____ To Date/Time: _____

Approval & Routing Information

*12. Prepared By: Print Name: _____ _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted Time Zone: _____
*14. Approved By: Print Name: _____ _____ ICS Position: _____ Signature: _____	*15. Primary Location, Organization, or Agency Sent To: _____

Incident Location Information

*16. State: _____	*17. County/Parish/Borough: _____	*18. City: _____
19. Unit or Other: _____	*20. Incident Jurisdiction: _____	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference: _____	24. Legal Description (township, section, range): _____
*25. Short Location or Area Description (list all affected areas or a reference point): _____		26. UTM Coordinates: _____
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):

30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:			2. Incident Number:		

Additional Incident Decision Support Information

*31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date	*32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date
C. Indicate Number of Civilians (Public) Below:			*C. Indicate Number of Responders Below:*		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing		
H. Evacuated (note if estimated)			H. Sheltering in Place		
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations		
J. In Temporary Shelters (note if est.)			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations (note if est.)					
M. In Quarantine					
N. Total # Civilians (Public) Affected:			N. Total # Responders Affected:		

33. Life, Safety, and Health Status/Threat Remarks:	*34. Life, Safety, and Health Threat Management:	A. Check if Active
	A. No Likely Threat	☐
	B. Potential Future Threat	☐
	C. Mass Notifications in Progress	☐
	D. Mass Notifications Completed	☐
	E. No Evacuation(s) Imminent	☐
	F. Planning for Evacuation	☐
	G. Planning for Shelter-in-Place	☐
35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):	H. Evacuation(s) in Progress	☐
	I. Shelter-in-Place in Progress	☐
	J. Repopulation in Progress	☐
	K. Mass Immunization in Progress	☐
	L. Mass Immunization Complete	☐
	M. Quarantine in Progress	☐
	N. Area Restriction in Effect	☐
		☐
		☐
		☐
		☐

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

37. Strategic Objectives (define planned end-state for incident):

ICS 209, Page 2 of	* Required when applicable.

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:

Additional Incident Decision Support Information (continued)

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:
    1) critical resource needs identified above,
    2) the Incident Action Plan and management objectives and targets,
    3) anticipated results.
Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., "sq mi"):
43. Anticipated Incident Management Completion Date:
44. Projected Significant Resource Demobilization Start Date:
45. Estimated Incident Costs to Date:
46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation):

ICS 209, Page 3 of	* Required when applicable.

INCIDENT STATUS SUMMARY (ICS 209)

1. Incident Name:	2. Incident Number:

Incident Resource Commitment Summary

48. Agency or Organization:	49. Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box):															50. Additional Personnel not assigned to a	51. Total Personnel (includes those associated with resources – e.g., aircraft or engines – *and* individual overhead):
52. Total Resources																	

53. Additional Cooperating and Assisting Organizations Not Listed Above:

ICS 209, Page of	*Required when applicable.*

Attachment 4: NIMS Resolution

RESOLUTION 27-2005

ADOPTION OF NATIONAL INCIDENT MANAGEMENT SYSTEM
JEFFERSON COUNTY, MONTANA

WHEREAS, the President of the United States in Presidential Directive #5 has directed that the management of all disasters and emergencies be conducted using the National Incident Management System (NIMS); and

WHEREAS, Jefferson County, and its subdivision work in concert with Federal, State and Local agencies in the event of disasters and emergencies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Jefferson County, Montana, hereby adopts the National Incident Management System, dated February 28, 2003.

DATED this 16th day of August, 2005.

ATTEST:

_____
BONNIE RAMEY
CLERK AND RECORDER

_____
TOMAS E. LYTHGOE, CHAIR

_____
CHUCK NOTBOHM, COMMISSIONER

_____Absent_____
KEN WEBER, COMMISSIONER

Attachment 5: Resolution 28 – 2013

RESOLUTION 28-2013

A RESOLUTION SUPPORTING THE JEFFERSON COUNTY FIRE COUNCIL AND ITS MEMBER FIRE DEPARTMENTS

WHEREAS, Jefferson County relies on many citizen volunteers who provide fire protection services through the County; and

WHEREAS, the very nature of fire protection services puts our volunteer forces in harm's way in the event of any fire suppression activities; and

WHEREAS, the Jefferson County Fire Council and all of the individual fire departments continue to evaluate the most practical and safest way to provide fire suppression services throughout Jefferson County; and

WHEREAS, it is the desire of the Jefferson County Commission to support all our firefighters and endorse Jefferson County Fire Council's position to protect the lives of firefighters above the protection of structures that may be in harm's way.

NOW, THEREFORE, BE IT RESOLVED:

1. The Jefferson County Commission hereby confirms support for prioritizing fire protection services based on the threat posed to firefighters.
2. Fire service staff in the County will be trained in basic Fire Behavior to properly evaluate their ability to safely engage a fire in the Wildland/Urban Interface.
3. Homes in the Wildland/Urban Interface will not dictate fire suppression tactics, strategies or the location of fire lines.
4. The Jefferson County Commission has been and will continue to be committed to supporting all fuel mitigation efforts that improve the survivability of structures and enhance the safety of our firefighters.

DATED this 31st day of December, 2013.

ATTEST:

BONNIE RAMEY
CLERK AND RECORDER

LEONARD WORTMAN, CHAIR

DAVE KIRSCH, COMMISSIONER

TOMAS E. LYTHGOE, COMMISSIONER

Annex C: Communications

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to outline the communications framework Jefferson County agencies utilize for incident response. Communication as it relates to warning and/or public information can be found in **Annex A**, *Alert and Warning* and **Annex D**, *Public Information.*

1.2 Scope
This annex provides an overall framework for communication operations. This annex does not encompass all of the challenges in supporting response operations for the protection of the population in the event of a disaster or emergency. This annex also does not define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency or organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation & Assumptions

2.1 Situation
1. The Primary Public Safety Answering Point (PSAP) for Jefferson County, the City of Boulder, and the Town of Whitehall is located at 110 S. Washington in Boulder, Montana. It is staffed on a 24-hour basis by the Jefferson County Sheriff's Office.
2. The radio communication system utilized by the PSAP is maintained and operated by the Jefferson County Sheriff's Office.
3. The radio communication system consists of an analog and digital system. Digital broadcasts are generally not encrypted, however the system does have trunking capabilities.
4. Each response agency is responsible for maintaining and operating their own radio equipment to receive communication from the PSAP.
5. The DES Coordinator maintains a radio cache (owned by the Jefferson County Health Department and used pursuant to a 2017 MOU) which may be available for incident specific use by response agencies (see **Attachment 1** of this Annex).

6. The Health Department, Sanitarian, DES Coordinator and all three County Commissioners have assigned radios to facilitate incident management and response communication.
7. The Jefferson County Sheriff's office maintains the licensing for the radio communication system's frequencies.
8. The Jefferson County Sheriff's office and the DES Coordinator maintain a list of frequencies used by response agencies.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.
2. Response agencies will follow their own SOP/SOG communication protocols, though broad guidelines are provided in this Annex (see **Section 3.0** below).
3. The topography of Jefferson County and any number of natural or manmade hazards may neutralize or severely reduce the effectiveness of communications currently in place for emergency operations.

3.0 Concept of Operations

3.1 General Overview
1. Emergency calls for service are received by the PSAP and the appropriate response agencies are dispatched via the radio communications system or via telephone (for certain sensitive communications). The PSAP has a backup power generator for essential operations.
2. Agencies and officials required for response other than Law Enforcement, Fire, and Emergency Medical Services are contacted by telephone. The PSAP Supervisor and the DES Coordinator maintain phone contact information for these types of agencies.
3. On scene incident communications will normally take place utilizing the radio system of the responding agency.
4. Communications with the state and federal government may be through phone and/or radio communication.
5. Communication between the ICP and the EOC may be by radio or telephone, depending upon the incident.
6. As incidents expand, more frequencies may need to be utilized to facilitate efficient communication.

3.2 Specific Recommendations
1. Response agencies should use plain language (clear text) during incident communications.
2. SOP's/SOG's should be developed by each response agency to define each frequency's role for that jurisdiction during an incident. Response agencies are responsible for their own frequency organization, though standardization should be encouraged.

3. Dispatch monitored (repeated) frequencies should be utilized for paging, PSAP communication, and where a repeater is necessary for communication only if a command frequency is unavailable.
4. Command frequencies should be utilized when a repeated frequency is necessary for interagency communications.
5. Color (mutual aid) frequencies should be utilized for on-scene communications.
6. In the event of a loss of radio and telephone communications capabilities, volunteer amateur radio organizations may be requested to provide those services.

3.3 Hazard Specific Considerations
1. Wildfire
   A. Response agencies should plan to utilize multiple color frequencies in the event of a major incident. Incident communication pre-planning is encouraged.
2. Hazardous Materials
   A. Response agencies should plan to utilize multiple color frequencies in the event of a major incident. Incident communication pre-planning is encouraged.
   B. The presence of hazardous materials in an incident should be communicated to all responding agencies and the PSAP as soon as possible.
   C. See also **Annex J**.
3. Severe Weather and Drought
   A. Response agencies should plan to utilize multiple color frequencies in the event of a major incident. Incident communication pre-planning is encouraged.
4. Flooding and Dam Failure
   A. Response agencies should plan to utilize multiple color frequencies in the event of a major incident. Incident communication pre-planning is encouraged.
5. Transportation Incidents
   A. Response agencies should plan to utilize multiple color frequencies in the event of a major incident. Incident communication pre-planning is encouraged.
6. Earthquake
   A. Response agencies should plan to utilize multiple color frequencies in the event of a major incident. Incident communication pre-planning is encouraged.
7. Terrorism, Violence, Civil Unrest
   A. Response agencies should plan to utilize multiple color frequencies in the event of a major incident. Incident communication pre-planning is encouraged.
8. Communicable Disease
   A. Response agencies should plan to utilize multiple color frequencies in the event of a major incident. Incident communication pre-planning is encouraged.

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted in order to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review plans and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance to all departments on incident priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or a disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Consider evacuation orders upon request of the IC/UC.
- Consider up to 2 mills of emergency millage to fund incident operations as necessary.
- Request assistance from MTDES, as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as necessary. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies

City/Town Police Departments
Emergency Medical Services
Fire Departments
Fire Warden
Search & Rescue
Sheriff/Coroner (See also **Section 4.2**)

Mitigation Phase:
- Review and maintain communications SOPs/SOGs.
- Develop frequency organization/standardization if possible.
- Participate in the revision of this Annex.

Sheriff/Coroner:
- Maintain frequency licensing.
- Maintain list of response agency's frequencies.
- Maintain PSAP Backup Generator.

Preparedness Phase:
- Train to established SOPs/SOGs.
- Maintain list of utilized frequencies and forward to DES Coordinator and Sheriff's Office.
- Participate in local exercises.

Response Phase:
- Direct and control incident communications.
- Implement an Incident Communications Plan as necessary (See **Attachment 2** of this Annex).

Sheriff/Coroner:
- Coordinate & manage radio communications through the PSAP.

Recovery Phase:
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Develop and maintain EOC communications plan (see **Annex Z**, *Emergency Operations Center*).
- Assist response agencies in developing communications SOPs/SOGs as requested.
- Assist response agencies in developing frequency organization/standardization as requested.
- Coordinate the revision of this annex.

Preparedness Phase:
- Maintain radio cache, including radios issued to DES, the Health Department, Sanitarian, and County Commissioners.
- Maintain list of frequencies used by response agencies.
- Maintain phone contact information for County agencies and officials that may be required for response.
- Test emergency communications during exercises.

Response Phase:
- Assist response agencies in developing an Incident Communications Plan as requested.
- Issue radio cache if available to response agencies as requested.

Recovery Phase:
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each department or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during disaster operations.

2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.

3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan**, **Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.

2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.

3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1: Health Department Radio MOU
Attachment 2: Form 205 Communications Plan

Attachment 1: Health Dept. Radio MOU

MEMORANDUM OF UNDERSTANDING

PARTIES

Parties to this Memorandum of Understanding (MOU) are Jefferson County Health Department, PO Box 872, Boulder, MT 59632. 406-225-4009. and Jefferson County Disaster and Emergency Services, PO Box H, Boulder, MT 59632. 406-225-4035.

PURPOSE

The purpose of this document is to increase Jefferson County communication resources through the sharing of handheld radios between the Jefferson County Health Department (JCHD) and Jefferson County Office of Disaster and Emergency Services (JCDES).

RESPONSIBILITIES

Jefferson County Health Department:

1. Assigns thirteen (13) Kenwood TK 5220-K radios and chargers to JCDES (Serial Numbers listed in Attachment A).
2. Acknowledges JCDES may make these radios available to any agency it deems necessary, as a part of Jefferson County resources, and that the use of radios for any responder/responding agency will be at JCDES's discretion and recordkeeping.
3. Should the need exist for JCHD to use the assigned radios, initiate the request for their use and distribution as soon as feasible through the JCDES Coordinator.
4. MOU contact for JCDES will be JCDES Coordinator.

Jefferson County Disaster and Emergency Services:

1. Maintains and updates the thirteen (13) Kenwood TK 5220-K radios as necessary (Serial Numbers listed in Attachment A).
2. Provides updates to two (2) Kenwood TK-5520-K radios remaining in JCHD inventory as necessary to ensure frequency uniformity.
3. Tracks the inventory of the thirteen (13) Kenwood TK 5520-K radios listed in Attachment A.
4. Agrees that when the need exists for health department staff to use the radio(s) for training or incident response, the health department will have access to up to seven (7) of the thirteen (13) assigned radios. "Health department staff" shall refer to anyone acting on behalf of the Jefferson County Health Department, to include department employees, County Health Officer, Board of Health members, or staff through Mutual Aid agreements. The remaining six (6) of the thirteen (13) assigned radios will remain in use by Jefferson County Commission (3), County Sanitarian (1), and JCDES (2).
5. MOU contact for JCHD will be County Nurse/Public Health Nurse Supervisor.

AGREEMENT signed this 3rd day of January, 2017.

Karen Wandel

Jefferson County Health Dept.

Doug Dodge

Jefferson County Disaster and Emergency Services

Attachment 2: ICS Form 205 Communication Plan

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:

2. Date/Time Prepared:
Date: Date
Time: HHMM

3. Operational Period:
Date From: Date Date To: Date
Time From: HHMM Time To: HHMM

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name:

Signature:

ICS 205 **IAP Page** Date/Time: Date

Annex D: Public Information

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to outline the broad processes by which Jefferson County will provide information and instructions to the public during emergencies.

1.2 Scope
This annex provides an overall framework for public information operations. This annex does not encompass all of the challenges in supporting response operations for the protection of the population in the event of a disaster or emergency. This annex also does not define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation & Assumptions

2.1 Situation
1. Jefferson County utilizes several resources to warn the public about emergencies. See **Annex A**, *Alert and Warning*.
2. Jefferson County has adopted NIMS standards for use within the County (see **Annex B**, *Direction, Control, and Coordination*).
3. The DES Coordinator is designated as the County Public Information Officer (PIO) unless otherwise assigned.
   A. Each Incident Commander/Unified Command (IC/UC) should appoint their own incident specific PIO. The County PIO may assist the incident PIO upon request.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.
2. An IC/UC at an incident will fill the ICS positions of that incident, to include a PIO, unless otherwise requested.
3. Citizens may not participate in or retain knowledge about pre-incident education and exercises.

4. Local media will cooperate in disseminating warning and emergency public information during emergencies.
5. Some incidents may generate substantial media interest and draw both local media and media from outside the local area, overwhelming the available public information staff.
6. In an emergency, the public will demand information about the incident. A lack of information or contradictory information may cause confusion.
7. Any incident management team brought into the County to manage an incident will coordinate public information efforts with the agency having jurisdiction, chief elected officials, and the DES coordinator.

3.0 Concept of Operations

3.1 General Overview
1. During incidents with the potential for substantial public interest, the IC/UC should designate a PIO dedicated specifically to their incident for as long as the position is needed.
2. Each response agency should develop their own PIO SOGs/SOPs.
3. If a response agency is unable to fill a needed PIO position, mutual aid may be requested to fill that position.
4. During complex or multiple incidents within the County that involve multiple agencies with multiple PIO representatives, the County may initiate a Joint Information System (JIS) at a Joint Information Center (JIC) to coordinate the dissemination of information if staffing allows.

3.2 Specific Recommendations
1. Throughout an incident, public information should be presented in as timely, accurate and concise a way as possible, and be presented such that as many citizens as possible may be reached by the information, including those with access or functional needs.
   A. Providing information to the population with access and functional needs may require mutual aid, as Jefferson County has limited resources available to reach this population, and door-to-door contact may be necessary.
   B. Timeliness is a critical component of providing information to the population with access and functional needs, as generally more time may be required for this population to act upon any instructions provided.
2. Specific resources for providing public information to the citizens of Jefferson County can be found in **Annex A**, *Alert and Warning*.
3. The DES Coordinator, upon request of the IC/UC, may activate the EOC to serve as a point of public inquiry. Coordination with the IC/UC and/or the on-scene PIO is critical with such an activation, as the point of public inquiry will rely upon information provided by the IC/UC and/or the on-scene PIO to present to the public. Information requests *received from the public* in such an activation can also be useful in finding trends, rumors, or gaps in public information.

4. Situational Awareness of all hazard incidents can be provided to both responders and the public via the State of Montana's Situation Analyst Montana software.

3.3 Hazard Specific Considerations
1. Wildfire
   A. Inciweb provides the public with a single source for wildland fire public information at: https://inciweb.nwcg.gov/
   B. Current fire restrictions in Montana can be viewed at: https://firerestrictions.us/mt/
   C. Debris burning permits can be purchased and activated at: https://app.mt.gov/burnpermit/
2. Hazardous Materials
   A. See **Annex J.**
   B. The EPA provides response information at: https://response.epa.gov/Default.aspx
3. Severe Weather and Drought
   A. The National Weather Service provides Montana weather information at: https://www.weather.gov/byz/montana_statewide_information
   B. Montana DNRC provides current drought information at: http://dnrc.mt.gov/divisions/water/drought-management
4. Flooding and Dam Failure
   A. The USGS provides the latest stream conditions data at: https://streamstats.usgs.gov/ss/
5. Transportation Incidents
   A. The Montana Highway Patrol provides information about highway incidents at: https://app.doj.mt.gov/apps/SmartWebClient/
   B. The Montana Department of Transportation provides Montana road conditions and cameras at: http://roadreport.mdt.mt.gov/travinfomobile/
6. Earthquake
   A. The USGS provides the latest earthquake data at: https://earthquake.usgs.gov/
7. Terrorism, Violence, Civil Unrest
   A. Public information released due to this type of hazard will likely require coordination with state and/or federal agencies.
8. Communicable Disease
   A. The CDC provides urgent public health information at: https://emergency.cdc.gov/han/

3.4 Other Considerations
1. Confidential/Sensitive Information
   A. Confidential information is not to be released. This includes:
      i. The names of victims or fatalities prior to notification of next-of-kin. Identification and cause of death should not be released without authorization from the County Coroner.
      ii. Personal phone numbers of city/county personnel and volunteer emergency workers, and unpublished city/county/school numbers.

      iii. Information about a criminal investigation of any kind without formal approval of the County Sheriff or the senior law enforcement officer from the State and/or Federal agency having jurisdiction.

B. Sensitive information that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety should not be released. Examples include:
   - i. Personal conjecture about the cause of the incident or the conduct of response operations.
   - ii. Speculation of any kind.
   - iii. Demeaning information/statements.
   - iv. Information that might compromise the effectiveness of response or recovery.

2. <u>Rumor Control</u>
   - A. Rumor control is vital during emergency operations. Critical information must be verified and authorized by the IC/UC and/or the incident PIO before release to help assure accuracy and prevent rumor formation.
   - B. Requests by the media for comment upon unconfirmed rumors or information may be responded to as follows:
     - i. "We will not confirm until we have been able to check out the information through the appropriate officials. Once we have confirmed the information, we will release it to all members of the media at the same time. Thank you for your cooperation."
   - C. Many rumors can be addressed utilizing proactive information releases via the resources available in **Annex A**, *Alert and Warning*.

3. <u>Media Access</u>
   - A. Every effort should be made to allow the media access to an incident, provided the locations accessed are safe, the access is properly authorized, and official escorts are provided, in accordance with the items listed below.
   - B. In coordination with the EOC (if activated) and on-scene ICS personnel, the IC/UC may allow media representatives limited, controlled access to an incident, provided those representatives wear proper personal protective equipment and are escorted by a member of the PIO staff. The safety of media personnel, the impact on response, and the wishes and concerns of any victims should be considered prior to access being granted.
   - C. Incident circumstances may require that a media "pool" be established, where media representatives select one camera crew to take video footage for all media sources. The incident PIO should be responsible for coordinating the establishment of a media pool arrangement.
   - D. The media will generally not be allowed access to the Emergency Operations Center (EOC) except under limited, controlled circumstances, and only with prior approval of the IC/UC and the EOC Manager. Before being admitted to the EOC, media representatives should show appropriate identification and be escorted by a member of the PIO staff.
   - E. Response personnel should be protected from unwanted media intrusion. Responders who are off-shift should be provided uninterrupted rest in designated areas. It may be necessary to provide security to facilities and locations where response personal are housed or camped.

F. The media may be allowed access to response personnel at the discretion of the IC/UC, only if such an interview does not interfere with response operations and it does not adversely affect the safety of those involved.

G. Response personnel should not comment on the incident or response operations without the knowledge and consent of the PIO and the IC/UC.

H. Victims and their families should have access to public officials without having to face media inquiries. The PIO or IC/UC should be responsible for attempting to provide a secure entrance to the city administrative offices, or to arrange a briefing/interview room away from the media.

5. Press Releases

A. Press releases will likely not be disseminated on every incident, however press releases can be an important tool to provide further important incident information in the event larger incidents, or incidents with greater public interest.

B. A press release template is provided in **Attachment 3** of this Annex.

6. Press Briefings

A. Press briefings will likely not be held on every incident, however press briefings can be an important tool to provide further important incident information in the event larger incidents, or incidents with greater public interest. Press briefings do not include a question and answer session.

B. A media contact list is provided in **Attachment 2** of this Annex.

C. Press briefings should include:

i. The "who, what, when, where, how, and why" of the incident, **if known**, which may include:
1. The cause, size, and impact of the incident (number of victims, number of damaged buildings, etc.).
2. The resources currently committed to the incident, and the resources ordered.
3. Any evacuations, road closures, etc. currently in place.

ii. Important actions required of the public, which may include:
1. Where to pick up children.
2. Where to go.
3. What to take.
4. An estimate of the length of impact, if reasonably known.

iii. How and when more information will be provided, which may include:
1. A public inquiry phone number, if established.
2. Social media/web page information, if established.
3. The date, time, and location of the next press briefing.

7. Press Conferences

A. Press conferences will likely not be held on every incident, however press conferences can be an important tool to provide further important incident information in the event larger incidents, or incidents with greater public interest, and to answer questions the public may have regarding an incident. Press conferences include a question and answer session.

B. A media contact list is provided in **Attachment 2** of this Annex.

C. Preparation for a press conference should include the information needed to hold a Press Briefing (see item 6 above), in addition to preparing for possible questions. Methods of that preparation may include anticipating the "Good, Bad, and Ugly" questions that may be posed.

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted in order to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Council
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review plans for public information dissemination and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:
- Appoint a primary and alternate County Public Information Officer.
- Provide general policy guidance to all departments regarding public information priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Order an evacuation as necessary (Principal Executive Officer).
- Request assistance from MTDES as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).
- As requested, and/or in coordination with IC/UC and/or PIO, participate in or conduct press conferences.
- Provide feedback to IC/UC and/or PIO if aware that public perception is not aligned with incident objectives.

Recovery Phase:
- Coordinate with IC/UC and/or the PIO and the media to ensure the public is aware of any assistance programs that may be available.
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies

City/Town Police Departments
Emergency Medical Services
Fire Departments
Fire Warden
Public Health Department
Public Health Officer
Public Safety Answering Point
Public Works/Road Departments
Sanitarian
Search & Rescue
Sheriff/Coroner
Superintendent of Schools

Mitigation Phase:
- Review and maintain public information SOPs/SOGs.
- Participate in the revision of this Annex.

Preparedness Phase:
- Train to established SOPs/SOGs.
- Participate in local exercises.

Response Phase:
- Establish an incident PIO as necessary.
- Coordinate PIO activities with EOC, if activated.
- Request activation of the EOC as necessary to assist with public information dissemination and/or to activate a point of public inquiry.
- Provide a liaison to the EOC/JIC (if activated) to coordinate public information dissemination.

Recovery Phase:
- Coordinate recovery public information dissemination with the EOC/JIC (if activated).
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Perform County Public Information Officer mitigation duties unless otherwise assigned/delegated.
- Assist response agencies with PIO SOG/SOP development as requested.
- Conduct public awareness campaigns to educate the public regarding how information will be disseminated during an incident.
- Develop SOGs/SOPs for county level public information dissemination (see **Annex Z**, *Emergency Operations Center*).
- Review and update warning procedures utilized by the County.
- Coordinate the revision of this annex.

Preparedness Phase:
- Perform County Public Information Officer preparedness duties unless otherwise assigned/delegated.
- Establish and maintain contact information and procedures with local, state, and federal public information partners and members of the media, see **Attachment 2** of this annex (FOUO).
- Train to the warning procedures utilized by the County, see **Annex A**, *Alert and Warning*.
- Identify suitable facilities for a Joint Information Center (JIC).
- Participate in local exercises.

Response Phase:
- Perform County Public Information Officer response duties unless otherwise assigned/delegated.
- Forward all incident related media requests to the IC/UC or incident PIO.
- Activate the EOC at the request of the IC/UC.
- Activate and manage a point public inquiry upon the request of the IC/UC or incident PIO.
- Coordinate public information releases (see **Annex A**, *Alert and Warning*) with Chief Elected Officials, the EOC and/or JIC, (if activated), and the news media upon the request of the IC/UC or the incident PIO.
- Maintain information accuracy and awareness by monitoring media coverage and social media responses to incident operations for accuracy, duplication, or contradictory information while verifying the authenticity of incoming information.

Recovery Phase:
- Perform County Public Information Officer recovery duties unless otherwise assigned/delegated.
- Coordinate post incident information releases regarding availability of individual assistance.
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each department or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during disaster operations.

2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.

3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan**, **Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.

2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.

3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1: Joint Information System
Attachment 2: Media contact list **(For Offical Use Only – Not for public release)**
Attachment 3: Press Release Template

Attachment 1: Joint Information System

1.0 Introduction

1.1 Purpose
The purpose of the Jefferson County Joint Information System (JIS) is to create guidelines for merging and coordinating multi-agency/multi-jurisdiction incident information and/or public affairs into a united organization to provide consistent, coordinated, and timely information to the public during an incident.

1.2 Scope
This JIS is designed to provide an overall framework for Joint Information operations. It is not intended to encompass all of the many challenges in supporting response operations for the protection of the population in the event of a disaster or emergency. This System is also not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPP) for any particular agency, organization, family, or individual.

2.0 Situation & Assumptions

2.1 Situation
1. Jurisdictional response agencies and organizations in Jefferson County conduct their own public information dissemination before, during and after incidents that occur within their areas of responsibility.
    A. Jurisdictional agencies and organizations should coordinate their incident specific public information releases with the County PIO to ensure a consistent, coordinated, timely public information strategy and message.
2. PIO capability is limited in some local response agencies and organizations. The County PIO may assist local jurisdictions upon request as resources and availability allow.
3. The County's response during incidents is based on the availability of resources. The capabilities of local government in Jefferson County and the Cities of Boulder and Whitehall are limited, especially local emergency services. If the response requirements go beyond local capabilities, mutual aid, state, and/or federal assistance will be requested, which will likely delay the implementation of the JIS.
4. A point of public inquiry may not be collocated with the Joint Information Center, if established, due to the infrastructure and resource limitations of the County.
5. Possible Joint Information Center locations are included in **Section 3.2** of this Attachment.

2.2 Assumptions
1. This JIS is intended to be flexible and scalable to accommodate all hazard incidents. Due to the varied nature of incidents however, this JIS may need to be modified as necessary to meet incident requirements.

2. The coordination of public information releases will increase the accuracy and efficacy of the release of that information.
3. IC/UC, EOC, and/or Principal Executive Officers will coordinate and implement the establishment of the JIS when necessary.
4. In the event an Area Command/Area Unified Command is required to manage an incident, a JIS will likely be needed to manage public information.
5. Most incidents in the jurisdiction will allow for virtual JIS implementation.
6. In the event a Joint Information Center (JIC) is required for JIS operations, the IC/UC, EOC, and/or Principal Executive Officers will coordinate and implement the establishment of that location.

3.0 Concept of Operations

3.1 General Overview

1. A JIS is established as soon as two or more agencies with public information roles are involved in an incident.
2. Strong ICS implementation is critical in the establishment and operations of a JIS.
3. For most incidents, the JIS consists of public information releases by Unified Command or their designated PIO.
4. The Unified Command/Area Command of the incident(s) will be responsible for assigning the JIS/JIC manager and/or lead PIO as necessary.
5. Mutual Aid will likely be required to fill JIS/JIC positions not provided by response agencies.

3.2 Specific Recommendations

1. JIS staffing should follow the ICS structure.
   A. Multiple or large incidents may require dividing the JIS into Groups/Divisions who report to the JIC/JIS manager to manage span of control.
   B. Staffing volume will be dependent on the size and scope of the incident and is the responsibility of the JIS/JIC manager.
2. JIS public information releases should be approved by Unified/Area Command and/or their designated PIO unless otherwise directed and coordinated with the Emergency Operations Center (EOC).
   A. A JIS/JIC liaison officer may be requested to be present in the EOC to coordinate public information releases.
3. Participating JIS agencies should utilize a single lead agency for information dissemination (social media, websites, etc.), while other participating agencies share that single point of information dissemination utilizing their own dissemination methods.
   A. Some incidents may require the establishment of new/independent information sharing sources (social media, websites, etc.). Unified Command/Area Command, or their designated PIO, will determine the necessity of establishing such resources.
4. JIS resource requests should be made through the ICS system established by the incident.

5. State and/or Federal JIS/JICs established due to a major incident or incidents should include local public information staffing.
6. Possible Joint Information Center Locations include the following:

North County

Location Name	Contact Number
Montana City Elementary School	406-442-6779
Clancy Elementary School	406-933-5575
Jefferson City Community Center	406-461-7466

Central/West County

Location Name	Contact Number
Boulder Elementary School	406-225-3316
Jefferson High School	406-225-3317
Jefferson County Fairgrounds	406-225-4397
Basin Elementary School	406-225-3211
Basin Community Center	406-465-5212

South County

Location Name	Contact Number
Whitehall Elementary School	406-287-3455
Whitehall High School	406-287-3455
Whitehall Community Center	406-498-4500
Cardwell Elementary School	406-287-3321

Attachment 2: Media Contact List - FOUO

For Official Use Only – Not for Public Release

Attachment 3: Press Release Template

Jefferson County
Disaster and Emergency Services
P.O. Box H
Boulder, Montana 59632
Office: 406-225-4035 Cell: 406-439-6083 Fax: 406-225-4145
des@jeffersoncounty-mt.gov

HEADLINE

FOR IMMEDIATE RELEASE

Month, Day, Year

Contact: Doug Dodge, Jefferson County Disaster and Emergency Services Coordinator: 406-439-6083.

Article Here

Annex E: Evacuation

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to provide broad guidance in the event of a disaster or emergency that requires the protection of the population by implementing an evacuation or a sheltering in-place strategy.

1.2 Scope
This annex is designed to provide an overall framework for evacuation operations. It is not intended to encompass all of the many challenges in supporting response operations for the protection of the population in the event of a disaster or emergency. This annex is also not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPP) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation & Assumptions

2.1 Situation
6. Each Fire Service Area or District in the County maintains its own Population Protection Plans.
7. The County's response during incidents is based on the availability of resources. The capabilities of local government in Jefferson County and the Cities of Boulder and Whitehall are limited, especially local emergency services. If the response requirements go beyond local capabilities, mutual aid, state, and/or federal assistance will be requested, but citizens of and visitors to Jefferson County must prepared to help themselves.
8. MCA 10-3-406 gives the principal executive officer of a political subdivision the authority to: *"(a) direct and compel the evacuation of all or part of the population from an incident or emergency or disaster area within that political subdivision when necessary for the preservation of life or other disaster mitigation, response, or recovery; and (b) control the ingress and egress to and from an incident or emergency or disaster area and the movement of persons within the area."*

9. MCA 10-3-104 gives the Governor of the State of Montana the authority to *"(a) suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or orders or rules of any state agency if the strict compliance with the provisions of any statute, order, or rule would in any way prevent, hinder, or delay necessary action in coping with the emergency or disaster; (b) direct and compel the evacuation of all or part of the population from an emergency or disaster area within the state if the governor considers this action necessary for the preservation of life or other disaster mitigation, response, or recovery; (c) control ingress and egress to and from an incident or emergency or disaster area, the movement of persons within the area, and the occupancy of premises within the area."*

2.2 Assumptions

1. NIMS principles will be used at every incident in the jurisdiction.
2. The Incident Commander (IC) or Unified Command (UC) should be able to recognize a situation requiring an evacuation and would initiate initial evacuation operations based upon the needs of that incident.
3. An Evacuation operations group/division may be established by the IC/UC.
4. Most of the public will act in its own interest and evacuate dangerous areas either spontaneously or when advised to do so by local authorities.
5. Most evacuees will use their personal vehicles to evacuate; however, transportation may be attempted to be provided for evacuees without personal vehicles and for access and/or functional needs populations, if those responsible for their care do not provide that action and if the impacted jurisdiction has the resources available to attempt such an action.
6. In most emergencies, most evacuees will seek shelter with relatives or friends or in commercial lodging rather than in public shelter facilities.
7. Some people will refuse to evacuate regardless of the risk.
8. While some incidents are slow to develop, others occur without warning. There may be time for deliberate evacuation planning, or an urgent evacuation may have to be conducted with minimal preparation time and resources.
9. The evacuation of facilities such as schools, hospitals, nursing homes, daycare centers, detention centers, businesses, etc. is the primary responsibility of each of those individual facilities. These facilities are responsible for developing emergency plans for all of the individuals who may be at their location.
10. Local emergency services agencies may become overwhelmed and will require mutual aid from neighboring jurisdictions and support from state agencies.
11. Evacuees may be sent to adjacent communities where additional public shelters, commercial lodging, and dining facilities are located.
12. Disaster conditions may necessitate the evacuation of domestic animals and livestock, if time and life safety allow.
13. Animals (with the exception of Service Animals) are generally not allowed in public shelters.

3.0 Concept of Operations

3.1 General Overview
1. Population protection preparedness for an evacuation is a shared responsibility between individual citizens, families, caregivers, schools, businesses and their local government through emergency response agencies, with the coordination of County Disaster and Emergency Services.
2. Pre-incident planning by the Sheriff's Department and the Fire Department having jurisdiction will identify probable evacuation areas, such as schools, hospitals, nursing homes, senior housing units; to determine evacuation routes; destination of evacuees; resources needed; and potential tactical operations. See **Attachments 3-7** (Sheriff's Response Packet) and **Attachment 8**, *Population Protection Plan Template*, of this Annex.
3. To perform an evacuation, there must be enough time for people to be warned, to get ready, and to leave the area. If there is enough time, evacuation is the best protective action; if not, then sheltering in-place could be considered.
4. The Incident Commander or Unified Command (IC/UC) will determine the need for evacuation and/or shelter-in-place based on the incident.
5. The establishment of access control by first responders and/or law enforcement personnel may be used to protect the public from a hazardous situation. Safety of emergency personnel should be a prime consideration.
6. Warnings may be broadcast, published, or electronically disseminated depending on the nature of an emergency. See also **Annex A**, *Alert and Warning*.

3.2 Specific Recommendations
1. Direction, Control and Coordination
   A. See also **Annex B**, *Direction & Control*.
   B. The decision to recommend an evacuation should be made quickly and rests with the IC/UC. Officially, the principal executive officer of the political subdivision shall declare either an emergency or disaster situation and issue the evacuation order, as required by law (10-3-402, 10-3-403, 10-3-404, and 10-3-406, MCA). See **Attachment 9**, *Emergency Declaration Template*, of this Annex.
   C. The IC/UC is the overall authority for the evacuation effort, under the direction of the principal executive officer as provided by law. The IC/UC may choose to establish a group solely responsible for evacuation or shelter in place operations.
   D. The Jefferson County Sheriff's Office has developed a Response Packet for evacuations. It includes detailed forms and procedures for evacuation and related incident response. See **Attachments 3-7** of this Annex.
2. Evacuation Planning
   A. *Area and Routes*:
      The IC/UC together with the evacuation group supervisor (if established) should identify the area of evacuation and evacuation routes. The evacuation boundaries should follow streets and established roadways if possible. A map should be utilized and distributed to all agencies involved if possible (See

Attachment 8, *Population Protection Plan Template*, of this Annex for more information).

B. *Evacuation Plan*:

The IC/UC or the group supervisor responsible for the evacuation should develop the incident specific evacuation plan, and coordinate support for the evacuation effort from response agencies, including mutual aid resources and non-governmental organizations (NGOs). Evacuation planning should resolve the following questions:

❑ What areas or facilities are at risk and should be evacuated?
❑ How will the public be notified of what to do?
❑ What do evacuees need to take with them?
❑ What travel routes should be used by evacuees?
❑ What routes or areas are closed to the public?
❑ What transportation support (buses, ambulances, etc.) is needed?
❑ What assistance may the access and functional needs populations require?
❑ What traffic control resources (officers, signage, barricades, etc.) will be needed?
❑ Will a pre-staged tow truck be needed in the event of an evacuation accident?
❑ Does the anticipated duration of the evacuation make it necessary to activate shelter and feeding facilities? When developing an evacuation plan, shelter sites should be identified early. Site selection should occur prior to the time the evacuation is ordered, if possible. The EOC can help coordinate shelter site selection in conjunction with the American Red Cross. See **Annex F**, *Sheltering*.
❑ Will the evacuation include the creation of congregation points and/or reception areas?
❑ Will the evacuation require the use of a family reunification plan?
❑ How will the evacuees be accounted for?
❑ How will the evacuation area be secured?
❑ What resources will be needed to conduct the evacuation?
❑ What sources will be contacted to obtain the necessary resources?
❑ How long will the evacuation last? The evacuation should be sustained as long as the risk continues in the evacuated area.
❑ How will communication be established with evacuees? Evacuees should be updated with information as soon as possible and periodically throughout the incident.

C. *Other Considerations:*

1. **Shelter in Place:** In some situations, sheltering in-place may be used to protect the public rather than to initiate an evacuation. For sheltering in place, instructions should be provided to the affected public regarding the protective measures they should take such as the need to stay indoors, shutting and sealing doors and windows, turning off air conditioning systems, how long to remain in place (if known), and how to obtain more information. (See **Attachment 2** of this Annex).

2. **Refusal to Evacuate:** Some individuals will refuse to evacuate regardless of the risk, and responder safety should be a priority when dealing with a refusal to leave. Law enforcement should be notified of any refusal to evacuate.

3. **Populations with Access and Functional Needs:** Consideration should be made for populations with access and functional needs in the evacuation area. Groups or individuals with access and functional needs present unique concerns because they can be difficult to identify and evacuate. This population may require unique transportation methods, medical assistance, and other related support during incidents. Warning messages should address this by reminding those responsible for their care (or neighbors, family members, or friends) to evacuate those who they know need help early if possible, and to call local law enforcement or the Point of Public Inquiry (if established) should they require assistance. See **Annex G**, *Access and Functional Needs* for more information.

4. **Evacuation of Animals:** Representatives from the County Extension Office and/or animal care providers may be asked to report to the EOC to provide guidance and coordination for protective actions concerning animals. See also **Annex I,** *Animal Care.* Depending on time and available resources, some possible actions may include:

   i. Making an initial estimate of the numbers and types of animals that may need to be evacuated.
   ii. Arranging travel routes and scheduling the timing for evacuation of pets, farm animals, animals in kennels, veterinary hospitals, pet stores, animal shelters, etc. from the risk area.
   iii. Mobilizing transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.
   iv. Dispatching search and rescue teams to look for animals left behind by their owners, stray animals, or others needing transportation to a safe location.
   v. Locating and establishing shelter/storage facilities for evacuated & stray animals (e.g. Humane Society, Fairgrounds, outlying farms/ranches, etc.).

5. **Hazardous Materials:** See **Annex J**, *Hazardous Materials*, for evacuation considerations during HAZMAT incidents.

3. <u>Notification and Warning:</u>
   A. UC/IC will normally decide when an evacuation order should be issued and when to activate the Evacuation Plan (See **Section 3.2.2** above).
   B. See **Attachment 1**, *Sample EAS Warning Messages*, of this Annex.
   C. See **Annex A,** *Alert and Warning,* and **Annex C,** *Communications* for more information.
   D. Contact the DES Coordinator through the Sheriff's Office to activate the EOC to assist with public warning and notification functions.
   E. When the incident is over, evacuees must be advised when it is safe to return to their homes and business.

3.3 Hazard Specific Considerations

1. Wildfire
   - A. Evacuation due to wildfire is often a chaotic event due to the possible rapid progression of this type of incident. The IC/UC should try to identify the need for evacuation early to facilitate functional execution.
   - B. An evacuation division or group may be needed to manage that part of the incident.
   - C. Pre-identifying ingress/egress (evacuation) routes is critical as a part of jurisdictional population protection planning to establish safe, logistically relevant procedures. Such identification allows both the public and responding agencies the ability to know, train for, and mitigate the hazard present.
       - i. Scientifically sound wildland fuel mitigation around pre-identified ingress/egress (evacuation) routes substantially reduces risk for evacuating citizens and incoming response agencies. Such routes should be included in designated wildland urban interface values at risk and pre-disaster mitigation planning.

2. Hazardous Materials
   - A. According to federal law (EPCRA), jurisdictions with facilities that contain hazardous materials must plan for hazardous materials releases, including evacuation planning based upon the exposures present. Jefferson County DES should be included in any hazardous materials planning by private organizations.
   - B. See also **Annex J.**

3. Severe Weather and Drought
   - A. Shelter in place may be required in the event of a severe weather incident.
   - B. Search & Rescue agencies may be required in the event of an attempt to evacuate individuals stranded due to severe weather.

4. Flooding and Dam Failure
   - B. Owners of High Hazard dams should maintain contact information in their Emergency Action Plans (EAP) for citizens who may be affected by a dam failure. Copies of each EAP should be provided to the DES Coordinator and the Sheriff's Office.

5. Transportation Incidents
   - A. Evacuation coordination with public works/road departments and/or the Montana Department of Transportation is important to reduce the probability of transportation incidents during an evacuation.

6. Earthquake
   - A. Evacuation due to an earthquake may require the assistance of the National Guard, depending upon the severity of the incident.

7. Terrorism, Violence, Civil Unrest
   - A. Evacuation due to this type of hazard will likely require coordination with state and/or federal agencies.

8. Communicable Disease

A. The Local Health Officer may order the closure of buildings or facilities where people congregate, cancel events, and establish and maintain quarantine and isolation measures as adopted by the local health board (50-2-118, MCA).

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted in order to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review plans and suggest updates as appropriate.
- Implement or encourage implementation of mitigation projects around pre-identified ingress/egress (evacuation) routes as possible
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance to all departments on evacuation priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or a disaster if appropriate. See **Attachment 9**, *Emergency Declaration Template* of this Annex.
- Order an evacuation if necessary (Principal Executive Officer).
- Request assistance from MTDES as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as necessary. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies

City/Town Police Departments
Emergency Medical Services
Fire Departments
Fire Warden
Geographic Information Systems
Public Health Department
Public Health Officer
Public Works/Road Departments
Sheriff/Coroner
Superintendent of Schools

Mitigation Phase:
Fire Departments:
- Identify potential areas for evacuation within the jurisdiction.
- Attempt to identify special population groups that require unique evacuation assistance such as those with Access and Functional needs (see **Annex G, Attachment 2**).
- Develop and maintain Population Protection Plans (PPP) and SOGs/SOPs for evacuations, including pre-identifying ingress/egress (evacuation) routes. See **Attachment 8** of this Annex.
- Implement or encourage implementation of mitigation projects around pre-identified ingress/egress (evacuation) routes as possible.
- Send PPP and SOP/SOG updates to the county DES Office and the Sheriff's Office.
- Participate in the revision of this annex.

Law Enforcement:
- Work with response agencies to identify potential areas for evacuation.
- Develop and maintain SOPs/SOGs for evacuations. See **Attachments 3-7** of this Annex.

Preparedness Phase:
Fire departments:
- Train to evacuation PPPs and SOGs/SOPs.
- Participate in local exercises.

Law enforcement:
- Train to evacuation SOPs/SOGs.
- Participate in local exercises.
- Participate in the revision of this annex.

Response Phase:
Fire Department:
- Initiate and coordinate evacuation with law enforcement and Principal Executive Officer having jurisdiction.
- IC/UC should implement sheltering operations as necessary in coordination with the EOC (see **Annex F**).
- Provide public information as necessary in coordination with the EOC and IC/UC and/or incident PIO.
  - The IC/UC should hold a public meeting as soon as possible in the event of an evacuation.
- Assist in the evaluation of evacuated areas and the development of evacuee re-occupation plans.

Geographic Information Systems:
- Provide mapping services as requested from the IC/UC or EOC.

Law enforcement:

- Initiate and coordinate evacuation with fire department and Principal Executive Officer having jurisdiction.
- Implement road blocks and coordinate traffic flow as necessary.
- Provide security to evacuation areas.
- IC/UC should implement sheltering operations as necessary in coordination with the EOC (see **Annex F**).
- Provide public information as necessary in coordination with the EOC and IC/UC and/or incident PIO.
  - The IC/UC should hold a public meeting as soon as possible in the event of an evacuation.
- Develop and implement re-occupation plans to coordinate for safe ingress, egress, or re-entry of the evacuated areas as needed.

Public Health Officer:
- The Local Health Officer may order the closure of buildings or facilities where people congregate, cancel events, and establish and maintain quarantine and isolation measures as adopted by the local health board (50-2-118, MCA).

Public Works/Road Departments:
- Provide support and coordination for evacuation implementation.
- Provide barricades and/or other traffic control devices if possible, upon request of the IC/UC.
- Provide personnel to assist in manning access control points if possible, upon request of the IC/UC.
- Assist in the evaluation of evacuated areas and the development of evacuee re-occupation plans.

Recovery Phase:
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Assist response agencies in identifying potential evacuation areas and corresponding ingress/egress routes within their jurisdictions as requested.
- Assist in the implementation of mitigation projects around pre-identified ingress/egress (evacuation) routes as possible.
- Assist response agencies in developing SOPs/SOGs for evacuation as requested.
- Assist response agencies in developing PPPs as requested.
- Coordinate the revision of this annex.

Preparedness Phase:
- Develop public information programs to educate the public to hazards which may require an evacuation or shelter in place incident, and the ways citizens can prepare themselves for evacuation or sheltering in place (see *Evacuating to Safety* brochure, Tri-County Fire Safe Working Group).
- Attempt to identify population groups who may require unique evacuation assistance such as those with Access and Functional needs (see **Annex G**, **Attachment 2**).
- Assist private and public organizations and businesses, including Access and Functional Needs facilities, in developing evacuation and population protection plans as requested.
- Participate in local exercises.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support incident operations. See **Annex Z**, *Emergency Operations Center.*
- Submit a request for an emergency/disaster declaration and/or evacuation order, as applicable. See **Attachment 3**, *Evacuation Order* and **Attachment 9**, *Emergency Declaration Template* of this annex.
- Recommend the opening of appropriate shelters as applicable. See **Annex F**, *Sheltering.*
- Provide public information if a PIO is not assigned, as requested. See **Annex D**, *Public Information.*
- Coordinate and issue public information releases (see **Attachment 1,** *Sample Warning Messages* of this Annex) to advise residents of affected areas and actions to be taken, as directed by the IC/UC and/or the incident PIO
- Coordinate with area news media for news releases See **Annex D** – *Public Information.*
- Establish a point of public inquiry utilizing a single phone number upon request of the IC/UC or incident PIO.
- Assist the IC/UC in the evaluation of evacuated areas and the development of evacuee re-occupation plans.
- Provide situation reports to MTDES
- Request assistance from MTDES as necessary.
- Monitor the return of evacuees and coordinate for support resources as needed.

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as requested. See **Annex N**, *Recovery.*
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during disaster operations.
2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.
3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan**, **Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.
2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.
3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1: Sample Warning Messages
Attachment 2: American Red Cross Shelter in Place Fact Sheet
Attachment 3: Evacuation Order
Attachment 4: Evacuation Road Symbols
Attachment 5: Instruction Sheet, Non-Resident
Attachment 6: Instruction Sheet, Resident
Attachment 7: Check in, Check Out Sheet
Attachment 8: Population Protection Plan Template (Under development)
Attachment 9: Emergency Declaration Template

Attachment 1: Sample Warning Messages

1.1: Evacuation

This is an important emergency message from Jefferson County's Office of Disaster and Emergency Services:

1. Due to (***event***)_____
2. In/at the (***location***)_____,
3. Citizens located within (***distance/location***)_____ of this incident
4. Need to evacuate (***when***) _____ for their own personal protection,
5. Using the following evacuation route(s): _____.

- Evacuees should be prepared to be unable to return for at least three to five days, and should bring sufficient food, clothing, medicine, legal documents and other personal care items as required.

- If you need a place to stay, or if you need help evacuating anyone with special needs, contact the Jefferson County Emergency Operations Center at 406-333-1443.

- Ranchers affected by this evacuation should shelter their livestock and contact the Jefferson County Emergency Operations Center at 406-333-1443 for livestock care coordination information.

- Before you leave, please secure your home and property within the time allowed, turn off all lights and electrical appliances, and turn down any heating systems or turn off any air conditioning systems.

Again, (**repeat 1-5 above**)

Stay tuned to this station for more information, you will be advised regarding other actions to take or when this dangerous situation has passed and it is safe to return.

1.2: School/Special Needs Facility Evacuation

This is an important emergency message from Jefferson County's Office of Disaster and Emergency Services:

6. Due to (***event***)_____
7. In/at the (***location***)_____,
8. (***school/facility names***)_____
9. Are being evacuated (***when***) _____ for their own personal protection.
10. Evacuees are being taken to (***location***)_____and family members should proceed directly to this location, NOT the (***school/care facility name***)_____ to reunite with their loved ones.

Again, (**repeat 1-5 above**)

Stay tuned to this station for more information, you will be advised regarding other actions to take or when this dangerous situation has passed.

1.3: Shelter in Place

This is an important emergency message from Jefferson County's Office of Disaster and Emergency Services:

7. Due to (***event***)_____
8. In/at the (***location***)_____,
9. businesses and residents located within (***distance***)_____ of this incident need to shelter in place immediately by taking the following self-protection actions:

9. Go inside and stay inside your house or building.
10. Bring pets or animals indoors only if you can do so quickly.
11. Close all windows and doors.
12. Turn off air conditioners and heating system blowers.
13. Close fireplace dampers.
14. Gather a radio, flashlight, food, water and medicines.
15. Call 911 only if you have a true emergency.
16. If you are in a car, close all windows and vents, turn off all fans, cover your nose and mouth with a cloth if possible, and proceed in an orderly fashion out of the area.

Again, (**repeat 1-3 above**)

Stay tuned to this station for more information, you will be advised regarding other actions to take or when this dangerous situation has passed and it is safe to go outside.

1.4: Street/Road Closure

This is an important emergency message from Jefferson County's Office of Disaster and Emergency Services:

6. Due to (*event*)_____
7. In/at the (*location*)_____,
8. (*Street/Road names*)_____ are closed
9. Effective (*when*) _____.
10. The following alternate route(s) should be used:
    _____.

Again, (**repeat 1-5 above**)

Stay tuned to this station for more information, you will be advised regarding other actions to take or when this dangerous situation has passed.

Attachment 2: ARC Shelter in Place Fact Sheet

2.1 American Red Cross: Fact Sheet for Citizens

What Shelter-in-Place Means:

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

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment, or a fast moving wildfire may occur without enough time to evacuate. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

- Activate your personal emergency plan.

- Close and lock all windows and exterior doors.

- If you are told there is danger of explosion, close the window shades, blinds, or curtains.

- Turn off all fans, heating and air conditioning systems.

- Close the fireplace damper.

- Get your family disaster supplies kit and make sure the radio is working.

- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.

- Bring your pets with you, and be sure to bring additional food and water supplies for them.

- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.

- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At Work:

- Activate the business's emergency plan.

- Close the business

- Bring everyone into the room(s). Shut and lock the door(s).

- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.

- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.

- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.

- Close and lock all windows, exterior doors, and any other openings to the outside.

- If you are told there is danger of explosion, close the window shades, blinds, or curtains.

- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.

- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.

- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.

- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)

- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At School:

- Activate the school's emergency plan.

- Close the school. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.

- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.

- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.

- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.

- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that they are safe.

- If the school has voice mail or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.

- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.

- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.

- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.

- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.

- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.

- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

- Bring everyone into the room. Shut and lock the door.

- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

- Write down the names of everyone in the room, and call your schools' designated emergency contact to report who is in the room with you.

- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

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

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.

- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.

- Turn off the engine. Close windows and vents.

- If possible, seal the heating/air conditioning vents with duct tape.

- Listen to the radio regularly for updated advice and instructions.

- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.

Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean-up methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

Attachment 3: Evacuation Order

The Jefferson County Sheriff's Office is advising you that your location has been identified as an evacuation area. We are requesting you evacuate immediately in a calm and orderly manner. If you require assistance, please advise the deputy giving you this Evacuation Order.

This Order is immediate as the potential for the fire to invade your area is eminent. Provided with this Order are some tips that may aid you in evacuating. At the bottom of this Order are some questions that are requested that you **fill out now.** It will aid us in locating you when the Evacuation Order is lifted. Your cooperation is greatly appreciated.

Contact numbers for information on the evacuation are. Jefferson County Disaster Emergency Servises 225-4035, D.E.S. Public Information Officer _____, or American Red Cross 442-0260 or Jefferson County Sheriff's Office Administration 225-4075, or_____

Evacuation Check List
[ ] Pack at least four days of clothing for you and your family. Remember prescription glasses.
[ ] Remember medications, prescriptions and over-the-counter drugs.
[ ] Take your import papers: Insurance, birth certificates, titles, check book, credit cards, etc.
[ ] Family photographs, computer drives and laptops.
[ ] Provide for family pets and take them with you.
[ ] Provide for or relocate livestock.
[ ] Contact friends and family to let them know that you are being evacuated and where you will be
[ ] Notify **Law Enforcement** if you need help due to medical or physical disability. Call 225-4075, 287-3222 or
     911 if it's an emergency.
[ ] Remember to leave on electrical breakers and turn propane tanks **off** if safe to do so. Please lock all doors,
     windows, and close interior doors.
[ ] If time allows – place sprinklers and hoses around your home

EVACUATION ORDER GIVEN THIS DAY AND TIME: Date: **Time: _____   AM/PM**

Officer Name & Badge #_____

………
      ……………

Please Print   Total number of people living in this
      residence _____.
NAME:_____,_____. Total number evacuated, including self:
      .
      First   Last
Location/Address being evacuated from: _____. Phone number:_____.
Where are you Evacuating to:_____. Contact phone number:
      .

**Mandatory information if you are refusing to evacuate give name and phone number of person to contact in case of your
      injury or death.**
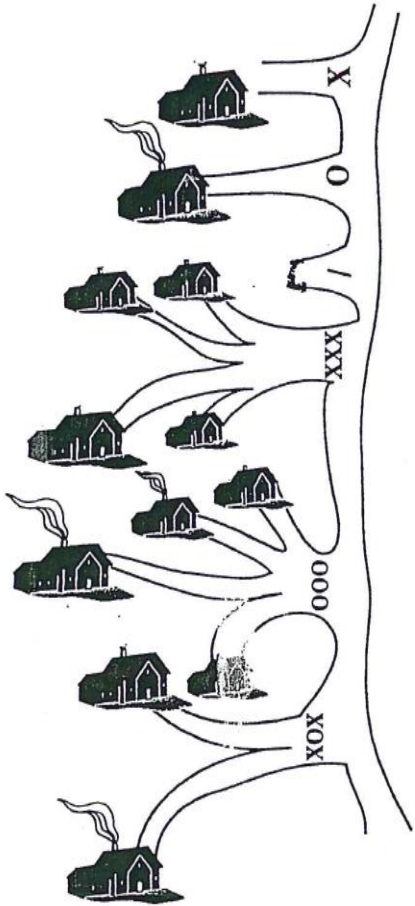Name:_____. Phone_____. Relation_____.

Any other information you wish us to be aware of:_____.
Any medical problems you wish us to be aware of:_____.

Attachment 4: Evacuation Road Symbols

Evacuation Road Symbols

* All symbols should be on driveway just off the main road.
* Symbols should be drawn 2-3 feet in size.

X Indicates you have cleared the building of its occupants and they have left the area.

O Indicates that the building was not cleared, you were unable to locate a resident or the resident refuses to leave.

/ Indicates this is a dead-end road, verified no buildings.

XXX Same as **X** only multiple homes off of the one driveway. The number of **X**'s does not match the number of actual homes, just that there are multiple dwellings.

OOO Same as **O** only multiple homes and all are refusing to leave

XOX Multiple homes, some have left, some are staying.

Attachment 5: Instruction Sheet, Non-Resident

Instruction Sheet
For
Check IN/OUT of Restricted or Evacuated Areas

The following applies to any **non-resident** (except emergency responder) wishing to enter an area where we have established roadblocks. The authorization to permit non-residents into an area will come from the Incident Commander.

If an emergency responder arrives at a roadblock wanting to help, have them check in with the Officer in Charge (OIC) or Fire Operations Chief for assignment.

The Check IN/OUT sheet is to be used when:

* A non-resident of the affected area is attempting to enter a JCSO established roadblock to assist a friend or relative.
* Any non-emergency person delivering equipment, food, fuel, etc.
* Any person that is not being escorted, but has been cleared by the Officer in Charge.

Procedure for its use:

- If their friend/relative has not requested them, and they're only there because they are concerned, TURN THEM AROUND.
- Have them PRINT their information
- They must know the name of the person they are helping. (You will hear "I came to help my friend")
- They should have the address or be able to describe where the house is.
  - If it's a delivery person, unescorted person with permission etc. have them fill out their Reason for going beyond the roadblock.
- **Everyone in the vehicle must fill out the required information.**
- They need to check out at the same roadblock where they checked in.
  - In the event that they cannot check out at the same roadblock ie: fire crossed road, bridge washed out etc., they need to let the officer at the new roadblock know which roadblock they checked in through. The officer can then radio this information to the appropriate roadblock.
- The Check IN/OUT sheets will be kept at the roadblock until everyone who checked IN has checked OUT, or the roadblock order has been lifted. These sheets will be passed from shift to shift until that order occurs.
- The officers checking people IN and OUT will be responsible for marking down the IN and OUT times. They will also write down their badge number, signifying that they in fact checked the person through the roadblock.
- Have the people that are entering the area list their vehicle plate, but realize they may come out in different vehicles. Having the plate will assist us if we find the vehicle parked somewhere with no one around.

Attachment 6: Instruction Sheet, Resident

Instruction Sheet
For
Check IN/OUT of Restricted or Evacuated Areas

The following applies to **resident** (except emergency responder) wishing to enter an area where we have established roadblocks. The authorization to permit residents into an area will come from the Incident Commander via the chain of command.

The Check IN/OUT sheet is to be used when:

* A resident of the affected area wishes to go back to their property.
* A resident of a non affected area that must still pass through a roadblock must also sign in and out but will not be required to have the Evacuation Order Form filled out.

Procedure for its use:

- Have them Print their information
- They must present ID as to who they are.
- Check and make sure they have completed and turned in the Evacuation Order form. (Residents of affected area only)
- They should have the address or be able to describe where the house is.
- **Everyone in the vehicle will fill out the required information.**
- They need to check out at the same roadblock where they checked in.
  - In the event that they cannot check out at the same roadblock ie: fire crossed road, bridge washed out etc., they need to let the officer at the new roadblock know which roadblock they checked in through. The officer can then radio this information to the appropriate roadblock.
- The Check IN/OUT sheets will be kept at the roadblock until everyone who checked IN has checked OUT, or the roadblock order has been lifted. These sheets will be passed from shift to shift until that order occurs.
- The officers checking people in and out will be responsible for marking down the IN and OUT times. They will also write down their badge number, signifying that they in fact checked the person through the roadblock.
- Have the people that are entering the area list their vehicle plate, but realize they may come out in different vehicles. Having the plate will assist us if we find the vehicle parked somewhere with no one around.

Attachment 7: Check In, Check Out Sheet

Jefferson County Sheriff's Office
Check IN/OUT of Restricted or Evacuated Areas

Date:				Location of Roadblock:					
Resident's Information that you are assisting or reason for entering restricted area.				**Information on person entering restricted area.**		**TIME**		**Officer**	
						IN	**OUT**	**Badge No.**	
Name:		Phone:		Vehicle Plate:		# in Party:			In
Address or Reason:									Out
Name:		Phone:		Vehicle Plate:		# in Party:			In
Address or Reason:									Out
Name:		Phone:		Vehicle Plate:		# in Party:			In
Address or Reason:									Out
Name:		Phone:		Vehicle Plate:		# in Party:			In
Address or Reason:									Out
Name:		Phone:		Vehicle Plate:		# in Party:			In
Address or Reason:									Out
Name:		Phone:		Vehicle Plate:		# in Party:			In
Address or Reason:									Out
Name:		Phone:		Vehicle Plate:		# in Party:			In
Address or Reason:									Out

Attachment 8: Population Protection Plan Template

Jefferson County Population Protection Plan Template is under development.

Attachment 9: Emergency Declaration Template

DECLARATION RESOLUTION

RESOLUTION NO.

WHEREAS, (type of occurrence: earthquake, flooding, winter storm etc.) has occurred or is anticipated within the City/County of _(name of city)_ on or about (*date of occurrence or anticipated occurrence*).

NOW, THEREFORE, BE IT RESOLVED by the City/County Council that an (emergency or disaster) is hereby declared pursuant to Section 10-3-(402 or 403) MCA and all provisions of the City Emergency Operations Plan are in effect.

BE IT FURTHER RESOLVED, that copies of this resolution be filed with the City/County Clerk, County Assessor and the Montana Disaster and Emergency Services Division in Helena.

PASSED AND ADOPTED by the *(name of city)* City/County Council this ____ day of , 2____.

_____
Mayor/Chair

(SEAL

_____
Member

ATTEST:

_____
Member

City/County Clerk

Annex F: Sheltering

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to outline broad guidelines for providing sheltering for victims of an incident in Jefferson County.

1.2 Scope
This annex provides an overall framework for sheltering. This annex does not encompass all of the challenges in supporting response operations for the protection of the population in the event of a disaster or emergency. This annex also does not define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business have a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation & Assumptions

2.1 Situation
1. The capacity for the sheltering and care of many evacuees in Jefferson County is extremely limited. Those in need of sheltering may be sent to adjacent communities where additional public shelters, commercial lodging, and dining facilities are located.
2. The County's response during incidents is based on the availability of resources. The capabilities of local government in Jefferson County and the Cities of Boulder and Whitehall are limited, especially local emergency services. If sheltering requirements go beyond local capabilities, mutual aid, state, and/or federal assistance will be requested, but citizens of and visitors to Jefferson County must prepared to help themselves.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.
2. The Incident Commander (IC) or Unified Command (UC) should be able to recognize a situation requiring sheltering and would initiate shelter operations based upon the needs of that incident.
3. A shelter operations group may be established by the IC/UC.

4. Most citizens impacted by an incident, including those with access and functional needs, who require sheltering will seek shelter and assistance from relatives, friends, or at another private facility rather than from public sheltering facilities.
5. At the request of the IC, public sheltering may be attempted to be provided for all citizens, including the homeless and those with access or functional needs, if those responsible for their care do not provide that action and if the impacted jurisdiction has the resources available to attempt such an action.
6. The location and type of facility used as a shelter will vary depending upon the nature of the emergency, the number of citizens impacted, and the resources available.
7. Professional and volunteer organizations that normally respond to disaster situations will do so.
8. Mutual aid assistance from local, state, and federal emergency agencies will be available.
9. Facilities for sheltering will be available at the time of need.
10. Animals (except for Service Animals) are generally not allowed in public shelters.

3.0 Concept of Operations

3.1 General Overview
1. Population protection preparedness for sheltering is a shared responsibility between individual citizens, families, caregivers, schools, businesses and their local government through emergency response agencies, with the coordination of County Disaster and Emergency Services.
2. Citizens, including the homeless and those with access and functional needs, will be encouraged to obtain temporary housing and care with family, friends, or in commercial facilities in areas not affected by the incident.
3. Should the IC/UC determine that a public sheltering center be required, the American Red Cross (ARC), or the Elkhorn COAD (Community Organizations Active in Disaster), may be requested to establish, coordinate, manage, and support shelters for the displaced population in coordination with the IC/UC and the Emergency Operations Center (EOC), if activated. The ARC can be reached by calling the Montana ARC emergency 24-hour number: **1-800-272-6668**.
   A. See **Annex Z**, **Attachment 4** for COAD contact information.

3.2 Specific Recommendations
1. The IC/UC or his/her designee should manage and coordinate all sheltering activities unless/until those activities are assigned to the ARC or other sheltering organization.
2. A Shelter Unit may be organized under a medical and health branch under the operations section of the incident command system (ICS) structure.
3. A reception center may be established for initial processing prior to transferring evacuees to a shelter facility.

4. A list of possible shelters is maintained by the office of Disaster and Emergency Services and the Health Department (See **Attachment 1** of this Annex**,** *Shelter Facilities List*).

5. Volunteer and donations management functions should be coordinated with sheltering operations to facilitate the use of donated goods and volunteer labor to support sheltering activities (see **Annex H**, *Volunteer and Donation Management*).

6. In the event of a shortage of trained and experienced volunteers, particularly during the early hours of an incident, select evacuees may be asked by the onsite ARC shelter manager to assist in shelter setup and operations until the ARC is fully staffed.

7. Many facilities are responsible for the welfare and safety of their students, patients, nursing home residents, inmates, etc. The evacuation and temporary care of citizens in these types of facilities should be thoroughly planned by the entity responsible for their care prior to an emergency. Virtually all these types of facilities are required to maintain an evacuation plan and procedure that includes provisions for an emergency evacuation, including providing for transportation. Facilities such as these should coordinate their activity with the IC/UC or his/her designee in the event of an incident requiring sheltering.

8. During an incident, evacuees and others within the affected area should register themselves on the "Safe and Well" website (**www.safeandwell.org)** to let their family and friends know that they are safe and well. Those who shelter in place may list their status on the Safe and Well website through the same registration process as those in shelters. Concerned family and friends can also search the list of those who have registered themselves as "safe and well" at the same website.

3.3 Hazard Specific Considerations

1. Wildfire
    A. Shelter location should take potential fire growth and air quality into consideration during a wildfire incident.
2. Hazardous Materials
    A. Shelter location should take potential air quality into consideration during a HAZMAT incident.
    B. See also **Annex J.**
3. Severe Weather and Drought
    A. Severe weather may result in the closure of state or interstate highways which may result in the need for sheltering operations.
4. Flooding and Dam Failure
    C. Long term sheltering may be required in the event of a flooding incident.
5. Transportation Incidents
    A. Temporary signage and route pre-planning may be required to avoid transportation incidents during a sheltering incident.
6. Earthquake
    A. Long term, out of area sheltering may be required in the event of a major earthquake.
7. Terrorism, Violence, Civil Unrest
    A. Long term, out of area sheltering may be required in the event of an incident involving this hazard.

  B. Coordination with state and/or federal officials will likely be required in the event of an incident involving this hazard.
8. <u>Communicable Disease</u>
  A. Sheltering in place may be a better solution in the event of an incident involving this hazard. The Elkhorn COAD may be able to help support individuals isolated due to this hazard.
  B. The Jefferson County Health Department, the Local Health Officer, and the Sanitarian may need to be provide support services to shelter operations to reduce the likelihood of a disease outbreak inside an active shelter.

3.4 Other Considerations
1. Large scale incidents may require the utilization of Incident Management Teams (IMTs) or private contractors to assist with long term shelter management and operations.
2. Medical patients, registered sex offenders, and prisoners should not be housed in shelter facilities with the public. Medical care centers are responsible for transferring patients to an appropriate medical facility. Registered sex offenders are responsible for notifying the Sheriff's Office of their temporary location when they are evacuated from their registered residency location. The Sheriff's Office is responsible for transferring prisoners to an out-of-the-area detention facility.
3. Some of the population that have access and functional needs may require a service animal which should be attempted to be accommodated by any established shelter facility.
4. See also **Annex E**, *Evacuation*, **Annex G**, *Access and Functional Needs*, and **Annex I**, *Animal Care* for more information.

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review plans and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance to all departments on incident priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or a disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Consider evacuation orders upon request of the IC/UC.
- Consider up to 2 mills of emergency millage to fund incident operations as necessary.
- Request assistance from MTDES, as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as necessary. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies

Elkhorn COAD
Emergency Medical Services
Public Health Department
Public Health Officer
Sanitarian
Superintendent of Schools

Mitigation Phase:
- Develop SOPs/SOGs for shelter support operations.
- Participate in the revision of this annex.

Preparedness Phase:
- In coordination with the DES Coordinator, identify and maintain a shelter facilities list (see **Attachment 1** of this Annex, *Shelter Facilities List)*.
- In coordination with the DES Coordinator, attempt to identify population groups who may require unique sheltering assistance such as those with Access and Functional needs (see **Annex G**, **Attachment 2**, *Access and Functional Needs Facilities*).
- Review support services which may be needed in a sheltering incident and plan for their implementation.
- Participate in local exercises.

Response Phase:
- Provide sheltering services upon the request of the IC/UC or EOC.
- Provide a representative to the EOC, if activated, upon request.

Recovery Phase:
- Participate in providing health related shelter recovery services as requested.
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Assist response agencies in developing SOPs/SOGs for sheltering as requested.
- Assist private and public organizations and businesses, including Access and Functional Needs facilities, in developing sheltering and population protection plans as requested.
- Coordinate the revision of this annex.

Preparedness Phase:
- In coordination with Public Health, identify and maintain a shelter facilities list (see **Attachment 1** of this Annex, *Shelter Facilities List*.)
- In coordination with Public Health, attempt to identify population groups who may require unique sheltering assistance such as those with Access and Functional needs (see **Annex G**, **Attachment 2**, *Access and Functional Needs Facilities*).
- Participate in local exercises.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support incident operations. See **Annex Z**, *Emergency Operations Center*.
- Submit a request for an emergency/disaster declaration and/or evacuation order, as applicable. See **Annex E**, **Attachment 3**, *Evacuation Order* and **Attachment 1** of **Annex B**.
- Recommend the opening of appropriate shelters as applicable.
- Coordinate with IC/UC and the Elkhorn COAD or the ARC (**1-800-272-6668**) to provide shelter to displaced residents.
- Provide public information if a PIO is not assigned, as requested. See **Annex D**, *Public Information*.
- Provide situation reports to MTDES
- Request assistance from MTDES as necessary.
- With the IC/UC, chief elected officials, and responding organizations, plan for the safe return of evacuees.
- Monitor the return of evacuees and coordinate for support resources as needed.

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as requested. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during disaster operations.
2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.
3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan**, **Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.
2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.
3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1: Potential Shelter Facilities List

Attachment 1: Potential Shelter Facilities List

Facility	Type	Address	City	State	Contact	Phone
Boulder Elementary	School Elementary		Boulder	MT	Maria Pace	(406)225-3316
Jefferson County DES	Government	110 Washington St	Boulder	MT	Doug Dodge	(406)225-4035
Jefferson County Fairgrounds	Fairgrounds		Boulder	MT	Marilyn McCauley	(406)202-4036
Jefferson County Health	Government	214 S Main Street	Boulder	MT	Molly Carey	(406)225-4007
Jefferson High School	School High School	312 Main St	Boulder	MT	Tim Norbeck	(406)225-3317
Cardwell School	School Elementary	80 MT-359	Cardwell	MT	Jim	(406)287-3321
Clancy Fire Hall	Government	1 Railroad Way	Clancy	MT		
Clancy School	School Elementary	6 North Main	Clancy	MT	Bruce Dunkle	(406)933-5531
United Methodist Church	Church small	9 North Main	Clancy	MT		406-933-8504
Elk Park Fire Hall	Government	19 Lumberjack Rd	ELK PARK	MT		
Montana City Fire Hall	Government	56 Hills Brothers Rd	Montana City	MT	Tony Kloker	(406)442-6779
Montana City School	School Elementary	Crystal Creek Rd	Montana City	MT	Bernie McCarthy	(406) 490-4093
St. Theresa's Catholic Church	Church - Small	107 E 2nd St	WHITEHALL	MT	Tyler	406-287-5889
Whitehall Ambulance Barn	Government Building	207 Legion St	WHITEHALL	MT		
Assembly of God	Church Small	6 1st St E	WHITEHALL	MT		
First Christian Church	Church Small	108 1st Street East	WHITEHALL	MT	Britt McLean	(406)287-3882
Whitehall Grade School	School Elementary	305 N Division St.	WHITEHALL	MT	Hannah Nieskens	(406)287-3862
Whitehall High School	School High	1 Yellowstone Trail	WHITEHALL	MT		406-287-3246
Whitehall LDS Church	Church Small	41 Mormon Ln	WHITEHALL	MT		
Whitehall Senior Center	Volunteer	3 S Division Street	WHITEHALL	MT		

Annex G: Access and Functional Needs

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to provide broad guidelines and considerations for the population which may have access and functional needs during an incident within Jefferson County. Each relevant Annex in the Jefferson County Emergency Operations Plan provides consideration for those with access and functional needs, and this Annex is designed to supplement those considerations.

1.2 Scope
This annex provides an overall framework for considerations for the population which may have access and functional needs. This annex is not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation and Assumptions

2.1 Situation
1. Jefferson County is vulnerable to many natural and man-made hazards that could affect the population with access and functional needs.
2. The population which may have access or functional needs is widely distributed throughout Jefferson County. This population may live independently, with a caregiver, in assisted living centers, in long term care facilities, or may be homeless.
3. Jefferson County does not have the resources to independently support specialized services for populations which may have access and functional needs during an incident. The County will likely require mutual aid or other outside assistance to help with this population during such an incident. The Elkhorn Community Organizations Active in Disaster (COAD) will likely play a key role in supporting this population during an incident.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.
2. All appropriate disaster declarations will be made in a timely manner.

3. Examples of individuals with access and functional needs include people of all ages with vision and hearing loss, physical disabilities, mental health disabilities, developmental, intellectual and other cognitive disabilities, behavior and health issues, people with learning, understanding, remembering, reading, speaking, and mobility limitations, and people from diverse cultures; who have limited English proficiency or are non-English speaking; and who are transportation disadvantaged.

4. The resources that would ordinarily be available to the population with access and functional needs will also be available during an incident.

5. Facilities in Jefferson County which serve populations with access and functional needs have plans and undergo training for incidents which may impact the population under their care (*37.106.322, ARM*).

6. Caregivers responsible for the care of individuals with access and functional needs have planned for incidents which may impact those individuals.

7. Response agencies are aware of the facilities which serve populations that have access and functional needs within their respective jurisdictions and have planned response strategies for those facilities.

8. Some of the population which have access and functional needs may not receive, understand, or be able to respond to typical warning messages.

9. The relatives, friends, neighbors, or others who are aware of individuals within their community who have access and functional needs will assist those individuals during an incident or will notify response agencies about their need for assistance.

10. Depending upon the nature of the incident, some of those with access and functional needs may need to rapidly abandon resources, or have resources compromised or destroyed, which they must utilize on a routine basis.

3.0 Concept of Operations

3.1 General Overview

1. Identifying individuals and facilities with access and functional needs in the area of an incident will be attempted to be accomplished by the Incident Commander/Unified Command (IC/UC) with the assistance of the Emergency Operations Center (EOC), if activated. See also **Attachment 2** of this Annex.

2. The IC/UC will request any additional resources required for the accommodation of the population with access and functional needs.

3. The Elkhorn COAD will likely play a lead role in managing assistance to populations with access and functional needs. The Jefferson County Health Department, Montana DPHHS, and private service providers may also be able to aid those individuals during an incident, depending upon the assistance required and the nature of the incident itself. See also **Attachments 3 and 4** of this Annex.

3.2 Specific Recommendations

1. Incident considerations for those with access and functional needs are included in **Attachment 1** of this Annex.

2. In an incident impacting a large population of those with access and functional needs, an access and functional needs unit may be organized under a medical and

health branch under the operations section of the incident command system (ICS) structure.

3. The EOC, if activated, my request the presence of an agency representative from access and functional needs service providers.

3.3 Hazard Specific Considerations

1. Wildfire

    A. Populations with access and functional needs will likely need to be evacuated early due to a wildfire incident, as environmental conditions may more severely impact this population.

2. Hazardous Materials

    A. See **Annex J.**

3. Severe Weather and Drought

    A. Populations with access and functional needs may require additional resources if they cannot leave their home due to severe weather. The Elkhorn COAD may be able to provide those resources in coordination with Search and Rescue.

4. Flooding and Dam Failure

    A. Populations with access and functional needs will likely need to be evacuated early due to a flooding incident, as the time available for evacuation may more severely impact this population.

5. Transportation Incidents

    A. More specialized resources may be required to resolve transportation incidents involving populations with access and functional needs.

6. Earthquake

    A. More specialized resources may be required to resolve this type of incident involving populations with access and functional needs.

7. Terrorism, Violence, Civil Unrest

    A. None identified.

8. Communicable Disease

    A. Populations with access and functional needs may be more susceptible to communicable disease and may require heightened protection measures.

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to

accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review plans and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance to all departments on incident priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or a disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Consider evacuation orders upon request of the IC/UC.
- Consider up to 2 mills of emergency millage to fund incident operations as necessary.
- Request assistance from MTDES, as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as necessary. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies

City/Town Police Departments
Elkhorn COAD
Emergency Medical Services
Fire Departments
Fire Warden
Public Health Department
Public Health Officer
Sanitarian
Sheriff/Coroner
Superintendent of Schools

Mitigation Phase:
- Identify possible mitigation opportunities and participate in pre-disaster mitigation planning.
- Develop SOGs/SOPs for operations which may involve populations with access and functional needs.
- Participate in the revision of this annex.

Preparedness Phase:
- Identify locations of individuals with access and functional needs and the facilities that serve them within the jurisdiction (See **Attachment 2** of this Annex). Update Jefferson County DES with that information.
- Train to SOGs/SOPs involving populations with access and functional needs.
- Participate in local exercises.

Response Phase:
- Identify impacted populations with access and functional needs in coordination with chief elected officials and/or the EOC, if activated.
- Review possible impacts of the incident to populations with access and functional needs and adjust response accordingly (see **Attachment 1** of this Annex).
- Provide public information which includes consideration for individuals with access and functional needs regarding the incident through the incident PIO, in coordination with chief elected officials and/or the EOC/JIC, if activated.
- Provide status reports as requested to the EOC, if activated.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Coordinate the update and review of the County's pre-disaster mitigation plan.
- Assist jurisdictional agencies in developing plans for their populations with access and functional needs as requested.
- Coordinate the revision of this annex.

Preparedness Phase:
- Assist response agencies in identifying locations of individuals with access and functional needs and the facilities that serve them (See **Attachment 2** of this Annex).
- Attempt to provide public information accessible to those with access and functional needs regarding mitigation steps they may take to prepare for incidents the County may face.
- Include consideration for populations with access and functional needs in shelter selection and review.
- Maintain support entity and service provider lists for those who assist populations with access and functional needs (See **Attachments 3 and 4** of this Annex).
- Provide *Map Your Neighborhood* information to Homeowners Associations and other communities as requested/when possible.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support operations. See **Annex Z**, *Emergency Operations Center*.
- Submit a request for an emergency/disaster declaration, as applicable (see **Attachment 1** of **Annex B**).
- Coordinate services for those with access and functional needs as assigned, including public information dissemination. See also **Annex D**, *Public Information*.
- Provide situation reports to MTDES.
- Request assistance from MTDES as necessary.
- Provide resource management coordination for the jurisdiction in support of incident operations.
- Assist IC/UC in identifying locations of individuals with access and functional needs in the area of the incident.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during incident operations.

2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.

3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan, Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.

2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.

3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1: Incident Considerations for Populations with Access and Functional Needs.
Attachment 2: Facility List for Populations with Access and Functional Needs.
Attachment 3: Support Entities for Populations with Access and Functional Needs.
Attachment 4: Service Providers for Populations with Access and Functional Needs.

Attachment 1: Incident Considerations

Access or Functional Need Category	Consideration
Children	May be reluctant to follow instructions from strangers. Should never be separated from an adult caretaker. If alone, should be provided with a caretaker immediately and have their situation communicated to the Jefferson County Sheriff's Office or the EOC, if activated.
Visually Impaired	May be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger. A guide dog could become confused or disoriented in an incident. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety.
Hearing Impaired	May need to make special arrangements to receive warnings.
Mobility Impaired	May need special assistance to get to a shelter.
People without Vehicles	May need to make arrangements for transportation.
People with Medical Conditions	Should know the location and availability of more than one facility if dependent on a dialysis machine or other life-sustaining equipment or treatment.
People with Intellectual Disabilities	May need help responding to emergencies and getting to a shelter.
Non-English-Speaking Persons	Community and cultural groups may be able to help keep people informed. The major language used in Jefferson County is English, with a small population of Spanish speakers.

Attachment 2: Facility List

Facility	Address
Riverside	2 Riverside Rd, Boulder MT 59632
AYA/YDI	105 Venture Way, Boulder MT 59632
Elkhorn Treatment	1 Riverside Rd, Boulder MT 59632
Jefferson County Detention	110 South Washington St, Boulder MT 59632
Montana Development Center	310 East 4th Ave, Boulder MT 59632
Elkhorn Health and Rehab	474 Highway 282, Clancy MT 59634
Country Life	12 Bessler Rd, Montana City MT 59634
Liberty Place	Farmstead: 1173 Highway 55, Whitehall MT 59759 Townhouse: 110 West 3rd Street, Whitehall MT 59759
Meadowlark Manor	35 Skyline Drive, Whitehall MT 59759
Basin Elementary	30 North Quartz, Basin MT 59631
Boulder Elementary	205 South Washington St, Boulder MT 59632
Cardwell (K-8)	80 Highway 359, Cardwell MT 59721
Clancy Elementary	18 Clancy Creek Rd, Clancy MT 59634
Jefferson High	312 South Main Street, Boulder MT 59632
Montana City Elementary	11 McClellen Creek Road, Montana City 59634
Whitehall Schools K-12	1 Yellowstone Trail, Whitehall MT 59759

Attachment 3: Support Entities

Support Entity	Department	Contact Number
Jefferson County	Health Department	406-225-4007
Jefferson County	Superintendent of Schools	406-225-4114
DPHHS - Butte	Blind & Low Vision Services	888-279-7531
DPHHS - Butte	Child and Family Services	406-496-4950
DPHHS - Helena	Developmental Disabilities Program	406-444-1714
DPHHS	Public Assistance	888-706-1535
DPHHS – Helena	Agency on Aging	406-447-1680
DPHHS – Butte	Agency on Aging	406-782-5555
DPHHS – Helena	Telecommunication Access	800-833-8503

Attachment 4: Service Providers

Provider	Type	Location	Contact Number
Country Life Assisted Living	Assisted Living	Montana City	406-443-1288
Elkhorn Health and Rehab	Assisted Living	Clancy	406-933-8311
Bear Grass Suites	Assisted Living	Boulder	406-225-3101
Liberty Place	Assisted Living	Whitehall	406-287-2300
Meadowlark Manor	Assisted Living	Whitehall	406-287-5530
Family Outreach	Child Disability Ed. Services	Helena	406-443-7370
Family Outreach	Adult Disability Ed. Services	Helena	406-442-1571

Annex H: Volunteer & Donation Management

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to provide broad guidelines and considerations for volunteer and donation management during an incident within Jefferson County.

1.2 Scope
This annex provides an overall framework for volunteer and donation management. This annex is not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation and Assumptions

2.1 Situation
1. Jefferson County is vulnerable to many natural and man-made hazards that could result in the need for volunteer and donation management.
2. Unaffiliated spontaneous volunteers can be problematic during an incident because they may lack coordination with response agencies and their priorities, which may lead to a misapplication of effort and safety concerns.
3. Unsolicited donations can be problematic during an incident because the staffing and resources required to manage large quantities of donations may not be available, and some types of donations will not be as useful as others.
4. Jefferson County and its response agencies do not generally have the resources in staff or facilities to manage large volumes of volunteers and donations.
5. Jefferson County has partnered with the Elkhorn Community Organizations Active in Disaster (COAD) for volunteer and donation management.
6. In the event the Elkhorn COAD is unable to provide volunteer and donation management services, this Annex can be utilized to guide the execution of those functions.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.

2. All appropriate disaster declarations will be made in a timely manner.
3. During major incidents, citizens may self-dispatch to the location of the incident in an attempt to volunteer for service, may begin working in the incident area on their own when the size or scope of the scene overwhelms incident responders, or may contact response agencies in an attempt to volunteer their services.
4. During major incidents, citizens may cumulatively donate substantial volumes of goods. Those goods may be useful but be provided in quantities that may overwhelm the capability to manage them or may not be useful but will still need to be managed.
5. Timely and accurate public information releases may somewhat mitigate overwhelming amounts of volunteers and donations.

3.0 Concept of Operations

3.1 General Overview
1. The Incident Commander/Unified Command (IC/UC) should implement volunteer and/or donation management services as soon as possible during an incident should those services be deemed necessary.
2. **Volunteer Management** matches volunteers with established voluntary organizations and procedures/guidelines for effectively channeling offers of assistance from unaffiliated citizens to meet disaster-related needs
3. **Donations Management** is a system that receives and distributes donated goods, matching them with victims who demonstrate a need.
4. Volunteer and donation management operations should be coordinated with the IC/UC, the EOC, if activated, and/or Chief Elected Officials.
5. The volunteer and donation management process should be organized and coordinated so that the individuals and agencies in need of assistance are able to take advantage of the appropriate types and amounts of donated goods and services in a manner that does not interfere with emergency operations.
6. In order to mitigate confusion in the jurisdiction and duplication of effort, service clubs, church groups, and other non-governmental organizations should coordinate their efforts with the incident command system (ICS) position responsible for volunteer and/or donation management for the incident.
7. Populations with access and functional needs may require more volunteer and/or donation assistance than other populations. Efforts should be made to reach out to this population during an incident, as some of this population may not receive or respond to public information using traditional methods.
8. Depending upon the incident and available resources, the Volunteer Reception Center (VRC) and the Donation Coordination Center (DCC) may be located outside the County.

3.2 Specific Recommendations
1. In an incident requiring volunteer and/or donation management, an appropriate branch may be organized under the operations or logistics section of the ICS structure.

2. **Volunteer management**:
    A. The volunteer management branch may activate and manage a volunteer reception center (which may include a respite center) in coordination with the section chief, the IC/UC and the EOC, if activated, to perform volunteer management functions which may include:
        1. Providing volunteer guidance to citizens and response agencies.
        2. Managing a registration system for needed volunteers and volunteers that are available which may include:
            a. Accepting volunteer applications.
            b. Screening volunteers to determine their most appropriate placement for service.
            c. Processing incident requests for volunteers and informing the IC/UC and the EOC of volunteers that are available and in what capacity they may best serve.
            d. Coordinating logistical support for volunteers assigned a function.
    B. The first individuals to volunteer during an incident may be used to staff the volunteer reception center and/or donation coordination center.
    C. The agency requesting volunteers should provide a safety briefing relevant to the potential work those volunteers may perform prior to the beginning of their assignment.
    D. Jefferson County encourages individuals to affiliate with a volunteer organization *prior to an incident* to more effectively facilitate their involvement in relief activities.
    E. See **Attachment 1,** *Volunteer Management Process* of this Annex for possible processes, possible facilities, and sample volunteer management forms.

3. **Donation management**:
    A. Unless a certain type of donation is specifically requested by the IC/UC or the EOC, Jefferson County strongly encourages individuals to donate cash rather than physical goods.
        1. The IC/UC may choose to deny any physical goods donations due to the inability to manage such donations.
            a. Physical goods can be difficult to store and transport, may not suit the needs of an incident, or may not be able to be delivered to victims in time to be useful or effective.
            b. A strong public information strategy is necessary to manage public donation response to an incident.
        2. The IC/UC may partner with organizations such as the United Way to help manage cash donations.
    B. If necessary, a donation management branch may activate and manage a donation coordination center in coordination with the section chief, the IC/UC and the EOC, to perform donation management functions which may include:
        1. Providing donation guidance to citizens and response agencies.
        2. Establishing one or more donation collection facilities.
        3. Sorting donated resources.

4. Managing a registration system for needed donations and donations that are available.
5. Distributing donated resources.
6. Storing donated resources until they are needed.
7. Disposing donated resources that are inappropriate.
   C. The donation coordination center may require volunteers (see **Section 3.2.2** of this Annex) for operations.
   D. See **Attachment 2,** *Donation Management Process*, of this Annex for the possible processes, possible facilities, and sample donation management forms.

3.3 Hazard Specific Considerations

1. Wildfire
   A. Large wildfire incidents can lead to an influx of spontaneous volunteers and donations. Public information may need to be developed that can safely and adequately direct those volunteers and donations, and planning will likely be required for locating unrequested incoming donations.
2. Hazardous Materials
   A. See **Annex J**
3. Severe Weather and Drought
   A. Severe weather incidents can lead to an influx of spontaneous volunteers and donations. Public information may need to be developed that can safely and adequately direct those volunteers and donations, and planning will likely be required for locating unrequested incoming donations.
4. Flooding and Dam Failure
   A. Flooding incidents can lead to an influx of spontaneous volunteers and donations. Public information may need to be developed that can safely and adequately direct those volunteers and donations, and planning will likely be required for locating unrequested incoming donations.
5. Transportation Incidents
   A. None identified
6. Earthquake
   A. Earthquake incidents can lead to an influx of spontaneous volunteers and donations. Public information may need to be developed that can safely and adequately direct those volunteers and donations, and planning will likely be required for locating unrequested incoming donations.
7. Terrorism, Violence, Civil Unrest
   A. None identified.
8. Communicable Disease
   A. Extra precautions and specialized guidance may be required to protect volunteers in the event of a communicable disease incident.

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic**

Plan, Attachment 5). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review plans and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance to all departments on incident priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or a disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Consider evacuation orders upon request of the IC/UC.
- Consider up to 2 mills of emergency millage to fund incident operations as necessary.
- Request assistance from MTDES, as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as necessary. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies

City/Town Police Departments
Elkhorn COAD
Emergency Medical Services
Fire Departments
Sheriff/Coroner

Mitigation Phase:
- Develop SOGs/SOPs for volunteer/donation management operations.
- Participate in the revision of this annex.

Preparedness Phase:
- Disseminate public information regarding volunteer and donation management policies and procedures so citizens can prepare themselves should they choose to volunteer or donate within the jurisdiction.
- Encourage individuals interested in volunteering to directly affiliate with a voluntary organization/agency of their choice *prior to* an incident.
- Identify personnel who may be able to carry out volunteer and/or donation management responsibilities.
- Identify facilities that may be used as volunteer management and/or donation coordination centers within the jurisdiction. Share that information with DES Coordinator.
- Train to volunteer/donation management SOGs/SOPs.
- Participate in local exercises.

Response Phase:
- Activate Volunteer/Donation management plans.
- Identify when the response agency having jurisdiction and any mutual aid available is unable to support the volunteer and donation management required by the incident. Request support for those functions through mutual aid or the EOC, if activated.
- Provide public information regarding volunteer and donation management process through the incident PIO, in coordination with chief elected officials and/or the EOC/JIC, if activated.
- Encourage spontaneous volunteers to participate in the established volunteer management process.
- Unless a certain type of donation is specifically requested by the IC/UC or the EOC, encourage individuals to donate cash rather than physical goods.
- Provide status reports as requested to the EOC, if activated.
- Maintain records of those who donated goods and services during the incident.

Recovery Phase:
- Release volunteers and facilities no longer needed to support incident operations.
- Distribute or dispose of surplus donations.
- Publicly recognize those who donated goods and services during the incident.
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Coordinate the update and review of the County's pre-disaster mitigation plan.
- Coordinate the revision of this annex.

Preparedness Phase:
- Disseminate public information regarding volunteer and donation management policies and procedures so citizens can prepare themselves should they choose to volunteer or donate.
- Encourage individuals interested in volunteering to directly affiliate with a voluntary organization/agency of their choice *prior to* an incident.
- Identify possible volunteer reception centers and donation coordination center distribution points (See **Attachments 1 and 2** of this annex).
- Participate in local exercises.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support incident operations. See **Annex Z**, *Emergency Operations Center*.
- Submit a request for an emergency/disaster declaration, as applicable (see **Attachment 1** of **Annex B**).
- Assist IC/UC in identifying possible volunteer reception centers and donation coordination centers and distribution points.
- Coordinate volunteer and donation management efforts as assigned, including public information dissemination. See **Annex D**, *Public Information*.
- Encourage spontaneous volunteers to participate in the established volunteer management process.
- Unless a certain type of donation is specifically requested by the IC/UC or the EOC, encourage individuals to donate cash rather than physical goods.
- Share unmet volunteer and donation needs and requests with the IC/UC.
- Provide situation reports to MTDES.
- Request assistance from MTDES as necessary.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during incident operations.
2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.
3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan, Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.
2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.
3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1: Volunteer Management Process
Attachment 2: Donations Management Process

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Attachment 1 - Volunteer Management Process

1.1 Volunteer Management Process

1. The possible volunteer management process includes:
    A. The IC/UC, in coordination with the EOC, determines if volunteer management is necessary for the incident.
    B. The IC/UC, or the EOC, if activated, requests mutual aid for volunteer management services.
    C. The IC/UC, in coordination with the volunteer branch director and/or section chief and the EOC, if activated, determines if a Volunteer Reception Center (VRC) is necessary, and if so, the most appropriate location for it. See **Section 1.2** of this attachment.
    D. The volunteer management branch director for the incident sets up and manages the VRC in coordination with the section chief, the IC/UC, and the EOC.
        i. Staffing for the VRC may initially be the first volunteers to come forward.
        ii. Staffing and corresponding functions could include:
            1. Volunteer Branch Director: Oversees VRC operations, coordinates VRC activities, including public information, with section chief or IC/UC and the EOC.
            2. Intake Group: Person(s) to hand out and accept completed volunteer registrations/applications. See **Section 1.3** of this attachment.
                a. A volunteer phone number may need to be established to manage potential volunteer questions.
                b. Depending upon the incident, this Group may be combined with another Group.
            3. Interview/Review/Sorting Group: Person(s) to interview volunteers and/or review completed applications and sort them with possible functions. See **Section 1.4** of this attachment.
                a. Depending upon the nature of the incident, this Group may need to be further divided into separate functions.
            4. Request/Assignment Group: Person(s) to collect requests for volunteers and match them with available resources.
                a. A volunteer request phone number and/or radio frequency may need to be established to manage requests.
                b. The agency requesting volunteers should provide a safety briefing relevant to the

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potential work those volunteers may perform prior to the beginning of their assignment.

     5. Logistics Group: Person(s) to coordinate the logistics needed by the volunteers, including transportation, food, water, or other necessary supplies.

        a. A volunteer support phone number and/or radio frequency may need to be established to manage volunteer support activities.

        b. Depending upon the incident, this Group may be combined with another Group.

   iii. Staffing needs may be highly variable due to the nature of the incident, and the guidelines listed above may need to be altered to accommodate that variability.

   iv. A Respite Center may be established at the VRC, or elsewhere, as a place away from the incident for volunteers to rest and recuperate.

  E. The IC/UC, in coordination with the section chief, the volunteer branch director, and the EOC, if activated, determines when the management of volunteers is no longer required and the VRC can demobilize.

1.2 Possible Volunteer Reception Center Locations

North County

Location Name	Contact Number
Montana City Elementary School	406-442-6779
Clancy Elementary School	406-933-5575
Jefferson City Community Center	406-461-7466

Central/West County

Location Name	Contact Number
Boulder Elementary School	406-225-3316
Jefferson High School	406-225-3317
Jefferson County Fairgrounds	406-225-4397
Basin Elementary School	406-225-3211
Basin Community Center	406-465-5212

South County

Location Name	Contact Number
Whitehall Elementary School	406-287-3455
Whitehall High School	406-287-3455
Whitehall Community Center	406-498-4500
Cardwell Elementary School	406-287-3321

1.3 Volunteer Registration & Application Form   Form ID#:_____

Last Name	First Name	Date of Birth	Phone #	Email Address

Home Address		City	State	Zip

Emergency Contact Name	Emerg.Contact Number	Your Occupation

Are you affiliated with a disaster relief agency? If so, which one:	
List any health limitations:	
List any special skills/training:	

Skills Review – Check all that apply:

Communications
- ❑ CB Radio operator
- ❑ HAM operator
- ❑ Phone Bank operator
- ❑ Public Speaking
- ❑ Social Media
- ❑ Web Site construction
- ❑ Sign Language
- ❑ Foreign Languages
  _____
  _____
- ❑ Other (list)
  _____
  _____
  _____
  _____

Equipment
- ❑ Chainsaw
- ❑ Heavy Equipment
  _____
  _____
- ❑ Other (list)
  _____
  _____
  _____

Labor
- ❑ Loading/Unloading
- ❑ Sorting/Packing
- ❑ Clean Up
- ❑ Lifting 25-50 lbs.
- ❑ Lifting 50-100 lbs.
- ❑ Other (list)
  _____
  _____
  _____

Medical
- ❑ Doctor – Specialty
  _____
- ❑ Nurse – Specialty
  _____
- ❑ EMT
- ❑ Mental Health

Animal Care
- ❑ Veterinarian
- ❑ Vet Tech
- ❑ Large Animal/Livestock
- ❑ Cats
- ❑ Dogs
- ❑ Other (list)
  _____
  _____

Office Support
- ❑ Clerical
- ❑ Data Entry
- ❑ Phone Reception

Services
- ❑ Animal Rescue
- ❑ Auto Repair
- ❑ Auto Towing
- ❑ Child Care
- ❑ Construction (type)
  _____
- ❑ Damage Assessment
- ❑ Elderly Assistance
- ❑ Engineering
- ❑ Food Service
- ❑ Functional Needs
- ❑ Runner/Courier
- ❑ Search & Rescue
- ❑ Social Work
- ❑ Spiritual
- ❑ Other (list)
  _____
  _____
  _____
  _____
  _____

References   Applicant Name: _____   Form ID#_____

Please provide the names and addresses of two non-family member references preferable those familiar with your work. Release of information is included.

1. Name: _____ Relation: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email: _____

2. Name: _____ Relation: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email: _____

Disclaimer

I, _____, certify that all answers on the application and any attachments are true and complete to the best of my knowledge, I also certify that I have not withheld any pertinent information. I hereby give my permission for the volunteer management agency for Jefferson County, MT to verify any information included in this application and authorize the volunteer management agency for Jefferson County, MT to obtain information from the individuals above for the purpose of a personal reference if required for this position. I further agree to release and hold harmless the volunteer management agency, its institutions, Jefferson County, Montana and any of its departments or agencies, any law enforcement agency, and any references listed above from all liability and any damage that may result from furnishing this information to you.

I understand that I may be asked to five a background check and other personal information needed depending on the volunteer position and will abide by the program's policies and procedures.

Further, I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless the volunteer management agency for Jefferson County, MT, its institutions, Jefferson County, Montana and any of its employees, departments or agencies, and the organizers, sponsors and supervisors of all disaster preparedness, response, and recovery activities from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer disaster effort in which I participate. I likewise hold harmless from liability any person transporting me to or from any disaster relief activity. In addition, disaster relief officials have permission to utilize any photographs or videos taken of me for publicity or training purposes. I will abide by all safety instructions and information provided to me during disaster relief efforts.

Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Montana, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.

I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Signature: _____ Date: _____

Guardian signature, if under 18: _____Date: _____

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1.4 Volunteer Sorting Form

Communications Section Form ID Numbers:

Equipment Section Form ID Numbers:

Labor Section Form ID Numbers:

Medical Section Form ID Numbers:

Animal Care Section Form ID Numbers:

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Office Support Section Form ID Numbers:
Services Section Form ID Numbers:

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Attachment 2 - Donation Management Process

1.1 Donation Management Process

1. The possible donation management process includes:
    A. The IC/UC, in coordination with the EOC, determines if donation management is necessary for the incident.
        1. The IC/UC may choose to deny any physical goods donations due to the inability to manage such donations.
            a. Physical goods can be difficult to store and transport, may not suit the needs of an incident, or may not be able to be delivered to victims in time to be useful or effective.
            b. A strong public information strategy is necessary to manage public donation response to an incident.
        2. The IC/UC may partner with organizations such as the United Way to help manage cash donations.
    B. The IC/UC, or the EOC, if activated, requests mutual aid for donation management services if necessary.
    C. The IC/IC, in coordination with the donation management branch director and/or section chief and the EOC, if activated, determines if a Donation Coordination Center (DCC) is necessary, and if so, the most appropriate location for it. See **Section 1.2** of this attachment.
    D. The donation management branch director for the incident sets up and manages the DCC in coordination with the section chief, the IC/UC and the EOC.
        i. Staffing for the DCC may initially be volunteers. See **Annex H, Attachment 1**, *Volunteer Management Process.*
        ii. Staffing and corresponding functions could include:
            1. Donation Branch Director: Oversees DCC operations, coordinates DCC activities, including public information, with Section Chief or IC/UC and the EOC.
                a. A Donations Branch Public Information Officer should be established to answer donation related questions and to emphasize donation priorities to the public.
                    i. A donation phone number may need to be established to manage potential donation questions.
                    ii. Populations with Access or Functional needs should be considered with any public information presented.
            2. Intake Group: Person(s) to accept or reject donated goods.
                a. Items in severe disrepair, or items not related to disaster relief should be rejected.
                b. Depending upon the incident, the Intake and Sorting Groups may be combined.

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3. Sorting Group: Person(s) to sort and inventory donated goods by type. Some donation categories could be:
    a. Food
        i. Highly perishable items should be sorted separately from other food supplies.
    b. Drinks
    c. Adult Female Clothing
    d. Adult Male Clothing
    e. Child Female Clothing
    f. Child Male Clothing
    g. Household Goods
4. Request/Assignment Group: Person(s) to collect requests for donations and match them with available resources. See **Section 1.3** of this attachment.
    a. A donation request phone number may need to be established to manage requests.
    b. Requests should be assigned a priority based upon the urgency of the need.
    c. Once received and completed, requests should be forwarded to Distribution Group for preparation and distribution.
    d. Requests for donations may need to be prioritized in conjunction with the IC/UC, the EOC, and Chief Elected Officials due to limited availability.
    e. Depending upon the incident, this Group may need to be further divided into separate functions.
5. Distribution Group: Person(s) to oversee the distribution of goods.
    a. A donation distribution phone number may need to be established to manage distributions.
    b. If possible, donated goods should be distributed from the same location as collection.
    c. Depending upon the incident, the Distribution Group may need to be further divided into functional teams (Delivery Distribution Team, Pickup Distribution Team).
    d. Once a request is received and prepared for distribution, the individual requesting assistance (requestor) should be notified that the pickup is ready, or the request should be forwarded to the Delivery Distribution Team, if activated.
    e. If the donation is being delivered, the Delivery Distribution Team should notify and schedule delivery of the donation with the requestor.
    f. Further staffing and resources (delivery vehicles) may be required if donated goods are to be delivered.

g. Depending upon the incident, the Intake Group and Distribution Group may be combined.
6. Logistics Group: Person(s) to coordinate the logistics needed by DCC personnel, including donated goods transportation, food, water, or other necessary supplies.
   a. A donation staff support phone number and/or radio frequency may need to be established to manage donation staff support activities.
   b. Depending upon the incident, this Group may be combined with another Group.
E. The IC/UC, in coordination with the volunteer management branch director, the section chief, and the EOC, if activated, determines when donation management is no longer required and the DCC can demobilize.
   i. Prior to full demobilization, the DCC should make arrangements to distribute any leftover unused donations with the guidance of the IC/UC, the EOC, and Chief Elected Officials.

1.2 Possible Donation Coordination Center Locations

North County

Location Name	Contact Number
Montana City Elementary School	406-442-6779
Clancy Elementary School	406-933-5575
Jefferson City Community Center	406-461-7466

Central/West County

Location Name	Contact Number
Boulder Elementary School	406-225-3316
Jefferson High School	406-225-3317
Jefferson County Fairgrounds	406-225-4397
Basin Elementary School	406-225-3211
Basin Community Center	406-465-5212

South County

Location Name	Contact Number
Whitehall Elementary School	406-287-3455
Whitehall High School	406-287-3455
Whitehall Community Center	406-498-4500
Cardwell Elementary School	406-287-3321

1.3 Donation Request/Assignment Form

To be completed by Donation Coordination Center Staff

Request #		Date	Time	Name of Staff Received By:
Requestor Name		**Phone**	**Physical Location**	
Resources Requested:				
Can the resources be picked up by person requesting them? If so, when?				
How urgent is the request?				
PRIORITY #:			**Priority 1 = Emergency, imminent threat to life/health.** **Priority 2 = Urgent, could become P1 within 1-2 days.** **Priority 3 = Concern, could become P2 within 1-2 days.**	
Request Assigned To:				
Assignment Received By:				
Donation Ready, Assigned for:	**Pickup**	**Delivery**	**Received By:**	
Donation Picked Up On	**Date:**		**Time:**	**By:**
Donation Delivered On	**Date:**		**Time:**	**By:**

Notes:

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Annex I: Animal Care

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to provide broad guidelines and considerations for animal care management during an incident within Jefferson County.

1.2 Scope
This annex provides an overall framework for animal care management. This annex is not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation and Assumptions

2.1 Situation
1. Jefferson County is vulnerable to many natural and man-made hazards that could result in the need for animal care management.

2. Domesticated animals and livestock can be found throughout Jefferson County.

3. The population of Jefferson County residents with access or functional needs who may require service animals may also be found throughout the County.

4. Jefferson County and its response agencies do not have the resources in staff or facilities to manage animal care during a major incident.

5. Jefferson County has partnered with the Elkhorn Community Organizations Active in Disaster (COAD) for animal care management.

6. In the event the Elkhorn COAD is unable to provide animal care management services, this Annex can be utilized to guide the execution of those functions.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.

2. All appropriate disaster declarations will be made in a timely manner.

3. The resources that would ordinarily be available to perform animal care will also be available during an incident.

4. Those responsible for the care of animals have planned for incidents which may impact those animals and will fulfill their responsibility to continue to care for them during an incident.

5. The relatives, friends, or neighbors of citizens with animals may assist with those animals during an incident.

6. Individuals will take their animals with them in the event of an evacuation.

7. Response agencies will be notified if there is a need for animal assistance.

8. Animals (with the exception of Service Animals) are generally not allowed in public shelters.

9. During an evacuation, a service animal is expected to accompany its owner in rescue or evacuation vehicles and shelters, clinics, and any other facility related to the emergency. The ADA defines 'service animal" as any "guide dog, signal dog, other animal individually trained to provide assistance to an individual with a disability." A service animal may be excluded from a place only if its behavior is a direct threat to the health or safety of other people.

3.0 Concept of Operations

3.1 General Overview

1. In an incident impacting a large population of animals, an animal care branch may be organized under a section of the incident command system (ICS) structure.

2. The IC/UC should request any additional resources required for the accommodation of animal care, including mutual aid to fill the ICS positions necessary to manage that care.

3. The Elkhorn COAD, the Jefferson County Extension Service and/or private service providers may be able to provide guidance and/or assistance during an incident, depending upon the assistance required and the nature of the incident itself.

3.2 Specific Recommendations

1. Animal evacuations should be conducted by those responsible for their care.
   a. Animal evacuations may require more notice, if possible, especially with regard to livestock.

   b. Human life and safety is a priority over animal life and safety.

2. Public information strategies should include animal care considerations.

3. Animals requiring shelter or alternate feeding and containment should be provided that care by the owners of those animals. Under extreme circumstances, the IC/UC may request an animal shelter be established. A list of possible animal management resources is included in **Attachment 1** of this Annex.

4. Identifying animals in need of assistance in the area of an incident will be attempted to be accomplished by the Incident Commander/Unified Command (IC/UC), the

section chief, or the branch director, in coordination with the Emergency Operations Center (EOC), if activated.

  a. Human life and safety is a priority over animal life and safety.

  b. Procedures and staffing may need to be established for:

    i. Animal rescue;

      1. Animal rescue teams, if established, should be vaccinated and trained for the performance of that duty.

    ii. Animal injury care;

    iii. Rescued animal sheltering and care;

    iv. Animal/owner reunification;

    v. Animal euthanasia and disposal.

5. At the request of the IC/UC, or the EOC, if activated, may request the presence of an agency representative or an animal care service provider to assist in animal care management.

3.3 Hazard Specific Considerations

1. Wildfire

    A. A wildfire incident may require rapid evacuation that may not be able to support animal considerations, though many citizens will be reluctant or may refuse to evacuate without their animals.

    B. Animals contained in fencing may have escaped due to those structures being burned. Public information may be required to alert citizens to the possible presence of animals on the loose.

    C. Mass animal casualties may result from a major wildfire incident, and the handling and disposing of those casualties may require coordination with the Sanitarian, the Extension Service, and other state and federal agencies.

2. Hazardous Materials

    A. Animal casualties resulting from an incident can lead to a hazardous materials situation.

    B. See also **Annex J.**

3. Severe Weather and Drought

    A. Severe weather may result in an inability of citizens to have access to or provide the resources needed to care for their animals.

4. Flooding and Dam Failure

    A. Mass animal casualties may result from a major flooding incident, and the handling and disposing of those casualties may require coordination with the Sanitarian, the Extension Service, and other state and federal agencies.

5. Transportation Incidents

    A. Specialized resources may be required to respond to a transportation incident involving animals. This could include animal pens and personnel capable of rounding up, re-loading, and/or restraining livestock.

6. Earthquake

    A. Animals contained in fencing may have escaped due to those structures being displaced. Public information may be required to alert citizens to the possible presence of animals on the loose.

7. Terrorism, Violence, Civil Unrest

    A. None identified.

8. Communicable Disease

    A. None identified.

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:

- Review plans and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:

- Provide general policy guidance to all departments on incident priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or a disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Consider evacuation orders upon request of the IC/UC.
- Consider up to 2 mills of emergency millage to fund incident operations as necessary.
- Request assistance from MTDES, as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as necessary. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies

City/Town Police Departments
Elkhorn COAD
Extension Service
Fire Departments
Sheriff/Coroner

Mitigation Phase:
- Identify possible mitigation opportunities and participate in pre-disaster mitigation planning.
- Develop SOGs/SOPs for operations which may involve animal care management.
- Participate in the revision of this annex.

Preparedness Phase:
- Train to SOGs/SOPs involving animal care management.
- Participate in local exercises.

Response Phase:
- Identify impacted animal care management needs in coordination with chief elected officials and/or the EOC, if activated.
- Provide public information, including consideration for individuals with access and functional needs, regarding animal care management for the incident through the incident PIO, in coordination with chief elected officials and/or the EOC/JIC, if activated.
- Provide status reports as requested to the EOC, if activated.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Coordinate the update and review of the County's pre-disaster mitigation plan.
- Assist jurisdictional agencies in developing plans for their populations of animals which may be impacted by an incident as requested.
- Coordinate the revision of this annex.

Preparedness Phase:
- Provide public information regarding mitigation steps animal owners may take to prepare for incidents the County may face.
- Include consideration for populations with access and functional needs in animal care public information.
- Maintain animal management resources list (See **Attachment 1** of this Annex).

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support operations. See **Annex Z**, *Emergency Operations Center*.
- Submit a request for an emergency/disaster declaration, as applicable (see **Attachment 1** of **Annex B**).
- Assist IC/UC in identification of animal care management needs in coordination with chief elected officials.
- Coordinate services for animal care needs as assigned, including public information dissemination. Include consideration for populations with access and functional needs. See also **Annex D**, *Public Information*.
- Provide situation reports to MTDES.
- Request assistance from MTDES as necessary.
- Provide resource management coordination for the jurisdiction in support of incident operations.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during incident operations.

2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.

3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan, Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

4. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.

5. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.

6. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1: Animal Management Resources.

Attachment 1: Animal Care Management Sources

Management Type	Facility Name	Location	Contact Number
Possible Shelter	Jefferson County Fairgrounds	Boulder	406-225-4397
Possible Shelter	Whitehall Fairgrounds	Whitehall	406-287-3972
Animal Rescue	4 Paws Rescue	Whitehall	406-439-1405
Animal Information	Jefferson County Extension Service	Whitehall	406-2897-3282
Animal Information	Animal Shelter & Care Committee	Boulder	406-225-4334
Veterinarian	Western Veterinary Service	Whitehall	406-287-3333

Annex J: Hazardous Materials

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to provide broad guidance and considerations for Hazardous Materials (HAZMAT) incident management.

1.2 Scope
This annex provides an overall framework for HAZMAT operations. This annex is not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation & Assumptions

2.1 Situation
1. Jefferson County is vulnerable to many natural and man-made hazards that could result in the need for HAZMAT incident management.
2. In a major incident, many state agencies and local governments, including Jefferson County, may have difficulty in locating staff, equipment, and funds to devote to HAZMAT incident management.
3. Jefferson County may be competing with other jurisdictions, private industry, and the public for limited resources after a disaster which could hinder HAZMAT incident management.
4. Jefferson County does not have a dedicated HAZMAT response team.
5. Hazardous materials are stored in sizable quantities in almost every community and rural area in Jefferson County. Unknown hazardous materials such as illegal drug manufacturing locations, may also exist anywhere in the County.
6. Jefferson County response agencies have electronic access to HAZMAT inventories in their jurisdictions through the E-Plan web portal. Access must be approved by Jefferson County DES.
7. A HAZMAT Incident Considerations Guide (see **Attachment 1** of this Annex) is provided to each response agency for use during a HAZMAT incident.
8. **Attachment 2** of this Annex provides important HAZMAT contact numbers.

9. Section IV of the State of Montana Hazardous Materials Plan (see **Attachment 3** of this Annex) outlines State level response procedures and coordination.
10. The US Department of Transportation, Pipeline and Hazardous Materials Safety Administration publishes the Emergency Response Guidebook (ERG) that Jefferson County first responders will rely upon during a HAZMAT incident.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.
2. All appropriate disaster declarations will be made in a timely manner.
3. Facilities with HAZMAT inventories will report those inventories to local fire department(s) and the Local Emergency Planning Committee according to State and Federal law.
4. Jefferson County fire departments and the Jefferson County DES Coordinator maintain their own copies of HAZMAT inventories in their respective jurisdictions.
5. Jefferson County will likely require mutual aid during large HAZMAT incidents.
6. Fire departments and other response agencies will utilize the most recent Emergency Response Guidebook (ERG) available to guide decisions during HAZMAT incidents.
7. HAZMAT facility and/or transportation owners/operators will participate in Unified Command as required by 10-3-1218, MCA during any HAZMAT incident involving materials for which they are responsible.
8. The IC/UC should be able to recognize a situation requiring an evacuation due to a HAZMAT incident and would initiate initial evacuation operations based upon the needs of that incident (see also **Annex E**, *Evacuation*).
9. Timely and accurate public information releases may mitigate HAZMAT impacts to the population (see also **Annex D**, *Public Information*).

3.0 Concept of Operations

3.1 General Overview
1. The recognition of the presence of a Hazardous Material at the scene of an incident is crucial to protect the health and safety of the public, first responders and the environment. Any recognition of the presence of a Hazardous Material at an incident should be quickly reported to dispatch, and any responding agencies. Any HAZMAT incident in Jefferson County should also be reported to the DES Coordinator.
2. Pursuant to Title 10, chapter 3, part 12, MCA, Jefferson County, the City of Boulder, and the Town of Whitehall designate the ICS Unified Command structure (composed of the fire department having jurisdiction, law enforcement having jurisdiction, and the responsible party) as the "local emergency response authority" responsible for the management of hazardous materials incidents that occur in Jefferson County.
3. Response agencies in Jefferson County are not HAZMAT Technicians or Specialists. Should specialized HAZMAT resources be required, the IC/UC should request that resource first through the responsible party, then through dispatch, the Jefferson County DES Coordinator, or Montana DES as necessary.

4. The ICS structure should be expanded early during a HAZMAT incident. Incoming resources will require staging and possibly their own dedicated medical staff and decontamination crews, in addition to the resources required to assist any victims of the incident. Just like any other requested resource, the responsible party and/or a State/Regional HAZMAT team should become a part of the on-scene ICS structure.
5. The IC/UC should coordinate HAZMAT incidents with the DES Coordinator and/or the Emergency Operations Center (EOC), if activated.

3.2 The Emergency Planning and Community Right-to-Know Act (EPCRA)

1. Facilities in Jefferson County with extremely hazardous substances are identified through the E-Plan web portal. Jefferson County DES and the response agency having jurisdiction maintain their own copies of E-Plan reports. Transportation routes of extremely hazardous substances are identified in the County's Pre-Disaster Mitigation Plan (2017 Update).
2. On-site emergency response procedures are the responsibility of the facility owner in coordination with the response agencies having jurisdiction. Off-site emergency response procedures are the responsibility of the response agencies having jurisdiction in coordination with the facility owner and Jefferson County DES.
3. Facility owners are responsible for designating their hazardous materials facility coordinator. Response agencies having jurisdiction are designated as the community coordinator for jurisdictional response plans, in coordination with Jefferson County DES.
4. Emergency notification procedures are outlined in **Annex A**, *Alert and Warning*, of this Emergency Operations Plan (EOP).
5. The probable affected area and populations that may be impacted by a hazardous materials release are identified according to the guidelines provided in the latest version of the Emergency Response Guide (ERG). **Section 3.3.3** and **3.3.4** below provide additional guidance. The Jefferson County GIS department may be able to assist jurisdictional agencies in mapping potential HAZMAT releases.
6. Jefferson County does not have dedicated HAZMAT equipment or teams. Mutual aid will be relied upon during a major HAZMAT incident, with requests for such assistance routed through Montana DES. Emergency resources are identified in **Attachment 4,** *EOC Key Resources* of **Annex Z**, *Emergency Operations Center* of this EOP. Jefferson County DES is responsible for maintaining that list. Each jurisdiction is responsible for maintaining their own current equipment list. **Attachment 5**, *EOC Key Capabilities* of **Annex Z**, *Emergency Operations Center* of this EOP identify the emergency response capabilities of Jefferson County Key Resources. Jefferson County DES is responsible for maintaining that list, in coordination with each county level key resource agency.
7. Evacuation plans are identified in **Annex E** of this EOP. Specific Population Protection Plans are identified and maintained by the fire department having jurisdiction, in coordination with the Jefferson County Sheriff and Jefferson County DES.
8. Jefferson County DES maintains a county level Training and Exercise Plan. Jurisdictional agencies are responsible for maintaining their own training and exercise plans. HAZMAT awareness level training is provided annually to jurisdictional response agencies but is dependent upon grant funding.

9. County level emergency response plans are tested in congruence with the County's Training and Exercise Plan, with parts of the plan tested annually. Jurisdictional emergency response plans are tested in congruence with each agency's training and exercise plan.

3.3 Specific Recommendations

1. See **Attachment 1** (HAZMAT Incident Considerations) and **Attachment 2** (HAZMAT Contact Numbers) of this Annex.
2. During an incident involving Hazardous Materials, a HAZMAT branch/group/division may be organized under the operations section of the ICS structure.
3. A major HAZMAT incident will likely require the establishment of control zones or divisions to protect and coordinate on scene personnel. The responsible party or HAZMAT team should outline the distances required in each zone depending upon the nature of the Hazardous Material. Those zones include:
   A. Hot Zone (Red/Restricted Zone): The area immediately around the hazardous material. A single point of entry should be established in this zone, and only those qualified and in full protective gear appropriate to the hazard should enter at the direction of the IC/UC.
   B. Warm Zone (Yellow/Limited Access Zone): Should be located upwind, uphill, and/or upstream of the Hot Zone. Personnel in this zone include only those necessary to support Hot Zone Operations in full protective gear appropriate for the hazard, such as rescue crews and decontamination personnel, as well as any patients or victims awaiting decontamination.
   C. Cold Zone (Green/Clean/Support Zone): Should be located upwind, uphill, and/or upstream from the Warm Zone. No contaminated personnel, patients or equipment should pass into the Cold Zone. Personnel should keep protective gear at hand in case of wind shift or accidental contamination. The Incident Command Post (ICP) and support areas such as staging should be in the Cold Zone.
   D. Note: changes in environmental conditions such as wind direction/speed could require the relocation of resources to maintain safe operations.
4. Some HAZMAT incidents may require Evacuation/Shelter-in-Place decisions by the IC/UC prior to the availability of assistance from subject matter experts. In addition to the guidance provided by the ERG, considerations for deciding between having the public evacuate or shelter in place can include:
   A. **The Hazardous Material:**
      i. Degree of health hazard of the material.
      ii. Chemical and physical properties of the material.
      iii. Amount of the material involved.
      iv. Containment success/control of release of the material.
      v. Rate of vapor movement.
   B. **The Population Threatened:**
      i. Location of the release.
      ii. Number of people impacted.
      iii. Time available to evacuate or shelter in-place.
      iv. Community communication and warning system availability.

        v. Ability to control evacuation or shelter in-place.
       vi. Available resources needed to manage evacuation process.
      vii. Building types and availability for sheltering in-place.
     viii. Populations with Access or Functional Needs (schools, nursing homes, hospitals).

  C. **Weather Conditions:**
      i. Effect of vapor and cloud movement.
     ii. Potential for change.
    iii. Effect on evacuation or shelter in place.

5. The recovery from a HAZMAT incident can be as varied as the incident itself. While the immediate incident may be short lived, the environmental cleanup duration and possible long-term impact could be substantial. The ICS structure will likely need to be adjusted to accommodate the requirements of recovery operations, and greater coordination with environmental and citizen support agencies may be required. Regardless of the length of incident recovery, unless otherwise delegated, the unified command structure established in section 3.1.2 above maintains the responsibility of incident management throughout recovery operations. See also **Annex N,** *Recovery.*

3.4 Hazard Specific Considerations

1. <u>Wildfire</u>
    A. IC/UC should take propane/natural gas tanks into consideration as another possible exposure in the event of a wildland fire in the wildland urban interface, or in areas likely to have camping or other recreational activities.
2. <u>Hazardous Materials</u>
    A. See **this Annex (Annex J)**
3. <u>Severe Weather and Drought</u>
    A. Airborne plume modeling and extended evacuation areas will likely be required in the event of a major HAZMAT release during severe weather.
4. <u>Flooding and Dam Failure</u>
    A. Any hazardous material that enters a waterway must be reported to Montana DES through the local DES Coordinator. Montana DES will be relied upon to mobilize any waterborne HAZMAT cleanup resources in support of the incident.
5. <u>Transportation Incidents</u>
    A. See **Attachment 1** of this Annex.
6. <u>Earthquake</u>
    A. A major earthquake may result in the release of hazardous materials. Depending upon the severity of the event, separate HAZMAT groups or divisions may be required within the ICS structure to effectively manage the incident.
    B. Due to the lack of available resources, isolation from hazardous materials during an earthquake may be the only steps that first responders can achieve.
7. <u>Terrorism, Violence, Civil Unrest</u>
    A. Law enforcement having jurisdiction and fire response agencies will likely need to work in unified command with state and federal agencies in the event of this type of HAZMAT hazard.

8. <u>Communicable Disease</u>
    A. None identified

3.5 Other Considerations

1. The HAZMAT incident management process may need to be adapted to accommodate any impacted populations access or functional needs. If evacuation of an area is required, those populations will generally require more time and resources should those responsible for their care be unable to assist with their evacuation. Additionally, instructions for sheltering in place may need to be tailored to that population.

2. "Orphan" hazardous materials (materials whose ownership cannot be identified) require close coordination with Jefferson County DES, Montana DES, and Montana State Hazardous Material Incident Response Teams (SHMIRT). For help identifying an orphaned hazardous material, the IC/UC should contact Montana DES either directly or through Jefferson County DES and request SHMIRT assistance. See also the *Orphaned Material Procedure* in **Attachment 3** of this Annex. Per 10-3-1216, MCA, cost recovery is the duty of the city or county having authority where an incident occurred.

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted in order to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayors (Principal Executive Officer)

Mitigation Phase:
- Review HAZMAT plans and procedures and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance regarding HAZMAT priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Order evacuations as necessary (Principal Executive Officer).
- Request assistance from MTDES as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in a HAZMAT incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies
City/Town Police Departments
Emergency Medical Services
Fire Departments
Public Works/Road Departments
Sheriff/Coroner

Mitigation Phase:
- Identify possible mitigation opportunities and participate in pre-disaster mitigation planning.
- Develop SOGs/SOPs for HAZMAT operations.
- Participate in the revision of this annex.

Preparedness Phase:
- Train to HAZMAT SOGs/SOPs, including use of the ERG. Training should include local HAZMAT facilities and the mapping of potential plume impacts, if any.
- Identify facilities within the jurisdiction which may have Hazardous Materials present, and train with the facility owner to respond to an incident which involves those materials (see submitted Tier 2 reports, also available through the E-Plan system).
- Conduct/participate in annual HAZMAT awareness training.
- Coordinate response training with HAZMAT facilities and Jefferson County DES.
- Conduct local exercises.

Response Phase:
- Response agencies should establish unified command, isolate, identify, plan, and respond to each HAZMAT incident (see **Attachment 1** of this Annex). Unified command should include at a minimum the responsible party, the fire department having jurisdiction, and law enforcement having jurisdiction. Other agencies that may be needed in the command structure include Jefferson County DES, EMS agencies, public works agencies, public health agencies, environmental cleanup agencies and volunteer organizations as necessary.
- Provide public information regarding the HAZMAT incident through the incident PIO, in coordination with chief elected officials and/or the EOC/JIC, if activated.
- Provide status reports as requested to the EOC, if activated.

Recovery Phase:
- Recovery operations may take a significant amount of time depending upon the incident. Mutual aid will likely be required in the event of an extended incident/recovery to maintain required staffing levels.
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Coordinate the update and review of the County's pre-disaster mitigation plan.
- Assist jurisdictional agencies in developing HAZMAT plans as requested.
- Coordinate the revision of this annex.

Preparedness Phase:
- Disseminate public information regarding HAZMAT exposures and response procedures so citizens can prepare themselves for HAZMAT incidents.
- Maintain current Tier 2 reports through the E-Plan system.
- Maintain Key Resources, Key Capabilities Lists.
- Participate in local exercises.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support incident operations. See **Annex Z**, *Emergency Operations Center*.
- Submit a request for an emergency/disaster declaration, as applicable (see **Attachment 1** of **Annex B**).
- Coordinate HAZMAT efforts as assigned, including public information dissemination. See **Annex D**, *Public Information*.
- Provide situation reports to MTDES.
- Request assistance from MTDES as necessary.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during incident operations.
2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.
3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan, Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.
2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.
3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1: HAZMAT Incident Considerations
Attachment 2: HAZMAT Contact Numbers **(For official use only – not for public release)**
Attachment 3: MT HAZMAT Plan, Section IV. Procedures.

Attachment 1: HAZMAT Incident Considerations

ALWAYS FOLLOW THE ERG AND YOUR OWN AGENCY'S SOGs/SOPs; THIS DOCUMENT FOR ADVISORY PURPOSES ONLY

1. **ESTABLISH UNIFIED COMMAND**
    A. Almost all HAZMAT incidents will require unified command staffed with, at a minimum, the fire department having jurisdiction, law enforcement, and the responsible party.
2. **ISOLATE**
    A. DO NOT RUSH INTO THE SCENE, EVEN WITH VICTIMS PRESENT, AS YOU COULD BECOME A VICTIM YOURSELF. RESPONDER SAFETY AND THE SAFETY OF BYSTANDERS IS PARAMOUNT.
    B. <u>SECURE THE SCENE</u>: Deny entry, stay upwind, uphill, or upstream of vapor, fumes, smoke and spills (odorless spills can still be deadly). Coordinate this with on-scene law enforcement utilizing the ERG. IF THE PRODUCT CANNOT BE IDENTIFIED, THIS MAY BE THE ONLY STEP YOU CAN ACCOMPLISH.
3. **IDENTIFY** (product AND responsible party)
    A. Approach from upwind, uphill, or upstream, and ONLY get close enough to attempt to identify the product, and ONLY do so if it is safe. Use a four-gas meter and proper PPE on any approach attempt.
    B. **Transportation Incident:**
        i. IF THE PLACARD IS SAFELY VISIBLE:
            1. Record the placard and:
                a. The DOT number, trucking company name and other involved vehicle license plates if it is a transportation incident.
            2. Look up the Placard/Product in the Emergency Response Guidebook (ERG), then:
            3. Report placard number, product name, DOT number, trucking company name and involved vehicle license plate numbers to dispatch.
            4. Request that County DES be notified.
            5. FOLLOW THE ERG INSTRUCTIONS for isolation, planning, and response (See also Section 3 below).
        ii. IF THE PLACARD IS NOT SAFELY VISIBLE OR NOT PRESENT:
            1. Other options for identification include shape of the container, container labels, shipping documents, MSDS sheets or knowledge of persons on scene (see also the ERG).
            2. Information on branded products can be obtained through **CHEMTREC** at **1-800-424-9300**. ALTERNATE CONTACT NUMBERS ARE LOCATED ON THE BACK PAGE OF THE ERG.
            3. Once product is identified, follow steps in part (i.) above. <u>IF PRODUCT CANNOT BE IDENTIFIED isolate the scene and request the assistance of the responsible party or a HAZMAT team (See Section 3 below).</u>
    C. **Pipeline Incident:**
        i. Contact the company responsible for the pipeline:
            1. Gas Pipeline - **NorthWestern Energy** Emergency #: **1-888-467-2669**
            2. Liquid Pipeline – **Phillips 66 Pipeline Co**. Emergency #: **1-877-267-2290**
            3. IC/UC can also call 8-1-1 to request pipeline emergency contact information.
            4. Pipeline markers in the area also contain pipeline company name, product, and emergency numbers.

          ii. Follow pipeline company's recommendations regarding isolation distances.

          iii. DO NOT attempt to fix or plug the pipeline yourself, VFD's ARE **NOT** HAZMAT TECHS.

4. PLAN

A. Create an Incident Action Plan based upon the ERG, SOPs/SOGs, and recommendations from the responsible party.

B. A conference call, facilitated by the Montana DES Duty officer (406-431-0411), between the IC/UC, a HAZMAT technician, and the responsible party may be necessary to properly plan for and respond to the incident.

C. If a transportation incident, request that dispatch inform the towing company of the scene conditions and the cleanup/manpower/traffic control requirements for the incident based upon the product involved. If the towing company cannot provide for those requirements:

          i. Contact the responsible party and request the required resources.

          ii. If the responsible party cannot be reached, contact County DES through dispatch (or call 406-439-6083) and request a HAZMAT team if necessary, then isolate the scene. Be prepared to coordinate with Jefferson County DES and participate in a conference call with MTDES if a HAZMAT team is requested.

5. RESPOND

A. VFD'S ARE **NOT** HAZMAT TECHS, IF HAZMAT CLEANUP/RESPONSE/RECOVERY IS NECESSARY:

          i. You may need to remain on-scene for an extended period to maintain isolation. Plan for multiple operational periods. Request mutual aid for manpower if necessary.

          ii. Though you will not be doing the cleanup, it is still YOUR SCENE, even if you determine that the responsible party has sufficient resources to address the full scope of the incident, YOUR COMMAND SHOULD NOT BE TERMINATED UNTIL THE INCIDENT IS COMPLETE; **this includes recovery operations**. Any HAZMAT team or DES response is in support of your command and does not relieve you of it.

              1. With sufficient resources from the responsible party present, you *may* be able to release many of your own resources, but **IT IS YOUR SCENE UNTIL THE INCIDENT IS RESOLVED.**

6. IMPORTANT REMINDERS

A. Not all transportation loads containing HAZMAT are placarded. Mixed loads, loads with insufficient quantities of HAZMAT, and/or some Class 9 HAZMATs may not require placards. These loads still present a hazard, however, and EVERY LOAD SHOULD BE TREATED AS A HAZMAT until determined otherwise.

B. STRONG ICS is critical during HAZMAT incidents. Pre-planning and training for how your agency responds can alleviate many problems that may arise.

C. A HAZMAT team may request that gross decontamination be performed by the VFD having jurisdiction.

Attachment 2: HAZMAT INCIDENT CONTACT NUMBERS - FOUO

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Attachment 3: MT HAZMAT Plan, Section IV Proceedures

Section IV – State of Montana Hazardous Materials Plan

IV.   Response Procedures at an Incident

Notification and Communication

Immediate action should be taken to safeguard responders and the public.

Local jurisdiction must operate under ICS and have an appointed IC.

All responders will report to the designated staging area and check in.

> The local jurisdiction is responsible for hazardous materials incident response and does so in accordance with their Local Emergency Operations Plan hereafter referred to as the "LEOP".

Emergency responders shall evaluate the situation and determine if a hazardous material is present. If hazardous materials are thought to be present in amounts that may pose a threat to persons, the environment, or property the responder shall follow the Standard Operating Procedures (SOP), established by their organization.

The IC may request the activation of the State Hazardous Materials Plan according to procedures established in their LEOP.

The IC may, according to local procedures, request MT-DES to:
1) Contact needed resources, and
2) Conference the telephone calls between the IC and the resource agency.

If local jurisdictions need State resource assistance:

* Call MT-DES Duty Officer at 406-324-4777
* Identify caller
* Identify jurisdiction
* Identify location of incident

MT-DES at a minimum will contact a hazardous material technician who is a member of the Montana State Hazardous Material Incident Response Team; hereafter referred to as "SHMIRT" and conference the call with the IC. The IC and the hazardous material technician will evaluate the information and if additional support is needed, MT-DES will conference the calls as requested.

If it is determined by the on scene IC that any state agency needs to support the incident on-site, the requested agency shall dispatch personnel according to its SOP. If SHMIRT members are to respond on-site there shall be an agreement by the authority of the IC, Governor's Office, MT-DES, and the Hazardous Materials technician on the conference call prior to deployment.

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MT-DES will continue to contact the supervisors of support services as requested by the IC, which are defined in the responsibilities section of this plan. Each agency is responsible for documentation of their costs for reimbursement.

Montana State Emergency Response Commission (SERC)

MT-DES will notify the SERC membership about HazMat incidents that require assistance. Notification of SERC members will be done through distribution of the the weekly MT-DES Duty Officer report.

Hazardous Materials Incident Response

When requested by the IC, MT-DES will contact the nearest SHMIRT members as needed.

Individual members of the response team will be contacted according to their local SOP.

Responders are required to bring with them equipment practical and necessary for the response.

Response team members work under the direct supervision of their group leader.

The response group leader operates at a designated level in the established ICS.

The response group leader and members shall maintain regular contact with MT-DES during travel to and upon arrival at the incident.

The response group leader will check in upon arrival at the designated staging area.

The response group leader will be briefed from the local IC.

The group leader negotiates a written set of rules of engagement and incident action plan with the incident command team and shall be approved by the IC.

The SHMIRT is required to track their expenses and apply for reimbursement according to the plan reimbursement procedure.

SHMIRT members act only in the capacity for which they were requested and shall not be requested to assume the sole responsibility of command of the incident.

State Agencies

Members of state agencies, other than emergency service provider agencies, and their support staff do not normally respond to incidents, but could respond if requested by the IC.

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MT-DES notifies state agencies about emergency incidents as needed to support the response.

Members of state agencies are notified about emergency incidents according to procedures outlined in their agency SOP and/or the appropriate Emergency Support Function (ESF) Annex.

Members of state agencies requested to respond to an incident will arrange their own transportation. They shall maintain routine contact with MT-DES during travel to and arrival at the incident.

Members of state agencies who respond shall check-in upon arrival at the designated staging area.

Members of the state agencies requested to respond must track their expenses and submit them according to the plan reimbursement procedure.

Members of state agencies who respond will act only in the capacity for which they were requested or assigned by the IC.

Disaster and Emergency Services Division

MT-DES DUTY OFFICER

Upon notification of the occurrence of a hazardous materials incident (or a potential hazardous materials incident), MT-DES will perform the following tasks (in accordance with established guidelines in the MT-DES Duty Officer Handbook):

Determine the nature of the incident. Identify the caller, their jurisdiction and the location of the incident. Ascertain whether the IC is requesting assistance from the State, or simply notifying the State Emergency Response Commission (SERC), through MT-DES, of an incident that has occurred and was (or, is being) handled routinely by local responders.

- If the call is for notification purposes only (and the IC indicates that he currently has time to answer questions), MT-DES will collect pertinent information and complete a **Duty Officer Incident Report**.

If the IC does request assistance from the State (under the provisions of this Plan), MT-DES will briefly explain the support process and their role as communications facilitator (during a telephone conference call between the Incident Commander and a hazardous materials technician who is a member of the SHMIRT.

- MT- DES Duty Officer will immediately notify the Operations Manager and activate the SECC to the appropriate level. (Conference Call capability is limited by the DO so it should be conducted from the SECC) MT- DES will

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place a call to the appropriate SHMIRT, explain the situation to the hazardous materials technician handling the call, and introduce the technician and the IC along with others the IC wants on the conference call. **MT-DES will monitor their conversation, listening specifically for the following things:**

1.) **Any immediate threats to life, property, or the environment.**
2.) **HazMat ID number, know properties (gas, solid, liquid), size of container or quantity involved, size and rate of leak, and any other materials that might become involved.**
3.) **Resource needs of the local jurisdiction that the State may be able to support.**
4.) **"Safe Route" to and <u>Exact</u> Location of the incident.**
5.) **Staging Area location.**
6.) **"ALS" ambulance dedicated to the Hazmat Team.**
7.) **"POC" at the Incident Scene.**
8.) **Current weather conditions at incident site.**
9.) **Incident Command structure in place by local jurisdiction.**
10.) **Support capabilities of local jurisdiction to take care of team members while deployed.**
11.) **Local jurisdiction decontamination (DECON) capabilities and needs specific to the incident.**
12.) **What actions have been taken?**
13.) **Who is the responsible party if known or is this orphan material?**
14.) **Is the Civil Support Team (CST) or any specific capabilities of the CST needed?**
    a. If there is any doubt about the SHMIRT's capability to provide the services requested by the local IC, the DES Duty Officer should conference-in a representative from the National Guard 83rd Civil Support Team.
15.) **Reminder for teams to send in response personnel names and vehicle identification.**
16.) **If requested to respond out of state, discuss the requirements of a Commercial Driver's License. This is in reference to the tow vehicle.**

If the IC's questions/concerns are not being met, or it becomes clear that additional support will be needed, the MT-DES may introduce additional parties to the conference.

- For incidents involving a threat to public health and safety, the DES Duty Officer should notify theDPHHS Duty Officer.
- For incidents involving a threat to the environment or public drinking water, the DES Duty Officer should notify the DEQ Duty Officer.
- For all potential radiological incidents, the DES Duty Officer should immediately notify the Montana National Guard's 83rd Civil Support Team and (EPA's) Radiation Assistance Program, (208) 526-1515.

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Decisions regarding possible deployment of any component of the SHMIRT will
be made jointly by:
1.) The on-scene IC.
2.) SHMIRT members
3) The MT-DES Duty Officer and the Operations Manager
4) A representative from the Governor's Office
5) And if applicable, a subject matter expert of afflicted facility

When a course of action has been agreed to, MT-DES will make the appropriate
contacts and notifications (per the guidelines established in the MT-DES Duty
Officer Handbook).

Once the **State Hazardous Materials Plan** is activated, MT-DES is authorized
(by the SERC) to place orders for resources requested by the IC.

Resource Ordering System

1. Response by the HazMat Teams will be documented using the Northern Rockies
    Region Wildfire Coordinating Group Resource Ordering Procedures.

    1.)   Resource Information
        - What (specifically) was ordered? People? Equipment?
        - By whom?
        - For what purpose?
        - When is it needed?
    2.)   Check-In Information
        - Location for "staging" (at the incident)
        - Name of Contact
        - How to reach them (i.e.; phone #, radio frequency, etc.)
        - Responsible jurisdiction requesting assistance
        - Responsible party if known (shipper/owner)

        Transportation/Travel Arrangements
        - Who is responsible?
        - What is the travel route or plan?
        - Mode of travel and related information (i.e. vehicle
            description/license plate information)
2. State & Federal Resources
    …..

Orphaned Material Procedure

Definition:

"Orphaned hazardous material" means hazardous material of which the owner
cannot be identified. (10-3-1203(11) MCA)

Revised 11/19/14

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Section IV – State of Montana Hazardous Materials Plan

Procedure:

1. Upon the request of the local IC, who has responded to an orphaned hazardous material, MT-DES will locate and dispatch the nearest SHMIRT.
2. The SHMIRT will attempt to identify the material.
3. If orphaned materials are determined to be hazardous or the SHMIRT is unable to identify the substance, the IC will notify MT-DES.
4. MT-DES in consultation with Department of Environmental Quality (DEQ) and other state and federal agencies, as appropriate, shall determine the appropriate methodology and provide guidance to the IC for further identification resources and assisting in securing, transporting, clean up and disposal of an orphaned material.
5. The SHMIRT shall complete appropriate documentation of the response and forward it to MT-DES.

Revised 11/19/14

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Emergency Operations Plan
Annex J: Hazardous Materials

J-21

Jefferson County, Montana
Last Rev: July 2019

Annex K: Health and Medical Services

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to outline the broad guidelines and considerations for health and medical officials and organizations during emergencies or disasters in Jefferson County.

1.2 Scope
This annex provides an overall framework for health and medical operations. This annex is not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation & Assumptions

2.1 Situation
1. There are no critical access hospitals in Jefferson County. There are medical clinics in Whitehall and Boulder and there are hospitals in the neighboring communities of Helena, Butte, and Bozeman (See **Attachment 1** of this annex).
2. Jefferson County does not have large scale morgue capabilities. A Memorandum of Understanding is in place for the use of a refrigerated tractor/trailer in the event of a mass casualty incident (See **Attachment 2** of this annex).
3. The County's response during incidents is based on the availability of resources. The capabilities of local government in Jefferson County and the Cities of Boulder and Whitehall are limited, especially local emergency services. If health and medical requirements go beyond local capabilities, mutual aid, state, and/or federal assistance will be requested, but citizens of and visitors to Jefferson County must prepared to help themselves.
4. The Jefferson County Health Officer has broad authority over matters of public health in Jefferson County. The Local Health Officer may order the closure of buildings or facilities where people congregate, cancel events, and establish and maintain quarantine and isolation measures as adopted by the local health board (50-2-118, MCA).

5. Jefferson County Public Health maintains health and medical related county plans and procedures.
6. The Jefferson County Sheriff also acts as the County Coroner, and the Undersheriff and sheriff deputies serve as deputy Coroners.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.
2. Public and private medical, health, and mortuary services resources located in Jefferson County will be available for use during incidents; however, these resources may be adversely impacted by the incident and limited by availability of staff and the capability of each facility.
3. Citizens who require frequent medications or regular medical treatment may have difficulty in obtaining these medications and treatments in the aftermath of an incident.
4. Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.
5. Damage to facilities that use or store hazardous materials, damage to sewer and water distribution systems, and secondary hazards such as fires could result in toxic environmental and public health hazards that pose a threat to response personnel and the public.
6. The public may require guidance on how to avoid health hazards caused by an incident or arising from its effects (see **Annex D**, *Public Information*).

7. Emergency responders, victims, and others who are affected by incidents may experience stress, anxiety, and display other physical and psychological symptoms that may adversely impinge on their daily lives. In some cases, disaster mental health services may be needed during response operations for both citizens *and* responders.

3.0 Concept of Operations

3.1 General Overview
1. Depending on the size and scope of the incident, most health and medical operations will be conducted on-scene within the ICS structure, while the County Emergency Operations Center (EOC), if activated, may serve as the central location for health and medical interagency coordination, information sharing and management, and executive decision-making.

2. Routine health and medical service operations should continue if possible during incidents. Direction and control of such operations should be performed by those that normally direct and control day-to-day health and medical activities.

3. External agencies providing health and medical support during incidents are expected to conform to the strategic guidance provided by the policy group and carry out tactical assignments as directed by the Incident Commander/Unified Command (IC/UC), in coordination with the EOC, if activated. Organized response units should normally work under the immediate control of their own supervisors.

3.2 Specific Recommendations

1. In a significant incident requiring health and medical response for any of the population, including those with access or functional needs, the IC/UC could request activation of the EOC and establish a medical branch under the operations section at the Incident Command Post (ICP) which could:

   A. Coordinate health & medical response efforts including triage, treatment, and transport of the injured; identification, transport, and disposition of the deceased; and isolating, decontaminating, and treating victims of hazardous materials or infectious diseases.

   B. Create holding and/or treatment areas for the injured.

   C. Identify hazardous materials or infectious diseases, controlling their spread, and reporting their presence to the EOC, if activated, and the appropriate state or federal health or environmental authorities.

   D. Issue health & medical advisories to the public in coordination with the EOC regarding such issues as drinking water precautions, waste disposal, the need for immunizations, and food protection techniques.

   E. Conduct health inspections of congregate care and emergency feeding facilities if qualified.

   F. Request services such as crisis counseling, critical incident stress management, and education about normal, predictable reactions to a disaster experience and how to cope with them.

   G. Provide the EOC with estimated causality reports and damage assessments to critical facilities which could impact public health.

2. The Elkhorn Community Organizations Active in Disaster (COAD) may be able to provide assistance depending upon the nature of the incident and the resources required.

3. The EOC, if activated, could coordinate resource requests from the IC/UC to obtain medical and public health related assistance or subject matter experts.

4. Once activated, the EOC Manager may request an employee of Jefferson County Public Health to report to the EOC to coordinate health and medical related requests for assistance.

5. Most resource requests will be made by telephone, radio, or face-to-face, rather than by formal written requests. However, documentation is essential to all emergency operations, and the on-scene health and medical staff should document requests and actions taken if possible.

3.3 Hazard Specific Considerations

1. <u>Wildfire</u>

   A. Public information may include the health impact information resulting from this type of incident.

2. <u>Hazardous Materials</u>

A. Public information may include the health impact information resulting from this type of incident.

B. See **Annex J.**

3. <u>Severe Weather and Drought</u>

A. None identified.

4. <u>Flooding and Dam Failure</u>

A. Public information may include the health impact information resulting from this type of incident, including the impacts to critical infrastructure such as drinking water wells and sewage systems.

5. <u>Transportation Incidents</u>

A. None identified

6. <u>Earthquake</u>

A. Public information may include the health impact information resulting from this type of incident, including the impacts to critical infrastructure such as drinking water wells and sewage systems.

7. <u>Terrorism, Violence, Civil Unrest</u>

A. Incidents relating to this type of hazard will likely require coordination with state and/or federal agencies.

8. <u>Communicable Disease</u>

A. The Jefferson County Health Department will likely be the lead agency in managing incidents involving this hazard, in unified command with other jurisdictional response agencies and in coordination with the EOC, if activated.

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review plans and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance to all departments on incident priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or a disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Consider evacuation orders upon request of the IC/UC.
- Consider up to 2 mills of emergency millage to fund incident operations as necessary.
- Request assistance from MTDES, as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as necessary. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies

Elkhorn COAD
Emergency Medical Services
Public Health Department
Public Health Officer
Sanitarian

Mitigation Phase:
- Develop plans and SOPs/SOGs for health and medical support and response operations.
- Assist health and medical organizations in developing plans and SOPs/SOGs for health and medical procedures as requested.
- Participate in the revision of this annex.

Preparedness Phase:
- Train to NIMS, health and medical plans, and SOPs/SOGs.
- Review support services which may be needed in a health and medical incident and plan for their implementation.
- Participate in local exercises.

Response Phase:
- Respond as requested by the IC/UC and participate in providing health and medical services within the scope of NIMS, established plans, and SOPs/SOGs.
- Provide a representative to the EOC, if activated, upon request.
- Coordinate public information releases with the IC/UC and/or EOC, if activated.
  1.0

Recovery Phase:
- Identify potential and/or continuing hazards which may impact public health during the recovery process and provide public guidance regarding those hazards in coordination with the IC/UC and the EOC, if activated.
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans and SOPs/SOGs as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Assist agencies in developing SOPs/SOGs for health and medical procedures as requested.
- Participate in the revision of Jefferson County Public Health plans and SOPs/SOGs.
- Coordinate the revision of this annex.

Preparedness Phase:
- Participate in local exercises.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support incident operations.
- Provide public information if a PIO is not assigned, as requested. See **Annex D**, *Public Information*.
- Provide situation reports to MTDES
- Request assistance from the MTDES, as necessary.

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as requested. See **Annex N**, *Recovery.*
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during disaster operations.
2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.
3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan**, **Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.
2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.
3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1: Jefferson County Medical Facilities List
Attachment 2: J&D Towing MOU

Attachment 1: Medical Facilities List

Jefferson County Medical Facilities List

Location	Name	Contact Number
Boulder	Boulder Medical Clinic	406-225-4201
Boulder	Jefferson County Public Health	406-225-4009
Boulder	Elkhorn Family Dental	406-225-4222
Boulder	Elkhorn Pharmacy	406-225-3240
Whitehall	Whitehall Medical Clinic	406-287-3003
Whitehall	Jefferson County Public Health*	406-287-3249
Whitehall	Sacry Dental	406-287-3026
Whitehall	Whitehall Drug	406-287-3931
Whitehall	K & L Mortuaries & Crematory	406-287-3271
Clancy	Jefferson County Public Health*	406-225-4007
Montana City	Montana City Dental	406-443-5130

* = Limited Hours of Operation

Out of County Hospitals

Location	Name	Contact Number
Helena	St. Peter's Hospital	406-442-2480
Butte	St. James Healthcare	406-723-2500
Bozeman	Bozeman Health	406-414-5000

Attachment 2: J&D Towing MOU

MEMORANDUM OF UNDERSTANDING

PARTIES

Parties to this Memorandum of Understanding (MOU) are Jefferson County Sheriff, PO Box H, Boulder, MT 59632. 406-225-4075. and J & D Towing, 789 Carter Drive, Helena, MT 59601. 406-443-4644

PURPOSE

The purpose of this document is to develop an MOU between the Jefferson County Sheriff's Office and J & D Towing defining how to assist said partner agency, including staff and clientele, during an emergency.

RESPONSIBILITIES

Jefferson County Sheriff:

1. Initiate request for refrigerated tractor/trailer and its operator(s) during an emergency.
2. Pay for use of refrigerated tractor/trailer and its operator(s) during an emergency.

J & D Towing:
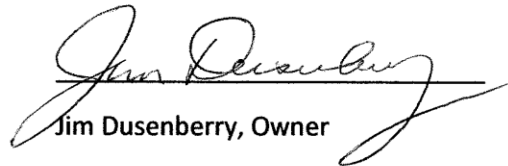
1. Provide appropriately licensed and insured refrigerated tractor/trailer and its appropriately licensed and insured operator(s) during an emergency.
2. If unable to provide tractor/trailer and/or its operator(s), inform Jefferson County Sheriff as soon as possible.
3. Cost shall be consistent with the customary and ordinary rates charged by J & D Towing for the service provided.

AGREEMENT signed this ___1⁵___ day of ___Oct___, 20_14_.

_____   _____

Craig Doolittle   **Jim Dusenberry, Owner**

Jefferson County Sheriff   **J & D Towing**

Annex L: Damage Assessment

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to outline the broad guidelines and considerations for post incident damage assessments in Jefferson County.

1.2 Scope
This annex provides an overall framework for damage assessment operations. This annex is not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation & Assumptions

2.1 Situation
1. Jefferson County is vulnerable to many natural and man-made hazards that could cause public and private property loss and damage.
2. If such damage occurs, planned damage assessment is essential for returning the community to normal after an incident. Such an assessment defines the severity and magnitude of loss and directs attention to the mobilization of human and material resources necessary to cope with the situation. Additionally, any county or city assistance request should be based on a firm, aggregate community damage/loss estimate.
3. There are diverse groups, both public and private, that may assess damage following a disaster. These groups include the American Red Cross, city and county public works agencies, response agencies, utility companies, contracted engineering companies, and other mutual aid resources.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.
2. All appropriate disaster declarations will be made in a timely manner.
3. The impacts from the specific incident and the availability of resources will dictate any damage assessment strategy, under the direction of chief elected officials.

4. Depending on the magnitude of the incident, Montana Disaster & Emergency Services may provide assistance in developing damage assessment reports that support requests for disaster declarations.

3.0 Concept of Operations

3.1 General Overview
1. Damage assessments in Jefferson County should be designed to rapidly determine the extent of damage to provide accurate information to County authorities and to support and expedite requests for State or Federal assistance.
2. Damage assessments should begin as soon as practical, either during or immediately following an incident. Damage assessments should be coordinated with the Emergency Operations Center (EOC), if activated.
3. Initial damage assessment teams will likely consist of local government employees or volunteers.
4. When necessary, state employees or private sector personnel from the fields of engineering, building trades, property assessment, HAZMAT experts, and other related areas may be used to supplement damage assessment teams.
5. Overall assessment practices should follow accepted procedures/guidelines and protocols.
6. Damage assessment usually takes place in two phases:
    A. **Phase I - Initial Assessment:** The initial assessment performed to determine the general impact and damage to vital facilities and resources, and to provide a brief overview of impacts to citizens and businesses, including those with access or functional needs. Priorities in the initial assessment should include damage to emergency response and direction and control facilities, and facilities which may directly impact the lives of all citizens.
    B. **Phase II - Secondary Assessment:** Subsequent, in-depth assessments performed to determine the full extent of damage. The priority in secondary assessments should be to more accurately estimate damages in order to facilitate disaster assistance applications.

3.2 Specific Recommendations
1. In an incident requiring damage assessment, a damage assessment branch may be organized under the operations section of the incident command system (ICS) structure.
2. Initial Damage Assessment:
    A. This survey should be completed as soon as possible, since it will provide the supporting documentation for a disaster declaration and may establish priorities for the secondary assessment process.
    B. The Incident Commander/Unified Command (IC/UC) may direct the damage assessment branch to form teams to assess incident damage using the FEMA damage assessment forms maintained by Jefferson County DES. Facilities to be surveyed should be prioritized based upon their impact on the affected population.

    C. The initial damage assessment should be augmented by citizen reports in order to provide an estimate of numbers of private homes and businesses affected by an incident. The FEMA form "Estimating Damages by Individuals" (maintained by Jefferson County DES) may be provided to individuals and businesses to accomplish this augmentation.
        1. Individuals with Access or functional needs may need assistance in providing this information if those responsible for their care do not.
    D. For major incidents, an aerial survey may be necessary to facilitate ground-based damage assessments. The Civil Air Patrol, Montana DNRC, the Montana Highway Patrol or other public and private aerial resources may need be utilized.
    E. Damage assessments should be passed on to the Jefferson County Clerk and Recorder via the EOC (if activated) in order to document requests for disaster declarations and assistance.

3. Secondary Assessment:
    A. Secondary assessments may need to be performed on structures or infrastructure where the initial damage assessments indicate further review is necessary. Examples of this would be buildings or structures that may require further engineering evaluation performed by a consultant hired by the owner of the structure to more accurately determine the scope of the damage.

4. Debris Removal:
    A. Removal of debris is the responsibility of the individual or organization that owns the property on which the debris is located, or the responsible party. See also **Annex M**, *Debris Management*.
        i. Removal of debris from private property is the responsibility of the property owner or the responsible party.
            ▪ Individuals with access or functional needs may require assistance in finding a business or organization who may be able to perform the removal of debris on their property if those individuals, or those responsible for their care, cannot perform that task on their own.
        ii. Removal of debris on public rights of way is the responsibility of the jurisdiction(s) which have authority over that right of way, or the responsible party.
            ▪ Debris removal efforts should be coordinated with all jurisdictions that may have an associated responsibility.

3.3 Hazard Specific Considerations

1. <u>Wildfire</u>
    A. None identified
2. <u>Hazardous Materials</u>
    A. Technical experts may be required to analyze the damage due to an incident involving this hazard.
    B. See also **Annex J.**
3. <u>Severe Weather and Drought</u>
    A. The National Weather Service may be able to assist in damage assessments related to this hazard.

4. <u>Flooding and Dam Failure</u>
   A. Technical experts may be required to analyze the damage due to an incident involving this hazard.
5. <u>Transportation Incidents</u>
   A. Public Works/Road departments would likely be the lead agency in assessing damage to publicly owned infrastructure, in coordination with unified command.
6. <u>Earthquake</u>
   A. Technical experts may be required to analyze the damage due to an incident involving this hazard.
   B. Maintenance Departments will likely be the lead agency in assessing damage to jurisdictional infrastructure, in coordination with unified command.
   C. Solid Waste Departments will likely be the lead agency in assessing damage to jurisdictional solid waste infrastructure, in coordination with unified command.
   D. Superintendents of Schools will likely be the lead position in assessing damage to jurisdictional schools, in coordination with unified command.
7. <u>Terrorism, Violence, Civil Unrest</u>
   A. Technical experts may be required to analyze the damage due to an incident involving this hazard.
   B. An incident relating to this hazard will likely require coordination with state and/or federal agencies.
8. <u>Communicable Disease</u>
   A. The Jefferson County Health Department would likely be the lead agency in assessing damage related to this hazard, in coordination with unified command.

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer
City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review damage assessment plans and procedures and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance regarding damage assessment priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Request assistance from MTDES as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the damage assessment process.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).
- Assist IC/UC in identifying damage assessment subject matter experts.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies
City/Town Police Departments
Fire Departments
Fire Warden
Flood Plain Administrators
Geographical Information Systems
Maintenance Departments
Public Health Department
Public Health Officer
Public Works/Road Departments
Sanitarian
Sheriff/Coroner
Solid Waste Department
Superintendent of Schools

Mitigation Phase:
- Develop SOGs/SOPs for damage assessment operations.
- Participate in the revision of this annex.

Preparedness Phase:
- Identify personnel who may be able to carry out damage assessments.
- Train to NIMS and damage assessment SOGs/SOPs.
- Participate in local exercises.

Response Phase:
- Identify and prioritize areas to survey in conjunction with EOC, if activated.
- Assign damage assessment team members.
- Deploy damage assessment teams and document damage using FEMA damage assessment forms. Utilize photos and videos as necessary.
- Provide status reports as requested to the EOC, if activated.
- Forward all damage assessments to the EOC or Clerk and Recorder upon completion.

Recovery Phase:
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Assist jurisdictional agencies in developing damage assessment plans as requested.
- Coordinate the revision of this annex.

Preparedness Phase:
- Disseminate public information regarding damage assessment policies and procedures so citizens can prepare themselves for damage assessment operations.
- Identify private sector organizations and individuals with appropriate skills and knowledge that may be able to assist in damage assessment.
- Maintain FEMA damage assessment forms.
- Identify critical facilities that may require repairs if damaged (See the Jefferson County **Pre-Disaster Mitigation Plan**).
- Participate in local exercises.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support field damage assessment operations. See **Annex Z**, *Emergency Operations Center*.
- Submit a request for an emergency/disaster declaration, as applicable (see **Attachment 1** of **Annex B**).
- Distribute FEMA damage assessment forms as necessary.
- Collect damage assessments from all departments, agencies, other governmental entities, and private facilities that may be eligible for disaster assistance.
- Coordinate damage assessment compilation with the Jefferson County Clerk and Recorder.
- Participate with state and FEMA representatives in the preliminary damage assessment process.
- Coordinate the prioritization of repairs to critical infrastructure and other public facilities with chief elected officials.
- Provide situation reports to MTDES.
- Request assistance from MTDES as necessary.
- Coordinate damage assessment related public information with IC/UC and Chief Elected Officials.
- Provide resource management coordination for the jurisdiction for damage assessment operations.

Recovery Phase:
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during incident operations.
2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.
3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan, Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.
2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.
3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

None Identified

Annex M: Debris Management

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to provide broad guidelines and considerations for the removal, collection, and disposal of debris, including mitigation considerations, following an incident in Jefferson County.

1.2 Scope
This annex provides an overall framework for debris management. This annex is not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation and Assumptions

2.1 Situation
1. Jefferson County is vulnerable to many natural and man-made hazards that could result in the need for debris management.
2. The quantity and type of debris generated from any incident is a function of the incident's location, type, magnitude, duration, and intensity.
3. The debris generated by an incident, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods which will be used to manage the debris. Associated costs incurred, and the speed with which the debris can be managed will also be dependent upon these and other variables.
4. In a major incident, many state agencies and local governments, including Jefferson County, may have difficulty in locating staff, equipment, and funds to devote to debris removal.
5. Jefferson County may be competing with other jurisdictions, private industry, and the public for limited resources after a disaster which could delay debris management.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.
2. All appropriate disaster declarations will be made in a timely manner.

3. Jefferson County may have insufficient resources to manage the debris created by an incident and may require external assistance if there are large quantities of debris or if the debris includes hazardous materials.
4. Private contractors may play a significant role in the management of debris.
5. Local landfills and waste disposal facilities may be inadequate to deal with large amounts of debris and it may be necessary to use alternate methods and facilities for disposal.
6. Citizens will generally manage the debris in the immediate area of their homes and businesses, but those with access or functional needs may need additional resources to accomplish debris management if those responsible for their care do not accomplish it on their behalf.
7. In an incident requiring debris management, public information dissemination regarding possible hazards and proper disposal methods will be necessary.

3.0 Concept of Operations

3.1 General Overview
1. Debris management should be initiated promptly and conducted in an orderly, effective manner to protect public health and safety following an incident.
2. Debris management operations should be coordinated with Emergency Operations Center (EOC), if activated, and/or Chief Elected Officials.
3. Public works agencies will generally be responsible for debris management on public property. Public works personnel should work in conjunction with support agencies, utility companies, waste management firms, and trucking companies to facilitate the debris clearance, collection, and disposal needs of Jefferson County following an incident. Due to limited resources, Jefferson County may also contract with private businesses for debris management.
4. Debris management should prioritize threats to public health and safety. This may include the temporary repair, demolition, or barricading of heavily damaged and structurally unstable facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party.
5. Public works departments should develop and maintain a list of contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following an incident. The listing should categorize contractors by their capabilities and service area to ensure their effective utilization and prompt deployment following the disaster.
6. Property owners, or the responsible party, will be responsible for debris management on private property.
7. Recycling should be a priority in debris management to prevent the overfilling of disposal sites. Incineration may also be considered when permitted by the Montana Department of Environmental Quality (DEQ).

3.2 Specific Recommendations

1. In an incident requiring debris management, a debris management branch may be organized under the operations section of the incident command system (ICS) structure.
2. If the incident resulted in a Presidential Disaster Declaration, expenses of debris removal from public property may be partially reimbursed by the federal government if the debris must be removed to:
    A. Eliminate immediate threats to life, public health and safety;
    B. Eliminate immediate threats of significant damage to improved public or private property; and
    C. Ensure economic recovery of the affected community.
    D. As large-scale debris management can be extremely costly, it is important to determine if federal assistance will be provided and the rules that apply to such assistance before commencing debris removal operations.
3. The cost of debris management should be prorated between jurisdictions affected by the incident.
4. All incident related costs should be thoroughly documented.
5. **Priority Public Property Debris Management**:
    A. **Key Roadways:** Priority should be given to clearing debris from major arterial roads in order to provide access for response agencies and resources into the impacted area. Initially, roadway debris may simply be pushed to the side of the road, with sorting and removal scheduled for a later date.
        1. Resources needed during this initial phase could include saw crews and heavy equipment.
        2. Fire hydrants, driveway access points, and utility access points should be left unobstructed if possible.
        3. Coordination with utility companies will likely be necessary to ensure utility hazards are mitigated.
    B. **Key Emergency Locations:** Priority should be given to clearing debris from critical facilities. Initially, key emergency location debris may simply be pushed to the side to allow sufficient access, with sorting and removal scheduled for a later date. Critical facilities may include:
        1. Law enforcement and Public Safety Answering Point facilities.
        2. Fire departments.
        3. EMS facilities.
        4. Health and medical clinics.
        5. Shelter facilities.
        6. Essential government services facilities.
        7. Schools.
        8. Landfills.
    C. **Key Infrastructure**: Priority should be given to clearing debris from critical infrastructure. Initially, key infrastructure debris may simply be cleared to the side to prevent infrastructure damage, with sorting and removal scheduled for a later date. Key infrastructure may include:
        1. Water treatment facilities.

2. Wastewater treatment facilities.

3. Storm drainage systems.

6. **Private Property Debris Management**:

A. Debris removal from private property, including demolishing condemned structures, is generally the responsibility of the property owner or the responsible party. If there has been a Presidential Disaster Declaration and debris on private property is so widespread that public health, safety or economic recovery is threatened, local government may be partially reimbursed for the cost of debris removal from private property, but this is not likely determined until much later in the recovery process.

1. Individuals with access or functional needs may require additional assistance in finding a business or organization who may be able to perform the removal of debris on their property if those individuals, or those responsible for their care, cannot perform that task on their own.

2. Public information regarding available resources and debris management strategies should be made available to all impacted citizens, including those with access and functional needs, to provide for public safety and to organize the debris management process.

7. **Debris Management Process**:

A. Preparation: Debris management branch director prepares debris for removal, including releasing public information, in consultation with the Incident Commander/Unified Command (IC/UC), Chief Elected Officials, and the EOC (if activated). Debris preparation includes:

1. Debris should be sorted into categories. See **Attachment 1** of this annex.

2. Debris should not be placed in the right-of-way and should not block access to fire hydrants, driveway access points, or utility access points.

3. Day to day refuse should not be combined with incident debris.

4. The debris removal area should be divided into geographical divisions. This may aid in direction and control purposes, and if contractors are used bids may be solicited based on the estimated quantity of debris in each division.

a. In defining divisions, it is desirable to group properties of like type, construction and with similar vegetation together. This may also facilitate estimating the quantity of debris that needs to be removed.

5. Estimate the amount/volume of debris to be removed, by category.

B. Method determination: Debris management branch director determines debris removal method in consultation with the IC/UC, Chief Elected Officials, and the EOC (if activated). Those methods may include:

1. Removal and processing of debris by local government

a. Advantages

i.	Direct government control.

        b. Disadvantages
- i. Requires diversion of significant government resources from regular functions rendering them unavailable for other recovery tasks; and
- ii. Speed of debris removal may be constrained by the government equipment and personnel available; and
- iii. Local government may lack specialized equipment and skills needed to carry out all aspects of debris removal.

2. Removal and processing of debris by contractors:
    a. Advantages
- i. Speed of debris removal may be increased by contracting for additional resources.
- ii. If local contractors are used, may provide local economic benefit.

    b. Disadvantages
- i. Requires detailed contracts.
- ii. Requires extensive oversight and inspection.

3. Removal and processing of debris by a combination of local government and contractors.
    a. Advantages
- i. Allows for the best method to be used in a given situation.

    b. Disadvantages
- i. Requires more planning and coordination to make efficient use of resources.

C. Strategy determination: Debris management branch director determines debris removal strategy in consultation with the IC/UC, Chief Elected Officials, and the EOC (if activated). Those strategies may include:

1. Debris may be removed by one-time collection of all debris at each property or using multiple passes to collect different types of material that have been pre-sorted.

2. Debris may need to be centrally stored and re-sorted prior to general removal:
    a. Establishing Temporary Debris Storage and Reduction (TDSR) Facilities
- i. The effective disposal of large quantities of disaster debris may require that suitable temporary storage and volume reduction facilities be established. Such facilities hold debris until it can be sorted, reduced in volume and dispatched to an appropriate disposal facility. Sorting and volume reduction can significantly reduce the costs of disposing of debris and help prevent potentially serious environmental problems.
- ii. TDSR facilities sort debris and send it to the most appropriate facility for treatment or disposal. Sorting

is needed to separate burnable from non-burnable materials and segregate hazardous products for disposal at authorized facilities and identify debris that can be burned, chipped or ground, recycled or simply disposed of at a landfill, without treatment.

iii. The volume of debris can be greatly reduced by a variety of methods, including:

1. Incineration: This method includes open burning, use of air curtain pit incineration (trench burners), or use of portable air curtain incinerators. Incineration of burnable debris typically reduces its volume by 95 percent. Due to local burning policies, a disaster declaration may need to be declared before any incineration operations are considered.

2. Chipping and grinding: Chipping and grinding is appropriate for clean, woody debris and typically reduces the volume by 75 percent. However, chipping and grinding usually costs as much as incineration and unless the resulting mulch can be disposed of without cost or at a profit, local government may incur additional costs to have residual material hauled to a landfill.

3. Recycling: Recycling debris may present an opportunity to reduce the overall cost of disposal. Metals, lumber and soil are the most likely candidates for recycling. Before local government attempts to operate a recycling operation, it is important to determine if there is a market for the materials, otherwise the output may simply have to be hauled to a landfill. Specialized contractors may be willing to undertake recycling, particularly for large amounts of debris that are well sorted.

iv. TDSR site selection

1. Among the criteria that are pertinent in selecting TDSR facilities are:

A. Preferably government owned.

B. Large enough to accommodate a storage area, a sorting area, and volume reduction operation area(s).

C. Reasonable proximity to disaster areas and debris disposal sites.

D. Good road access.

E. Not in a residential area or in the vicinity of schools, churches, or other facilities with concentrations of the population.

F. Not in an environmentally sensitive area, such as wetlands or a water well field.

G. The selection of specific sites to be used for TDSR facilities will normally be made by a team consisting of the IC/UC and local, state, and where appropriate, federal personnel, who are familiar with the local area and the specific environmental regulations governing such facilities.

D. Public Information and Instructions (See also **Annex D**, *Public Information).*

1. In the aftermath of an incident, the incident public information officer should provide the public with detailed information regarding debris removal and disposal plans and procedures/guidelines. Providing appropriate instructions to the public concerning debris removal can significantly reduce the time and costs involved. Public information regarding debris removal must start as soon as possible after the disaster, before people start moving and stacking debris on their own.

2. Public information should keep citizens advised of:
   a. The debris strategy the jurisdiction is employing or plans to employ; and,
   b. If applicable, debris pickup schedules and the system of pick up, if various types of debris will be picked up on different days; and,
   c. Disposal guidelines for citizens and businesses that wish to haul their own debris to a debris storage area or landfill.

3. Public instructions should encourage citizens to:
   a. Assist their neighbors, particularly the elderly or infirm, in managing debris; and,
   b. Separate debris into categories determined by the debris removal strategy; and,
   c. Move debris to the most suitable location for pickup, if the County plans to handle private debris; and,
   d. Keep debris piles away from fire hydrants, driveway access points, and utility access points.

4. Public information dissemination to those with access or functional needs may require more resources than the County has available, therefore mutual aid may be required to help inform this part of the population.

3.3 Hazard Specific Considerations

1. Wildfire
   A. Public information may be provided regarding recommendations to citizens for the safe disposal of debris resultant from this hazard.
2. Hazardous Materials
   A. See **Annex J.**
3. Severe Weather and Drought
   A. Public information may be provided regarding recommendations to citizens for the safe disposal of debris resultant from this hazard.
4. Flooding and Dam Failure
   A. Public information may be provided regarding recommendations to citizens for the safe disposal of debris resultant from this hazard.
5. Transportation Incidents
   A. Public Works/Road departments would likely be the lead agency in managing debris impacting publicly owned infrastructure, in coordination with unified command.
6. Earthquake
   A. Public information may be provided regarding recommendations to citizens for the safe disposal of debris resultant from this hazard.
   B. Maintenance Departments will likely be the lead agency in managing debris from jurisdictional infrastructure, in coordination with unified command.
   C. Solid Waste Departments will likely be the lead agency in managing debris related to jurisdictional solid waste infrastructure, in coordination with unified command.
   D. Superintendents of Schools will likely be the lead position in managing debris related to jurisdictional schools, in coordination with unified command.
7. Terrorism, Violence, Civil Unrest
   A. Incidents involving this hazard will likely be coordinated with state and/or federal agencies.
   B. Debris produced because of this hazard may contain hazardous materials. See also **Annex J.**
8. Communicable Disease
   A. None identified.

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review debris management plans and procedures and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance regarding debris removal priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Request assistance from MTDES as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the debris management process.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).
- Assist IC/UC in identifying areas that may be used as Temporary Debris Storage and Reduction (TDSR) sites.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies
City/Town Police Departments
Fire Departments
Maintenance Departments
Public Works/Road Departments
Sanitarian
Sheriff/Coroner
Solid Waste Departments
Superintendent of Schools

Mitigation Phase:
- Identify possible mitigation opportunities and participate in pre-disaster mitigation planning.
- Develop SOGs/SOPs for debris management operations.
- Participate in the revision of this annex.

Preparedness Phase:
- Identify personnel who may be able to carry out debris management responsibilities.
- Train to NIMS and debris management SOGs/SOPs.
- Participate in local exercises.

Response Phase:
- Identify impacted key public property and infrastructure (see **Section 3.2.5** of this annex) in coordination with chief elected officials and/or the EOC, if activated.
- Determine, implement, and document the debris management strategy and process (see **Section 3.2.7** of this annex) in coordination with chief elected officials and/or the EOC, if activated.
- Provide public information regarding the debris management strategy and process through the incident PIO, in coordination with chief elected officials and/or the EOC/JIC, if activated.
- Provide status reports as requested to the EOC, if activated.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Coordinate the update and review of the County's pre-disaster mitigation plan.
- Assist jurisdictional agencies in developing debris management plans as requested.
- Coordinate the revision of this annex.

Preparedness Phase:
- Disseminate public information regarding debris management policies and procedures so citizens can prepare themselves for debris management operations.
- Identify private sector organizations and individuals with appropriate skills and knowledge that may be able to assist in debris management.
- Participate in local exercises.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support incident operations. See **Annex Z**, *Emergency Operations Center*.
- Submit a request for an emergency/disaster declaration, as applicable (see **Attachment 1** of **Annex B**).
- Coordinate debris management efforts as assigned, including public information dissemination. See **Annex D**, *Public Information*, and **Section 3.2.7.D**. of this annex.
- Provide situation reports to MTDES.
- Request assistance from MTDES as necessary.
- Assist IC/UC in identifying areas that may be used as Temporary Debris Storage and Reduction (TDSR) sites.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during incident operations.
2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.
3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan, Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.
2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.
3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1 – Debris Classification

Attachment 1: Debris Classification

1. The categories of debris established for debris management operations should be standardized. Hazardous and toxic materials/contaminated soils and debris generated by the incident must be handled in accordance with federal, state, and local regulations.

2. To facilitate the debris management process, debris may be segregated into the following categories:

   A. <u>Burnable Debris:</u> Burnable materials are of two types with separate burn locations:
      1. Burnable Debris: Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partial broken and severed tree limbs; and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage or construction and demolition materials debris.
      2. Burnable Construction Debris: Burnable construction and demolition debris consists of non-creosote structural timber, clean, unpainted wood products, and other materials designated by Montana DEQ.

   B. <u>Non-Burnable Debris:</u> Non-burnable construction and demolition debris includes, but is not limited to, creosote timer, plastic, glass, rubber and metal products, sheet rock, roofing shingles, carpet, tires, and other materials as designated by Montana DEQ. Garbage is classified as non-burnable debris.

   C. <u>Stumps:</u> Stumps are tree remnants exceeding 24 inches in diameter, but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps should be referred to Montana DEQ for determination of its disposition. Stumps should be ground up or buried if possible.

   D. <u>Animal Carcasses:</u> Animal Carcasses may be either burned or buried under the guidance of the Jefferson County Public Health Department and/or Montana DEQ.

   E. <u>Ineligible Debris:</u> Ineligible debris includes any materials such as chemicals, petroleum products, paint products, asbestos, and power transformers that may be classified as hazardous or toxic waste and should be processed through HAZMAT procedures (see **Annex J**, *Hazardous Materials*).

Annex N: Recovery

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1.0 Introduction

1.1 Purpose
The purpose of this annex is to outline the broad guidelines and considerations for Jefferson County and its citizens and businesses to recover from a major emergency or disaster.

1.2 Scope
This annex provides an overall framework for recovery operations. This annex is not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation & Assumptions

2.1 Situation
1. Jefferson County is vulnerable to many natural and man-made hazards which could create the potential need for recovery operations.
2. Planned recovery guidelines can be essential for returning the community to normal after a major emergency or disaster.
3. Disaster recovery typically lasts much longer and costs significantly more than preparedness and response activities.
4. The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.
5. The State of Montana Office of Disaster & Emergency Services may assist with both individual assistance and public assistance programs.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.
2. All appropriate disaster declarations will be made in a timely manner.

3. Given Jefferson County's limited resources to accomplish recovery operations, the state and federal governments will play a major role, substantially supplementing county efforts.
4. Depending on the type and scope of the incident, federal resources and/or funds may be available for public and/or private assistance.
5. There may be long-term shelter requirements to house citizens, including those with access and functional needs, following a disaster.
6. A recovery plan should be developed based on the impacts of the specific incident.
7. Recovery planning and activities should include mitigation efforts to reduce the potential hazard of similar disasters in the future.
8. Many types of public, private, and volunteer assistance may be offered following an emergency that may create unique management challenges.
9. Depending on the incident, it may be more appropriate for some recovery functions to be tasked to a specific county department rather than an Emergency Operations Center (EOC) section. Specially qualified persons/agencies from the public and private sectors may be appointed to perform functions unique to large-scale recovery operations.
10. Under certain conditions, such as a lengthy recovery from a flood or earthquake, Jefferson County will seek inclusion in a Presidential Declaration so to qualify for assistance in the form of federal emergency funds and equipment, if qualified.

3.0 Concept of Operations

3.1 General Overview
1. Recovery actions following any incident should be determined by the specific event. Recovery plans are based on a damage assessment; an awareness of what shape the recovery should take in the rebuilding of infrastructure, the environment and the economy; and the resources available for that rebuilding. Several federal, state, and local jurisdictions may be involved depending on the hazard and scope of the situation. City and County local governments should lead the recovery activities for their jurisdictions.
2. The Jefferson County recovery process should generally include the following stages:
    A. **Pre-Incident Preparedness**: Review, maintain, and train to this annex.
    B. **Recovery Annex Activation**: Immediately after any incident, response activities to save lives and protect property should have the highest priority. However, recovery activities can be conducted concurrently with response and should commence as soon as possible. Gradually, as the requirement for emergency response diminishes, the need for recovery activities should become the focal point. If not already completed, the Chief Elected Officials should activate this plan and declare a local state of disaster, as such a declaration allows local officials to invoke emergency powers to deal with the incident and is required to obtain state and federal disaster recovery assistance.

    C. **Initial Damage Assessment**: An initial damage assessment is required to support any request for state and/or federal assistance. This assessment should be conducted as soon as possible, often while some emergency response activities are still underway. Timely and accurate damage assessments form the basis for requesting state and federal assistance for public (Public Assistance) and private (Individual Assistance) recovery, and should be a vital concern to local officials following an incident. See also **Annex L**, *Damage Assessment*.

    D. **Requesting Assistance**: State and federal disaster assistance must be requested in a letter to the Governor. The Governor may issue a state disaster declaration for the affected area and may request that the President issue a federal disaster declaration.

    E. **Short Term Recovery**: During the initial stages of recovery, efforts typically focus on restarting essential community elements such as utilities, economic systems, and social systems in order to meet people's immediate needs.

    F. **Long Term Recovery:** These recovery efforts include resumption of full services; large-scale repair and replacement work; economic and resource re-stabilization; organizations' re-adaptation; and assessment of the event. Hazard mitigation is often part of the long-term recovery effort. Hazard mitigation actions are those taken to permanently eliminate or reduce the long-term vulnerability to human life and property from hazards. Long-term recovery may go on for years until the entire incident area is completely redeveloped, either as it was before the incident or for entirely new purposes.

3. The responsibility for coordination of disaster recovery efforts in Jefferson County rests primarily with the County Office of Disaster and Emergency Services (DES). Responsibility for making local policy decisions remains with local elected officials. Responsibility for actions of local, state, federal, and volunteer personnel remains with those organizations.

4. Recovery activities may continue long after the EOC has been closed, which may require the activities to be coordinated and managed from a separate, centralized location.

3.2 Specific Recommendations

1. In a significant incident requiring recovery activities, Chief Elected Officials could activate the recovery annex and appoint a recovery Incident Commander/Unified Command (IC/UC), who could fill the command and general staff positions required of the recovery incident in order to accomplish recovery functions. Those functions/assignments may include:

    A. **Incident Commander/Unified Command**:

        1. Recovery Management: Provides for overall management of recovery activities. Follows strategic goals and policy directives to guide both short and long-term recovery. Keeps elected officials informed of the situation and provides advice on required decisions and appropriate actions. See **Annex N**, *Recovery*.

                a. Possible agency assignment: Jefferson County DES.

    2. <u>Public Information</u>: Collects, coordinates the delivery of, and disseminates timely and accurate public safety, public service and general assistance recovery information to the whole community, including those with access and functional needs. See **Annex D**, *Public Information*.

                a. Possible agency assignment: Jefferson County DES.

B. **Operations Section**:

    1. <u>Damage Assessment</u>: Assesses the safety and serviceability of essential government facilities. Establishes building/ structure accessibility/usability. Damage Assessment should begin as the event is occurring and afterwards, until the full scope of the damage is known. See **Annex L**, *Damage Assessment*.

                a. Possible agency assignment: Jefferson County Contracted Engineer.

    2. <u>Debris Management</u>: Provides for the removal, temporary storage, and disposal of incident-related debris including hazardous and other contaminated materials. See **Annex M**, *Debris Management*.

                a. Possible agency assignment: Jefferson County Road Department/Public Works.

    3. <u>Demolition</u>: Ensures that appropriate policies, agreements, and procedures/guidelines are in place to facilitate the demolition of public and private structures considered unsafe for habitation or declared an imminent hazard. Owners of private structures who may have access or functional needs may require additional assistance.

                a. Possible agency assignment: Jefferson County Contracted Engineer.

    4. <u>Engineering/Construction</u>: Provides technical advice and evaluations, engineering services, construction management and inspection and contracting services during the disaster recovery period.

                a. Possible agency assignment: Jefferson County Contracted Engineer.

    5. <u>Utilities</u>: Provides for the facilitation and coordination of efforts to restore sanitation and water supply services following a disaster.

                a. Possible agency assignment: Jefferson County Sanitarian.

    6. <u>Mental Health/Counseling</u>: Provides for social and psychological counseling for disaster victims, emergency

service workers, and disaster recovery workers, including those with access and functional needs.

> a. Possible agency assignment: Jefferson County Health Department.

7. <u>Fatality Management</u>: Provides for the collection, storage, and disposition of human remains and their personal effects, and the notification of next of kin.

> a. Possible agency assignment: Jefferson County Sheriff's Office.

C. **Planning Section**:

1. <u>Business Resumption</u>: Provide policies and guidelines to facilitate the re-establishment of normal commercial business activities following a disaster. Includes guidelines for deferral of taxes and fees, availability and use of grants, disaster assistance applications and relocation guidance.

> a. Possible agency assignment: Jefferson County Commission.

2. <u>Continuity of Operations</u>: Provides for the preservation, maintenance, and/or reconstitution of the government's ability to carry out its executive, legislative, and judicial processes. Includes preservation of lawful leadership and authority, prevention of unlawful assumption of authority, and prioritization and maintenance of essential services and facilities. See **Annex X**, *Continuity of Operations Planning*.

> a. Possible agency assignment: Jefferson County Commission.

3. <u>Disaster Assistance</u>: Provides policies and guidelines for, and information concerning, federal, state, local, private and non-profit disaster assistance programs, including Individual Assistance and Public Assistance programs. Any of the population which may have access or functional needs may need to be provided further assistance.

> a. Possible agency assignment: Jefferson County DES in coordination with the Elkhorn Community Organizations Active in Disaster (COAD).

4. <u>Environmental Services</u>: Provides environmentally based, technical information and support for management of recovery activities. Includes assistance and advice on air quality, soil conditions, natural resources, weather, river levels, and advice on solid waste disposal and environmental permitting.

> a. Possible agency assignment: Jefferson County Sanitarian, Solid Waste.

5. <u>Rezoning and Land Use</u>: Ensures ordinances, policies, and guidelines are in place to allow expeditious zoning and land use decisions following a disaster. Includes guidelines for building

moratoria, fast track permitting, permit restrictions, fee waivers and coordination, and oversight of repairs to historic buildings.
  a. Possible agency assignment: Jefferson County Planning Department.

D. **Logistics Section**:

1. Communications/Automation: Provides the communications and automated data processing abilities for direction and control of recovery activities as well as for continued daily operations. This includes identifying actions to protect current resources, guidelines for prioritizing and sharing limited resources, and identifying additional resources for procurement. See **Annex C**, *Communications*.
  a. Possible agency assignment: Jefferson County Information Technology Department.

2. Volunteer Coordination: Provides for recruitment, training, registration, certification, assignment, and recognition of volunteers. See **Annex H**, *Volunteer and Donation Management*.
  a. Possible agency assignment: Jefferson County DES in coordination with Elkhorn COAD.

3. Donations Management: Provides for coordination of donations to disaster victims, including informing the general public, through the Public Information Officer, of specific items needed. Works with businesses, private non-profit organizations, churches, and private citizens to manage receipt, sorting, transport, and delivery of donated goods and services. See **Annex H**, *Volunteer and Donation Management*.
  a. Possible agency assignment: Jefferson County DES in coordination with Elkhorn COAD.

4. Resource Management: Provides for coordination of the materials, personnel, equipment and facilities for disaster recovery activities.
  a. Possible agency assignment: Jefferson County DES in coordination with chief elected officials.

5. Temporary and Long-Term Housing: Provides for relocation of citizens, including those with access or functional needs, displaced by a disaster and ensures that housing is available throughout the recovery period.
  a. Possible agency assignment: American Red Cross or Elkhorn COAD.

6. Transportation: Provides transportation for personnel, equipment, and supplies to perform disaster recovery activities. Includes maintenance and repair of transport vehicles.
  a. Possible agency assignment: Jefferson County Shop.

7. <u>Animal Control/Sheltering</u>: Provide guidelines addressing animal control and sheltering following a disaster. Includes sheltering, feeding, and release of pets, livestock and wild animals. See **Annex I**, *Animal Care*.
   a. Possible agency assignment: Jefferson County Extension Service or Elkhorn COAD.

E. **Finance/Administration Section**:

1. <u>Documentation & Record Keeping</u>: Collect and maintain recovery documentation including damage assessments, grant applications, and cost and labor records.
   a. Possible agency assignment: Jefferson County Clerk & Recorder.

2. <u>Financial Management</u>: Provides guidance and guidelines for disaster cost documentation and contingency funding for recovery activities including restoration of government services. Items of concern may include paying bills, meeting payrolls, and maintaining or establishing contractual relationships. Also assesses disaster impacts on municipal bonds and insurance, examines taxation issues such as property reassessment and coordination of cost recovery activities including grant applications for governmental entities.
   a. Possible agency assignment: Jefferson County Clerk & Recorder.

3. <u>Preservation of Records</u>: Provides guidance, information and guidelines for the salvaging of damaged vital records and documents as well as the restoration of information and record systems.
   a. Possible agency assignment: Jefferson County Clerk & Recorder.

4. <u>Human Resource Management</u>: Provides for coordination of human resource support during disaster recovery activities.
   a. Possible agency assignment: Jefferson County Human Resources Department.

5. <u>Legal Program Management</u>: Ensures all of the county's criminal and legal obligations are met. Provides legal guidance and assistance for disaster recovery activities. Includes assistance with preparation of disaster related declarations, rendering opinions regarding planned/proposed actions, and interpreting regulatory actions of other jurisdictions (e.g. state or federal).
   a. Possible agency assignment: Jefferson County Attorney's Office.

3.3 Hazard Specific Considerations
1. <u>Wildfire</u>

  A. The occurrence of wildfire presents the possibility of debris flows from burned over areas. Residents and businesses should prepare and plan for possible debris flows due to heavy rains.

  B. Hazard trees may require mitigation to provide for safe habitation.

2. <u>Hazardous Materials</u>

  A. See **Annex J**

3. <u>Severe Weather and Drought</u>

  A. It is the responsibility of the owner of the infrastructure to repair such infrastructure from hazard damages. Depending upon the nature and extent of the incident, Individual Assistance and Public Assistance *may* be provided by FEMA, after appropriate declarations have been made, and emergency mill levies have been funded.

4. <u>Flooding and Dam Failure</u>

  A. It is the responsibility of the owner of infrastructure to repair such infrastructure from hazard damages. Depending upon the nature and extent of the incident, Individual Assistance and Public Assistance *may* be provided by FEMA, after appropriate declarations have been made, and emergency mill levies have been funded.

  B. Flooding may cause residences and businesses to become uninhabitable. The Sanitarian, in coordination with the Health Department and/or the Public Health Officer, may need to place restrictions on impacted structures.

  C. Long term sheltering may be required in the event of a major flood.

5. <u>Transportation Incidents</u>

  A. The Montana Department of Transportation is responsible for recovery operations of state and federal highways.

  B. The Jefferson County Road Department is responsible for recovery operations of County owned roads.

  C. Private road recovery is the responsibility of the owners of private roads.

6. <u>Earthquake</u>

  A. It is the responsibility of the owner of the infrastructure to repair such infrastructure from hazard damages. Depending upon the nature and extent of the incident, Individual Assistance and Public Assistance *may* be provided by FEMA, after appropriate declarations have been made, and emergency mill levies have been funded.

7. <u>Terrorism, Violence, Civil Unrest</u>

  A. An incident involving this hazard will likely require coordination with state and/or federal agencies.

8. <u>Communicable Disease</u>

  A. None identified.

3.4 Other Considerations

1. The recovery process may need to be adapted to any the population which may have access or functional needs. All phases of the recovery process have the potential to impact those with access and functional needs; therefore planning and implementation of the recovery process should include consideration for individuals with those needs.

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review plans and suggest updates as appropriate.
- Participate in pre-disaster mitigation planning.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance to all departments regarding recovery priorities and procedures.
- Encourage the preparation and review of Continuity of Operations plans (see **Annex X**, *Continuity of Operations Planning*) for jurisdictional departments and agencies.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Appoint a recovery incident commander/unified command.
- Declare an emergency and/or disaster, if appropriate.
- Request assistance from MTDES as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).
- Monitor continuity of operations implementation to assure essential functions remain operational.
- Review economic situation/impact and adopt or adjust regulations to aid in economic recovery.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies

Attorney's Office
Clerk and Recorder
Contracted Engineer
Elkhorn COAD
Extension Service
Human Resources
Information Technology
Maintenance Department/Shop
Planning Department
Public Health Department
Public Health Officer
Public Works/Road Department
Sanitarian
Solid Waste Department

Mitigation Phase:
- Identify possible mitigation opportunities and participate in pre-disaster mitigation planning.
- Develop SOGs/SOPs for recovery operations.
- Participate in the revision of this annex.

Preparedness Phase:
- Participate in local exercises.

Response Phase (see also Section 3.2.1.B through 3.2.1.E. of this annex):

Attorney's Office:
- o   Provide legal program management and review for recovery operations.

Clerk and Recorder:
- o   Provide documentation and record keeping, financial management, and preservation of records services as assigned by Chief Elected Officials and/or IC/UC.

Contracted Engineer or other assigned agency:
- o   Perform duties as assigned by Chief Elected Officials and/or IC/UC, including damage assessments, demolition, and engineering/construction.

Elkhorn COAD:
- o   Provide disaster assistance, volunteer coordination, donations management, temporary and/or long-term housing support, and animal sheltering as requested by Chief Elected Officials and/or IC/UC.

Extension Service:
- o   Provide guidelines for addressing animal control and sheltering following an incident.

Human Resources:
- o   Provide human resource management for recovery operations as directed by Chief Elected Officials and/or IC/UC.

Information Technology:
- o   Provide communications and automation support for recovery operations as assigned by Chief Elected Officials and/or IC/UC.

Maintenance Departments/Shop:
- o Provide maintenance as required on transportation vehicles needed for recovery operations as assigned by Chief Elected Officials and/or IC/UC.

Planning Department:
- o Provide options to Chief Elected Officials for ordinances, policies, and guidelines to allow for expeditious zoning and land use decisions following an incident as directed by Chief Elected Officials and/or IC/UC.

Public Health/Public Health Officer:
- o Provide for social and psychological counseling for disaster victims, emergency service workers, and disaster recovery workers.
- o Provide review of structure habitability following incidents upon the request of Chief Elected Officials and/or IC/UC.
- o Provide public information regarding potential health impacts of recovery operations.

Public Works/Road Department:
- o Provide debris management and recovery operations for jurisdictional public roads as directed by Chief Elected Officials and/or IC/UC.

Sanitarian:
- o In coordination with Public Health/Public Health officer, provide review of structure habitability following incidents upon the request of Chief Elected Officials and/or IC/UC.
- o Provide for the facilitation and coordination of efforts to restore utility services following an incident as directed by Chief Elected Officials and/or IC/UC.
- o Provide environmental services management for recovery activities as directed by Chief Elected Officials and/or IC/UC.

Solid Waste:
- o Provide environmental services management for recovery activities as directed by Chief Elected Officials and/or IC/UC.

Recovery Phase:
- Review mitigation opportunities relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Coordinate the update and review of the County's pre-disaster mitigation plan.
- Pursue pre-disaster mitigation opportunities when possible, guided by the County's pre-disaster mitigation plan.
- Assist jurisdictional agencies in developing Continuity of Operations plans as requested.
- Coordinate the revision of this annex.

Preparedness Phase:
- Disseminate public information to educate the public to hazards which may result in a recovery incident, and the ways citizens can prepare themselves for recovery operations.
- Participate in local exercises.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support field recovery operations. See **Annex Z**, *Emergency Operations Center*.
- Submit a request for an emergency/disaster declaration, as applicable (see **Attachment 1** of **Annex B**).
- Recommend the opening of appropriate shelters as applicable. See **Annex F, Attachment 1**, *Shelter Facilities List*.
- Coordinate recovery efforts as assigned, including public information dissemination. See **Annex D**, *Public Information*.
- Provide situation reports to MTDES.
- Request assistance from MTDES as necessary.
- Provide the public and other jurisdictional agencies with information concerning disaster assistance programs, including Individual Assistance and Public Assistance programs.
- Provide Incident Management for Recovery operations as requested.
- Provide volunteer coordination for the jurisdiction. See **Annex H**, *Volunteer and Donation Management.*
- Provide donation management coordination for the jurisdiction. See **Annex H**, *Volunteer and Donation Management*.
- Provide resource management coordination for the jurisdiction for recovery operations.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during disaster operations.
2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.
3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan**, **Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.
2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.
3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

None Identified

Annex O: Continuity of Operations Planning

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to provide an overall framework and guidance for departments and agencies to use in developing viable and executable Continuity of Operations (COOP) plans. As such, it is considered a preparedness document rather than a response or recovery document and will not likely be activated during an emergency or disaster. For specific COOP plans, see the relevant department or agency.

1.2 Scope
This annex applies to all local governmental agencies and departments. This annex is not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation & Assumptions

2.1 Situation
1. Jefferson County is vulnerable to many natural and man-made hazards which may threaten the functional capability of local government.
2. To ensure continuity of government and the uninterrupted provision of essential governmental functions, contingency plans should be developed by each department or agency that will provide for the continued protection and safety of the population and bring about the prompt and orderly restoration and recovery of public and private property and services.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.
2. During disasters and emergencies, the public, including those with access or functional needs, will expect that government will not only respond to an incident, but will also continue to provide services that are typically available on a day to day basis.

3. Local government provides many functions and services besides emergency services, and some of those are not essential operations. Those services that directly impact the preservation of life, property, and the environment will be given the highest priorities for receiving resources during an incident.
4. Local government has limited resources, especially emergency services resources (fire, EMS, law enforcement, healthcare providers, hospital capacity, etc.); therefore, Jefferson County will rely greatly upon mutual aid assistance from neighboring counties and the State of Montana during an incident that may impact COOP.
5. Any incident that limits or halts services in Jefferson County may also affect operations and functions of state government and other adjacent local governments. Jefferson County may be competing with businesses, other agencies, and the public for limited resources after a disaster which could delay the recovery of local services.
6. The operability of basic infrastructure elements (electricity, telecommunications, water, sewer, etc.) may affect the ability for Jefferson County to return to full service functions.
7. Human resources continuity planning will occur within the County, Town, or City human resources departments, rather than individually for each agency.
8. Due to incident and staffing variability, detailed reconstitution planning (return to normal operations) should be a part of incident demobilization.
9. Due to the rural nature and limited resources of Jefferson County, devolution capability (transferring the responsibilities of one agency or department to others) is severely limited, therefore it is possible that any County service may be unavailable due to a catastrophe which causes the indisposition of staff and/or facilities of a given agency or department.
10. The safety and health of emergency responders and government employees are paramount to facilitating a return to full services.
11. Each department and agency should develop continuity planning as applicable to their essential functions in the context of the risks they may face.

3.0 Concept of Operations

3.1 General Overview
1. Continuity planning facilitates the performance of essential functions during all-hazards incidents that may disrupt normal operations.
2. The goal of continuity planning is to reduce the consequence of any disruptive event to a manageable level. The specific objectives of a particular department's or agency's continuity plan may vary, depending on its mission and functions, its capabilities, and the jurisdiction's overall continuity strategy. In general, continuity plans should be designed to attempt to:
    A. Minimize loss of life, injury, and property damage.
    B. Mitigate the duration, severity, or pervasiveness of disruptions that do occur.
    C. Achieve the timely and orderly resumption of essential functions and the return to normal operations.
    D. Protect essential facilities, equipment, records, and assets.

E. Be executable with or without warning.
F. Meet the operational requirements of the respective department or agency.
G. Meet the sustainable needs of the respective department or agency.
H. Ensure the continuous performance of as many essential functions and operations as possible during an incident.
I. Provide an integrated and coordinated continuity framework that takes into consideration other relevant organizational, governmental, and private sector continuity plans and procedures.

3. Effective implementation of continuity plans require the support of senior elected officials who have the authority to direct departments or agencies to follow their strategic guidance.
4. Responsibility for continuity planning resides with the highest level of management of the department or agency involved. The Principal Executive Officer or the administrative head of a local department or agency is ultimately responsible for the planning for the continuation of essential services during an incident.
5. Department and agency continuity planning cannot be approached in isolation. The effectiveness of one continuity plan is often dependent upon the execution of another department's or agency's continuity plan as many functions rely on the availability of resources or functions controlled by another. Such interdependencies also occur between government and private sector organizations.

3.2 Specific Recommendations

1. **Continuity Operations:**
    A. A comprehensive continuity plan should include the following planning categories (See **Attachment 1** of this annex):
        i. Continuity Operation Planning
            1. Readiness and Preparedness
                a. Each department or agency should participate in emergency preparedness planning and training, to include risk analysis planning and continuity training, as a core component of their mission (see **Attachment 4** of this annex).
                b. Each department or agency should attempt to budget for acquisition of resources that may be necessary for continuity operations.
                c. Each department or agency should encourage individual preparedness and promote a culture of preparedness for its employees.
            2. Activation
                a. Each department or agency should designate the title of the individual and his/her successors who have the authority to activate the Plan.
                b. Each department or agency should notify and update jurisdictional Chief Elected Officials and Jefferson County's Office of Disaster and Emergency Services.
            3. Operations

     a. Continuity operations will be incident dependent; however, the following procedures may be used as a general guide:

        i. The Activating Official will determine which essential function(s) are impacted by the incident (See **Form 2**).

        ii. The Activating Official will review **Form 3** for the essential function(s) impacted to determine the resources that may be necessary for continuity operations.

        iii. The Activating Official will use **Forms 4-8** of the plan to acquire the needed resources to implement continuity operations for the impacted function(s).

        iv. In the event of conflicting resource needs, the higher-ranking essential function should take priority, unless otherwise directed by the Chief Elected Official.

4. Reconstitution

     a. Due to incident and staffing variability, detailed reconstitution planning (return to normal operations) should be a part of incident demobilization.

        i. To the extent possible, reconstitution planning should begin to take place upon the activation of continuity operations.

           1. Unless otherwise directed by procedure or the chief elected official, the Activating Official should direct reconstitution planning.

        ii. Reconstitution planning should include guidance from the Incident Commander/Unified Command, chief elected officials, the Disaster and Emergency Services Coordinator, and the supporting agencies involved in the activated continuity operations.

        iii. Reconstitution should not occur until the essential functions served by continuity operations are fully replaced by normal operations.

           1. The official who is directing reconstitution may review **Form 3** for the essential functions served by continuity operations as a guide for the re-establishment of those functions to normal operations.

5. Devolution

        a. Due to the rural nature and limited resources of Jefferson County, devolution capability (transferring the responsibilities of one agency or department to others) is severely limited, therefore it is possible that any County, City, or Town service may be unavailable due to a catastrophe which causes the indisposition of staff and/or facilities of a given agency or department.

            i. If Devolution is possible (as determined by the Chief Elected Official), the Chief Elected Official for the impacted jurisdiction, in consultation with the IC/UC, the DES Coordinator, and any staff available from the affected agency, should designate which agency or agencies will provide devolution services.

                1. Form 3 may be used to provide guidance regarding the resources required for devolution.

            ii. A delegation of authority (see Jefferson County Emergency Operations Plan Annex H - Attachment 5) should be completed for Devolution operations.

    ii. Essential Function Planning (See **Section 3.2.2**).

    iii. Orders of Succession Planning (See **Section 3.3.3**).

    iv. Continuity of Essential Records Planning (See **Section 3.3.4**).

    v. Continuity of Facilities Planning (See **Section 3.3.5**).

    vi. Continuity of Communication Planning (See **Section 3.3.6**).

2. **Essential Function Planning:**
   A. Essential functions are those functions that enable government departments or agencies to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base during an incident. All departments or agencies should identify their own essential functions as the basis for continuity of operations planning, in congruence with their mission, the risks they face, and the strategic guidance provided by chief elected officials.
   B. In identifying essential functions (see **Attachment 1 - Forms 1 and 2**), departments or agencies should:
      i. Identify all functions performed by the department or agency.
      ii. Categorize each function as Essential or Non-Essential.
         1. The distinction between the essential and non-essential categories is whether a function must be performed during a crisis. Essential functions are both important and urgent. If an organization determines that a function may have to be performed during or immediately after an emergency, it should be identified as essential. Functions that can be deferred until after the emergency should be identified as non-essential.

iii. Rank the priority of each essential function listed. Unless otherwise directed by a chief elected official, department or agency head should determine the priority ranking of each function. Priority considerations should include the following:
1. Provide for public and responder life safety
2. Reduce disruption to essential governmental functions or services.
3. Minimize property loss and damage.
iv. Tabulate the essential functions by priority level.
v. Conduct a Process Analysis for each identified essential function to document and identify the key personnel and resources necessary to perform the function (see **Attachment 1 – Form 3**).
C. See **Attachment 3** of this annex for Local Government Essential Function examples identified by the Federal Emergency Management Agency.

3. **Order of Succession Planning:**
   A. Order of succession is the provision for the assumption of senior and key department or agency offices during an incident if any of those officials are unavailable to execute their legal duties. The filling of vacancies of elected officials is established by state law (see **Attachment 2** of this annex). All other departments and agencies are responsible for establishing, promulgating, and maintaining an order of succession to key non-elected positions.
   B. An order of succession plan for non-elected officials should:
      i. Be at least three positions deep, where possible.
      ii. Be geographically dispersed, where feasible.
      iii. Be described by positions or titles, rather than by names of individuals holding those offices.
         1. Names and phone numbers *should* be included in attachments.
      iv. Include pre-determined delegations of authority if necessary.
      v. Be reviewed by the County's legal department at implementation and whenever changes occur.
      vi. Be included as an essential record, with copies accessible and/or available at both the primary operating facility and continuity facilities.
   C. See **Attachment 1- Form 4** for order of succession form template.

4. **Continuity of Essential Records Planning**
   A. The identification, protection, and ready availability of essential records, databases, and hardcopy documents needed to support essential functions under the full spectrum of all-hazards emergencies are critical elements of a successful continuity plan and program. Organizations should strongly consider multiple redundant media for storing their essential records. Organizations should also protect information that is needed for the resumption of normal operations for reconstitution.
      i. Categories of essential records include:
         1. Emergency Operating Records: These include records and databases essential to the continued functioning or the reconstitution of an organization during and after a continuity activation.

2. Rights and Interests Records: These include records critical to carrying out an organization's essential legal and financial functions and vital to the protection of the legal and financial rights of individuals who are directly affected by that organization's activities.

B. See **Attachment 1, Form 5** for continuity of essential records template.

5. **Continuity of Facilities Planning:**
    A. Departments and agencies should designate continuity facilities, alternate usages of existing facilities, and as appropriate and available, virtual office operational options.
        i. Memoranda of Understanding/Agreement may be necessary for use of such facilities, copies of which should be appended to the continuity of facilities plan and updated as necessary.
    B. Continuity facilities should ideally provide:
        i. Sufficient space, equipment and other resources to sustain essential operations and staff as appropriate.
        ii. The capability to perform essential operations as soon as possible after an incident with minimal disruption of operations and in all cases within 12 hours after an incident, along with the ability to maintain this capability for up to 30 days after an incident or until normal business activities can be resumed.
        iii. Reliable logistical support, services, and infrastructure systems.
        iv. Consideration for the health, safety, and security of employees who have been relocated to those sites.
        v. Continuity communications, including the means for secure communications if appropriate, with all identified essential internal and external organizations, as well as with customers and the public.
        vi. Computer equipment, software, and any other equipment necessary for identified essential operations.
        vii. Capabilities to access and use vital records necessary to facilitate the performance of critical business functions.
    C. See **Attachment 1, Form 6** for continuity of facilities template.

6. **Continuity of Communications Planning**
    A. The ability of an organization to execute its essential functions at its continuity facilities depends on the identification, availability, reliability, and redundancy of critical secure and non-secure communications and information technology (IT) systems. These communications and systems support connectivity among key government leadership personnel, internal organization elements, other organizations, critical customers, and the public. By mirroring capabilities used during day-to-day operations and choosing resilient communications and IT systems that are capable of operating under conditions that may involve power or other infrastructure disruptions, organizations further ensure the performance of essential functions in emergency situations.

    B. See **Attachment 1, Form 7** for continuity of communications template.

3.3 Hazard Specific Considerations
1. <u>Wildfire</u>
   A. None identified
2. <u>Hazardous Materials</u>
   A. See **Annex J**
3. <u>Severe Weather and Drought</u>
   A. None identified
4. <u>Flooding and Dam Failure</u>
   D. None identified
5. <u>Transportation Incidents</u>
   A. None identified
6. <u>Earthquake</u>
   A. None identified
7. <u>Terrorism, Violence, Civil Unrest</u>
   A. None identified
8. <u>Communicable Disease</u>
   A. None identified

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair
Mayor

Mitigation Phase:
- Review jurisdictional COOP plans and procedures and suggest updates as appropriate.
- Encourage interagency coordination in COOP development and implementation.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance to all departments regarding COOP priorities and procedures.
- Encourage the preparation and review of COOP plans for jurisdictional departments and agencies.
- Participate in local exercises.

Response Phase:
- Request activation of relevant COOP plans as necessary.
- Complete Delegations of Authority for essential functions as necessary.
- Declare an emergency and/or disaster, if appropriate.
- Request assistance from MTDES, as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).

Recovery Phase:
- Rescind Delegations of Authority as necessary.
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as necessary. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Jurisdictional Departments and Agencies

Attorney's Office
City/Town Police Department
Clerk and Recorders Office
Elkhorn COAD
Emergency Medical Services
Extension Service
Fire Department
Fire Warden
Flood Plain Administrator
Geographic Information Systems
Human Resources
Information Technology
Maintenance Department/Shop
Planning Department
Public Health Department
Public Health Officer
Public Safety Answering Point
Public Works/Road Department
Sanitarian
Search & Rescue
Sheriff/Coroner
Solid Waste Department
Superintendent of Schools
Treasurer, Finance, and/or Accounting

Mitigation Phase:
- Develop and update COOP plans under the strategic guidance of chief elected officials in coordination with other agencies and departments and the DES Coordinator in the context of the potential risks faced by that agency. See **Attachment 1** of this annex.

Preparedness Phase:
- Train to COOP plans and procedures.
- Budget for and procure continuity resources as necessary.

Response Phase:
- Activate COOP plans as directed/necessary.
- Provide COOP planned actions and information to other relevant jurisdictional departments and agencies, including the IC/UC, chief elected officials and the DES Coordinator.
- Request Delegations of Authority if necessary.
- Provide a representative to the EOC, if activated, upon request.
- Coordinate public information releases with the IC/UC and/or EOC, if activated.

Recovery Phase:
- Provide COOP planned actions and information to other relevant jurisdictional departments and agencies, including the IC/UC, chief elected officials and the DES Coordinator.
- Request rescinding Delegations of Authority as necessary.
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans and SOPs/SOGs as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Assist agencies in developing COOP plans as requested.
- Encourage interagency coordination in COOP development and implementation.
- Coordinate the revision of this annex.

Preparedness Phase:
- Participate in local exercises.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support field operations.
- Provide public information if a PIO is not assigned, as requested. See **Annex D**, *Public Information*.
- Coordinate necessary Delegations of Authority with Chief Elected Officials as needed.
- Provide situation reports to MTDES.
- Request assistance from MTDES, as necessary.

Recovery Phase:
- Coordinate the rescinding of Delegations of Authority with Chief Elected Officials as necessary.
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as requested. See **Annex N**, *Recovery.*
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during disaster operations.
2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.
3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan**, **Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.
2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.
3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1: COOP Template
Attachment 2: State Law and COOP
Attachment 3: Examples of Local Government Essential Functions
Attachment 4: Risk Management
Attachment 5: Delegation of Authority Template

Attachment 1: COOP Template

AGENCY NAME Continuity of Operations Plan

A1.1 Continuity Operations

[Agency Name]'s mission is to [enter mission statement]. To accomplish this mission, the [Agency Name] attempts to ensure its operations are performed efficiently with minimal disruption, including during an incident. This document provides guidance for implementing the [Agency Name] Continuity Plan. While the severity and consequences of incidents cannot be predicted, effective contingency planning can minimize the impact on the [Agency Name] missions, personnel, and facilities.

1. **Readiness and Preparedness**
    a. [Agency Name] prepares for continuity operations by maintaining and updating this plan in the context of the risks the agency may face (See Jefferson County Emergency Operations Plan, **Annex H, Attachment 4**). [Agency Name] will include training and budgeting for continuity operations as opportunities and resources allow.
    b. [Agency Name] personnel should prepare for a continuity event and plan for what to do during an incident. Personnel should also develop a Family Support Plan to increase personal and family preparedness. The www.ready.gov website provides guidance for developing a Family Support Plan and includes a "Get Ready Now" pamphlet that explains the importance of planning and provides a template that can be tailored to meet family-specific planning requirements.

2. **Activation**
    a. The [Agency Title] will determine if, when, and to what extent this Continuity Plan will be activated. See **Form 4** of this Plan if [Agency Title] is unavailable.
    b. [Agency Title] or their designee should inform the jurisdictional Chief Elected Official and the Jefferson County Disaster and Emergency Services (DES) Coordinator of any continuity activation status and provide updates as necessary.

3. **Operations**
    a. Continuity operations will be incident dependent, however the following procedures may be used as a general guide:
        i.   The Activating Official should determine which essential function(s) are impacted by the incident (See **Form 2**).
        ii. The Activating Official should review **Form 3** for the essential function(s) impacted to determine the resources that may be necessary for continuity operations.

        iii. The Activating Official should use **Forms 4-8** of this plan as a guide to acquire the needed resources to implement continuity operations for the impacted function(s).

        iv. In the event of conflicting resource needs, the higher-ranking essential function should take priority, unless otherwise directed by the Chief Elected Official.

4. Reconstitution

a. Due to incident and staffing variability, detailed reconstitution planning (return to normal operations) should be a part of incident demobilization.

    i. To the extent possible, reconstitution planning should begin to take place upon the activation of continuity operations.

        1. Unless otherwise directed by procedure or the chief elected official, the Activating Official should direct reconstitution planning.

    ii. Reconstitution planning should include guidance from the Incident Commander/Unified Command (IC/UC), chief elected officials, the DES Coordinator, and the supporting agencies involved in the activated continuity operations.

    iii. Reconstitution should generally not occur until the essential functions served by continuity operations are fully replaced by normal operations.

        1. The official who is directing reconstitution may review **Form 3** for the essential functions served by continuity operations as a guide for the re-establishment of those functions to normal operations.

5. Devolution

a. Due to the rural nature and limited resources of Jefferson County, devolution capability (transferring the responsibilities of one agency or department to others) is severely limited, therefore it is possible that any County, City, or Town service may be unavailable due to a catastrophe which causes the indisposition of staff and/or facilities of a given agency or department.

    i. If Devolution is possible (as determined by the Chief Elected Official), the Chief Elected Official for the impacted jurisdiction, in consultation with the IC/UC, the DES Coordinator, and any staff available from the affected agency, should designate which agency or agencies will provide devolution services.

        1. **Form 3** may be used to provide guidance regarding the resources required for devolution.

    ii. A delegation of authority (see Jefferson County Emergency Operations Plan **Annex H - Attachment 5**) should be completed for Devolution operations.

A1.2 Continuity of Operations Forms

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A1.2 Continuity of Operations Forms

Form 1: Essential Function Worksheet

List all functions of the agency/department. Note whether each function is Essential (E) or Non-Essential (N), then rank **essential** functions according to priority. Hazard risk can help guide priority ranking (See EOP **Annex H- Attachment 4**).

Agency/Department:	
Date:	
Approved By:	
Title:	

Function	E/N	Rank

Attach more as necessary

Form 2: Essential Function Priority List

List all identified essential functions from Form 1 by priority rank.

Agency/Department:	
Date:	
Approved By:	
Title:	

Priority	Function
1	
2	
3	
4	
5	
6	
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Attach more as necessary

Form 3: Essential Function Process Analysis

Agency/Department:	
Date:	
Approved By:	
Title:	

Priority #:		Essential Function:	
Leadership Required (List by title/position, NOT name)			
Staff Required (List by title/position, NOT name)			
Records Required			
Facilities Required			
Communications & IT Required			
Other Resources Required (Other Agencies, Equipment, etc.)			
Remote Operation Possible? (If so, identify what part of function can be performed remotely)			
Other Comments			

Attach more as necessary

Form 4: Order of Succession

List title or position only, NOT name. Include name and contact information **on Form 4, Attachment A**. Include any positions required to perform an essential function. Attach Delegations of Authority as necessary.

Agency/Department:	
Date:	
Approved By:	
Title:	

Primary Title/Position	Alternate 1	Alternate 2	Alternate 3

Attach more as necessary

Form 4 Attachment A: Order of Succession Contact List

Agency/Department:	
Date:	
Approved By:	
Title:	

Title/Position/Agency	Name	Primary Phone	Phone 2	Phone 3

Attach more as necessary

Form 5: Essential Records

Specify essential record backup access procedures using Attachment A.

Agency/Department:	
Date:	
Approved By:	
Title:	

Function Priority #	Essential Record	Hardcopy or Electronic	Pre-positioned at Continuity Facilities?	Backup Location
		H: Y N	Y N	
		E: Y N	Y N	
		H: Y N	Y N	
		E: Y N	Y N	
		H: Y N	Y N	
		E: Y N	Y N	
		H: Y N	Y N	
		E: Y N	Y N	
		H: Y N	Y N	
		E: Y N	Y N	
		H: Y N	Y N	
		E: Y N	Y N	
		H: Y N	Y N	
		E: Y N	Y N	
		H: Y N	Y N	
		E: Y N	Y N	
		H: Y N	Y N	
		E: Y N	Y N	
		H: Y N	Y N	
		E: Y N	Y N	
		H: Y N	Y N	
		E: Y N	Y N	
		H: Y N	Y N	
		E: Y N	Y N	
		H: Y N	Y N	
		E: Y N	Y N	
		H: Y N	Y N	
		E: Y N	Y N	

Attach more as necessary

Form 5 Attachment A: Essential Records Access Procedure

Agency/Department:	
Date:	
Approved By:	
Title:	

Function Priority #	Essential Record	Backup Access Procedure

Attach more as necessary

Form 6: Continuity Facilities
Attach copies of MOU/MOAs if applicable

Agency/Department:	
Date:	
Approved By:	
Title:	

Facility Name		Facility Address		
Activation Contact Names		Activation Contact Phone Numbers	Phone 1	
			Phone 2	
			Phone 3	
Pre-Positioned Resources on site				

Facility Name		Facility Address		
Activation Contact Names		Activation Contact Phone Numbers	Phone 1	
			Phone 2	
			Phone 3	
Pre-Positioned Resources on site				

Attach more as necessary

Form 7: Continuity Communications

Enter N/A if not applicable. Add categories as necessary. Specify agency backup communications procedures using Attachment A.

Agency/Department:	
Date:	
Approved By:	
Title:	

Communication System	Number Required	Pre-Positioned at Continuity Facility?	Backup Provider	Name/Number of Tech Support
Landline Phone				
Mobile Phone				
Fax Line				
Computer				
Local Network				
Server				
Internet Access				
Handheld Radio				
Mobile Radio				
Radio Network				
Emergency Notification				

Attach more as necessary

Form 7 Attachment A: Continuity Communications Backup Procedures

Add categories as necessary.

Agency/Department:	
Date:	
Approved By:	
Title:	

Communication System	Primary Number or Frequency	Backup Number or Frequency	Backup Procedure
Landline Phone			
Mobile Phone			
Fax Line			
Radio Network North			
Radio Network Central			
Radio Network West			
Radio Network South			
Emergency Notification North			
Emergency Notification Central			
Emergency Notification West			
Emergency Notification South			

Attach more as necessary

Form 8: **Continuity of Other Resources**
Add contacts from this form to **Form 4, Attachment A**.

Agency/Department:	
Date:	
Approved By:	
Title:	

Agency or Resource Required	Title of Primary Contact	Title of Secondary Contact

Attach more as necessary

Attachment 2: State Law and COOP

A2.1 Succession of Elected Officials

1. <u>County Government</u>
   a. County commissioners: Filling a vacancy in the board of county commissioners depends upon the cause of the vacancy:
      i. In case of a vacancy on the board of county commissioners occurring during or following an enemy attack, if the judge or judges of the judicial district in which the vacancy occurs are not available to make the appointment then the district judges of all other judicial districts shall be authorized to make such appointment. Provided, however, that of the available judges in the state of Montana that judge who holds court in the county seat closest to the county where the vacancy occurs shall be responsible for making the appointment to fill the vacancy (10-3-603, MCA).
      ii. Filling vacancies in the office of county commissioner created by other causes is provided in 7-4-2106, MCA.
      iii. Chairperson of the Board: The board of county commissioners must elect one of its members as chair as provided in 7-4-2109, MCA. The chair must preside at all meetings of the board and in case of his/her absence or inability to act, the members shall select one of their members to act temporarily as chair.
   b. County Attorney/Public Administrator: Filling a vacancy in the office of county attorney/public administrator for all causes is provided in 7-4-2206, MCA.
   c. Clerk of the district court: Filling a vacancy in the office of clerk of the district court for all causes is provided in 7-4-2206, MCA.
   d. County Clerk/County Treasurer/County Superintendent of Schools: Filling a vacancy in the office of county clerk/county treasurer/county superintendent of schools for all causes is provided in 7-4-2206, MCA.
   e. County sheriff/County Coroner: Filling a vacancy in the office of county sheriff are provided in 7-4-2206 and 7-32-2101, MCA. Wherever a vacancy occurs in the office of sheriff, the undersheriff must in all things execute the office of sheriff until a sheriff is elected or appointed and duly qualified (7-32-2122, MCA).
   f. Justice of the Peace: Filling a vacancy in the office of justice of the peace for all causes is provided in 7-4-2206, MCA.

2. <u>City Government</u>
   a. Mayor: Filling a vacancy in the office of mayor depends upon the cause of the vacancy:

        i. In the event that the executive head (mayor) of any city is unavailable following an enemy attack to exercise the powers and discharge the duties of his/her office, then the members of the city or town council available shall, by majority vote, choose a successor to act as the executive head of such city (10-3-605, MCA).

       ii. Filling vacancies in the office of mayor created by other causes is provided in 7-4-4112, MCA.

  b. City Council: Filling vacancies in the office of a member of the city council depends upon the circumstance of the vacancy:

        i. In the event that no members of a city council are available following an enemy attack then the board of county commissioners of the county in which such a city is located shall appoint successors to act in place of the unavailable members (10-3-604, MCA).

       ii. Filling vacancies in the office of alderman created by other causes is provided in 7-4-4112, MCA.

      iii. The city council may elect a president, who, in the absence of the mayor, is the presiding officer and may perform the duties of mayor. In the absence of the president, the council may appoint one of its members to act in his/her place (7-4-4403, MCA).

  c. City Attorney: Filling vacancies in the office of city attorney is provided in 7-4-4112, MCA.

  d. Municipal clerk/City Treasurer: Filling vacancies in office of municipal clerk/city treasurer is provided in 7-4-4112, MCA.

  e. City Judge: Filling a vacancy in the office of city judge created for all causes is provided in 7-4-4112, MCA.

3. Rural Fire District

  a. Board of Trustees: Filling vacancies in the office of trustee of the rural fire district is provided in 7-33-2106(3) and (6), MCA.

4. School District

  a. Board of Trustees: A vacancy on school board is defined in 20-3-308, MCA. Filling vacancies in the office of trustee of the school district is provided in 20-3-309, MCA.

A2.2 Quorum Requirements for Meetings of Local Government

1. Local Government : If, following an enemy attack, any local government council, board, or commission is unable to assemble a quorum as defined by the constitution of the Montana or by statute, then those members of the council, board, or commission available for duty shall constitute the council, board, or commission and quorum requirements shall be suspended. Where the affirmative

vote of a specific proportion of members for the approval of any action would otherwise be required, the same proportion of those voting thereon shall be sufficient (10-3-606, MCA).

2. County Boards: A majority of members constitutes a quorum for the purpose of conducting business and exercising powers and responsibilities. Action may be taken by a majority vote of members present and voting, unless the resolution creating the board, district, or commission specifies otherwise. (7-1-201, MCA)

3. Municipal Government: A majority of the members of the city council constitute a quorum for the transaction of city business, but a lesser number may meet and adjourn to any time stated and may compel the attendance of absent members, under such rules and penalties as the council may prescribe (7-5-4121(1), MCA).

4. School Board: A quorum for any meeting of a school board meeting is a majority of the trustee's membership (20-3-322, MCA).

A2.3 Relocating the Seat of Local Government

1. Following an enemy attack in which the seat of local government of any political subdivision of the state shall have been rendered unsuitable for use in that capacity, in the opinion of that political subdivision, such seat of government may be moved by said governing body to such other location as it deems most suitable (10-3-608, MCA).

Attachment 3: Local Government Essential Functions

The following are examples of Local Government Essential Functions (LGEF) that parallel National Essential Functions (NEF) and State, Territorial, Tribal Essential Functions (STTEF) identified by the Federal Emergency Management Agency:

1. <u>Maintain Continuity of Local Government</u>:
    1. Ensure the continued functioning of critical local government leadership elements: succession to key offices; organizational communications; leadership and management operations; situational awareness; personnel accountability; and functional and judicial organizations, as necessary.
    2. Each local agency or department should identify the various subordinate mission essential functions necessary to accomplish this overarching mission.
2. <u>Provide Visible Leadership</u>:
    i. Visible demonstration of leaders effectively dealing with the incident and leading the response efforts.
3. <u>No LGEF equivalent</u>.
4. <u>Maintain Effective Relationships with Neighbors and Partners</u>:
    i. Maintain external relationship and agreements with a wide variety of public and private entities.
    ii. This includes communications and interactions as necessary during an incident with critical partners and organizations which include:
        - other local political subdivisions;
        - neighboring jurisdictions;
        - local Federal-agencies;
        - State agencies;
        - private sector; and
        - Non-governmental organizations.
5. <u>Maintain Law and Order</u>:
    i. Maintain civil order and public safety (protecting people and property, the rule of law);
    ii. Ensuring basic civil rights, preventing crime, and protecting critical infrastructure.

6. <u>Provide Emergency Services</u>:
    i. Provide critical emergency services, including emergency management, law enforcement, fire, ambulance, search and rescue, hazmat, shelters, emergency food services, recovery operations, etc.
7. <u>Maintain Economic Stability</u>:

    i. Manage the jurisdiction's finances and ensure solvency to pay its emergency and recovery expenses, and meet payroll on a timely basis.
    ii. Encourage local businesses to open soon after a disaster to provide the local population with the goods and services essential to survive and recover.
    3. Consider suspending certain local regulations or ordinances to enhance businesses to reopen and conduct commerce and get reestablished in the community.

    4. During a crisis affecting the economy, maintaining confidence in economic and financial institutions is critical at every level of government.

8. <u>Provide Basic Essential Services:</u>
   i. Ensure provision of basic services, including water, power, health care, communications, transportation routes, sanitation services, commerce, environmental protection, etc.
   ii. These services must continue or be restored quickly to provide for basic needs.
   iii. Other less critical services (recreation, education) many be delayed or deferred at the discretion of local authorities.
   iv. The focus is on providing those critical services necessary to sustain the populations and facilitate the return to normalcy.

Attachment 4: Risk Management

A4.1 General Overview

Jefferson County seeks to apply a risk-based framework across all Continuity efforts in order to identify and assess potential hazards, determine what levels of relative risk are acceptable, and prioritize and allocate resources and budgets to attempt to ensure Continuity under all manner of incident conditions.

A4.2 Specific Recommendations

1. In the Jefferson County Pre-Disaster Mitigation (PDM) Plan, Jefferson County has conducted and documented a risk assessment against all hazards that may affect capabilities associated with the continuance of Essential Functions. Jefferson County has also developed mitigation plans for specific risks identified in the PDM Plan. These plans provide selected mitigation, prevention, protection, or control measures that may be possible to decrease the threat of and impact from identified risks.
2. The PDM plan is located in the Jefferson County Office of Disaster and Emergency Services (DES).
3. The DES Coordinator updates the risk assessment as a part of the PDM plan every five years.
4. While the PDM has identified the most likely risks the County may face, each agency should review those risks and their applicability to their own Essential Functions during Continuity planning.
5. Training focus and budget allocation decisions for Continuity planning within each agency should be guided by the most likely risks that agency may face.
6. The following is the most recent Risk Identification and Priority List:

Source: Jefferson County Pre-Disaster Mitigation Plan, 2017 Update, Page 4-11.

Rank	Hazard
1	Wildfire
2	Hazardous Material Incidents
3	Severe Weather and Drought
4	Flooding and Dam Failure
5	Transportation Accidents
6	Earthquake
7	Terrorism, Violence, and Civil Unrest
8	Communicable Disease

Attachment 5: COOP Delegation of Authority Template

Jefferson County, Montana
PO Box H
Boulder, Montana 59634
406-225-4025

Continuity of Operations Delegation of Authority

<u>Incident Name</u>

Because of Incident Name, the essential functions listed in Attachment 1 of this Delegation of Authority ordinarily performed by Jefferson County's Agency Name A are hereby assigned to Agency Name B until this Delegation is rescinded.

Agency Name B Title/Position shall be responsible for directing the operations of the essential functions listed in Attachment 1 of this Delegation of Authority within the framework of Jefferson County policy and direction, and will report to Title/Position of the Jefferson County Agency Name C.

Financial limitations will be consistent with the best approach to the values as risk and are subject to the direction and approval of Title/Position of the Jefferson County Agency Name C.

Public Information regarding this Delegation and future operations of its essential functions will be coordinated with the Incident Commander/Unified Command of the Incident or his/her designee, the Title/Position of the Jefferson County Agency Name C, and the Jefferson County Disaster and Emergency Services Coordinator.

The safety of the public AND the safety of the employees and/or responders subject to this Delegation shall be the highest priority when directing the operations of the essential functions listed in Attachment 1 of this Delegation.

The essential functions listed in Attachment 1 of this Delegation are arranged in order of priority. In the event of conflicting resource needs, the higher-ranking essential function should take priority, unless otherwise directed by the Title/Position of the Jefferson County Agency Name C.

Other Specific Objectives and Guidance for this Delegation also include:

1. Agency Name B will perform the essential functions listed in Attachment 1 of this Delegation to the greatest extent possible given the resources available to perform those functions.

Delegating Agency Signatures:

_____   _____   _____
Signature   Printed Name   Date/Time (24 hr.)

_____   _____
Title   Agency

_____   _____   _____
Signature   Printed Name   Date/Time (24 hr.)

_____   _____
Title   Agency

_____   _____   _____
Signature   Printed Name   Date/Time (24 hr.)

_____   _____
Title   Agency

Delegation Accepted By:

_____   _____   _____
Signature   Printed Name   Date/Time (24 hr.)

_____   _____
Title   Agency

Continuity of Operations Delegation of Authority – Attachment 1

Incident Name

Delegated Essential Functions in order of priority:

Priority	Function
1	
2	
3	
4	
5	
6	
7	
8	
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Attach more as necessary

Annex X: Cybersecurity Plan (UNDER DEVELOPMENT)

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to provide broad guidelines and considerations for cybersecurity within Jefferson County.

1.2 Scope
This annex provides an overall framework for cybersecurity. This annex is not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation and Assumptions

2.1 Situation

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.
2. All appropriate disaster declarations will be made in a timely manner.

3.0 Concept of Operations

3.1 General Overview

3.2 Specific Recommendations

3.3 Hazard Specific Considerations
1. Wildfire
2. Hazardous Materials
     A. See **Annex J**
3. Severe Weather and Drought
4. Flooding and Dam Failure
5. Transportation Incidents

6. <u>Earthquake</u>
7. <u>Terrorism, Violence, Civil Unrest</u>
8. <u>Communicable Disease</u>

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review plans and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance to all departments on incident priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or a disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Consider up to 2 mills of emergency millage to fund incident operations as necessary.
- Request assistance from MTDES, as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as necessary. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies

County/City/Town Information Technology Departments

Mitigation Phase:
- Develop SOGs/SOPs for cybersecurity operations.
- Participate in the revision of this annex.

Preparedness Phase:
- Disseminate information regarding cybersecurity policies and procedures so agencies and departments can prepare themselves for a cybersecurity incident.
- Train to cybersecurity SOGs/SOPs.
- Participate in local exercises.

Response Phase:
- Activate cybersecurity plans.
- Identify when the agency having jurisdiction and any mutual aid available is unable to support the management required by the incident. Request support for those functions through mutual aid or the EOC, if activated.
- Provide status reports as requested to the EOC, if activated.

Recovery Phase:
- Release volunteers and facilities no longer needed to support incident operations.
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Coordinate the revision of this annex.

Preparedness Phase:
- Participate in local exercises.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support incident operations. See **Annex Z**, *Emergency Operations Center*.
- Submit a request for an emergency/disaster declaration, as applicable (see **Attachment 1** of **Annex B**).
- Provide situation reports to MTDES.
- Request assistance from MTDES as necessary.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during incident operations.
2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.
3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan, Attachments 7-10** for Force/Material Account Record Forms.

6.0 Annex Maintenance

1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.
2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.
3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1

Annex Y: Distribution Management Plan

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to provide broad guidelines and considerations for distribution management during an incident within Jefferson County.

1.2 Scope
This annex provides an overall framework for distribution management. This annex is not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation and Assumptions

2.1 Situation
1. Jefferson County is vulnerable to many natural and man-made hazards that could result in the need for distribution management.
2. Jefferson County and its response agencies do not generally have the resources in staff or facilities to manage the distribution of large volumes of resources.
3. Jefferson County has partnered with the Elkhorn Community Organizations Active in Disaster (COAD) for volunteer and donation management, and the COAD may provide assistance with distribution management upon request.
4. Volunteer and donation distribution management processes are identified in **Annex H**, *Volunteer and Donation Management*.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.
2. All appropriate disaster declarations will be made in a timely manner.
3. In the event of a major incident, Jefferson County response agencies will likely rely upon mutual aid to fulfill distribution management roles and responsibilities.
4. Comprehensive and timely incident communication between command, control and coordination response agencies may mitigate distribution management challenges.

3.0 Concept of Operations

3.1 General Overview
1. The Incident Commander/Unified Command (IC/UC) should implement distribution management operations as soon as possible during an incident should those services be deemed necessary.
2. Distribution management operations should be coordinated with the IC/UC, the EOC, if activated, and/or Chief Elected Officials.
3. The distribution management process should be organized and coordinated so that the individuals and agencies in need of resources are able to obtain those resources in a manner that does not interfere with emergency operations.
4. In order to mitigate confusion in the jurisdiction and duplication of effort, service clubs, church groups, and other non-governmental organizations should coordinate their efforts with the incident command system (ICS) position responsible for distribution management for the incident as applicable.
5. Populations with access and functional needs may require greater distribution management resources than other populations. Efforts should be made to reach out to this population during an incident, as some of this population may not receive or respond to public information using traditional methods.
6. Depending upon the incident and available resources, a Distribution Management Coordination Center may need to be activated either inside or outside the County.
7. A Distribution Management Coordination Center, if activated, will likely require mutual aid and/or volunteer staffing for operations. See also **Annex H**, *Volunteer and Donation Management*.

3.2 Specific Recommendations
1. The levels of distribution management required will vary depending upon the size, scope, and complexity of the incident or incidents. The following are possible levels of distribution management plan activation:

   A. <u>Jurisdictional distribution management:</u> The IC/UC manages and directs the distribution of resources for the incident for which they are responsible from the Incident Command Post (ICP) in coordination with the PSAP and/or the EOC. See **Attachment 1**, *Distribution Management Process*, of this Annex for the possible processes, possible facilities, and sample distribution management forms.
      i. The IC/UC may establish one or more staging areas at or near the incident from which incoming resources can be managed and distributed as required.
      ii. The IC/UC may delegate distribution management to a section of their ICS structure, such as logistics, as an incident increases in complexity.
      iii. An appropriate branch may be activated under the logistics section of the ICS structure for distribution management as necessary.
      iv. The PSAP and/or the EOC (if activated) may act as the Distribution Management Coordination Center for jurisdictional incidents as requested.

       v. Jurisdictional distribution management processes should remain activated in the event of the activation of multi-agency/multi-jurisdiction distribution management processes.

B. <u>Multi-agency/multi-jurisdiction distribution management:</u> The Area Command/Unified Area Command (AC/AUC) manages and directs the distribution of resources for the Area for which they are responsible from the Area Command Post (ACP) in coordination with the PSAP and/or the EOC. See **Attachment 1**, *Distribution Management Process*, of this Annex for the possible processes, possible facilities, and sample distribution management forms.

       i. A Distribution Management Coordination Center may need to be activated and located separately from the EOC.

       ii. The AC/UAC may delegate distribution management to a section of their ICS structure, such as logistics, as an incident increases in complexity.

       iii. An appropriate branch may be activated under the logistics section of the ICS structure for distribution management as necessary.

       iv. The EOC (if activated) may act as the Distribution Management Coordination Center for multi-agency/multi-jurisdictional incidents.

3.3 Hazard Specific Considerations

1. <u>Wildfire</u>
    A. Staging areas should be identified as early as possible to accommodate and manage incoming resources, and such identification should be passed on into incoming ordered resources as soon as is practical.
    B. Pre-identifying staging areas is encouraged as a part of jurisdictional population protection planning to establish safe, logistically relevant staging locations.
        i. Wildland fuel mitigation around pre-identified staging areas substantially reduces risk for responding agencies. Such areas should be included in designated wildland urban interface values at risk and pre-disaster mitigation planning.

2. <u>Hazardous Materials</u>
    A. See **Annex J**

3. <u>Severe Weather and Drought</u>
    A. Distribution routes and locations can be seriously impacted by severe weather. Major incidents involving this hazard may adversely impact timely resource distribution. Out of County mutual aid may be required to mobilize needed resources.

4. <u>Flooding and Dam Failure</u>
    A. Distribution routes and locations can be seriously impacted by floods or dam failures. Major incidents involving this hazard may adversely impact timely resource distribution. Out of County mutual aid may be required to mobilize needed resources.

5. <u>Transportation Incidents</u>
    A. Distribution routes and locations can be seriously impacted by transportation incidents. Major incidents involving this hazard may adversely impact timely resource distribution. Out of County mutual aid may be required to mobilize needed resources.

6. <u>Earthquake</u>
    A. Distribution routes and locations can be seriously impacted by earthquakes. Major incidents involving this hazard may adversely impact timely resource distribution. Out of County mutual aid may be required to mobilize needed resources.
7. <u>Terrorism, Violence, Civil Unrest</u>
    A. None identified.
8. <u>Communicable Disease</u>
    A. The Jefferson County Health Department maintains distribution management plans and resources for health related incidents within Jefferson County.

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Councils
County Commissioners
County Commission Chair (Principal Executive Officer)
Mayor (Principal Executive Officer)

Mitigation Phase:
- Review plans and suggest updates as appropriate.
- Implement or encourage implementation of mitigation projects around pre-identified facilities and/or areas as possible
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance to all departments on incident priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or a disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Consider evacuation orders upon request of the IC/UC.
- Consider up to 2 mills of emergency millage to fund incident operations as necessary.
- Request assistance from MTDES, as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), or JIC (if activated).

Recovery Phase:
- Request State and/or Federal aid to assist in recovery operations and Individual and Public Assistance programs as necessary. See **Annex N**, *Recovery*.
- Prepare a summary of problems and successes for the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control: Primary Response Agencies

City/Town Police Departments
Elkhorn COAD
Emergency Medical Services
Fire Departments
Sheriff/Coroner

Mitigation Phase:
- Develop SOGs/SOPs for distribution management operations.
- Pre-identify possible distribution management facilities and/or areas and include such areas in jurisdictional population protection plans and pre-disaster mitigation plans.
- Implement or encourage implementation of mitigation projects around pre-identified facilities and/or areas as possible.
- Participate in the revision of this annex.

Preparedness Phase:
- Identify personnel who may be able to carry out distribution management responsibilities.
- Train to distribution management SOGs/SOPs.
- Participate in local exercises.

Response Phase:
- Activate distribution management plans.
- Identify when the response agency having jurisdiction and any mutual aid available is unable to support the distribution management required by the incident. Request support for those functions through mutual aid or the EOC, if activated.
- Provide public information regarding distribution management process through the incident PIO, in coordination with chief elected officials and/or the EOC/JIC, if activated.
- Provide status reports as requested to the EOC, if activated.

Recovery Phase:
- Release volunteers and facilities no longer needed to support incident operations.
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.3 Coordination: Disaster and Emergency Services

Mitigation Phase:
- Coordinate the update and review of the County's pre-disaster mitigation plan.
- Assist in the identification and implementation of mitigation projects around pre-identified facilities and/or areas as possible.
- Coordinate the revision of this annex.

Preparedness Phase:
- Identify possible distribution coordination center points (See **Attachment 1** of this annex).
- Participate in local exercises.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support incident operations. See **Annex Z**, *Emergency Operations Center*.
- Submit a request for an emergency/disaster declaration, as applicable (see **Attachment 1** of **Annex B**).
- Assist IC/UC in identifying possible distribution coordination centers.
- Coordinate distribution management efforts as assigned, including public information dissemination. See **Annex D**, *Public Information*.
- Share unmet distribution management needs and requests with the IC/UC.
- Provide situation reports to MTDES.
- Request assistance from MTDES as necessary.

Recovery Phase:
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during incident operations.
2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.
3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan, Attachments 7-10** for Force/Material Account Record Forms.

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1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.
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7.0 List of Attachments

Attachment 1 – Distribution Management Process

Attachment 1 - Distribution Management Process

1.1 Distribution Management Process

1. The possible distribution management process includes:
    A. The IC/UC, in coordination with the EOC, determines if distribution management apart from the logistics section is necessary for incident operations.
        i. The IC/UC, or the EOC, if activated, requests mutual aid for distribution management operations if necessary.
    B. The IC/IC, in coordination with the distribution management branch director and/or section chief and the EOC determines if a Distribution Management Coordination Center (DMCC) is necessary, and if so, the most appropriate location for it. See **Section 1.2** of this attachment.
    C. The distribution management branch director for the incident sets up and manages the DMCC in coordination with the section chief, the IC/UC and the EOC.
        i. Staffing for the DMCC may initially be volunteers. See **Annex H, Attachment 1**, *Volunteer Management Process*.
        ii. Staffing and corresponding functions could include:
            1. Distribution Management (Logistics) Branch Director/Section Chief: Oversees DMCC operations, coordinates DMCC activities, including public information, with Section Chief or IC/UC and the EOC.
            2. Intake Group: Person(s) to accept and sign-in incoming resources.
                a. Depending upon the incident, the Intake and Sorting Groups may be combined.
            3. Sorting Group: Person(s) to sort and inventory incoming resources by type. Some categories could be:
                a. Service Branch
                    i. Communications
                    ii. Medical
                    iii. Food
                b. Support Branch
                    i. Supply
                    ii. Facilities
                    iii. Ground Support
            4. Request/Assignment Group: Person(s) to collect resource requests and match them with available resources. See **Section 1.3** of this attachment.
                a. A distribution request phone number and/or radio frequency may need to be established to manage requests.
                b. Requests should be assigned a priority based upon the urgency of the need in congruence with the

prioritization established by the IC/UC, AC/UAC, and/or chief elected officials/principal executive officer.

    c. Once received and completed, requests should be forwarded to Distribution Group for preparation and distribution.

    d. Requests for resources may need to be prioritized in conjunction with the IC/UC, the EOC, and Chief Elected Officials due to limited availability.

    e. Depending upon the incident, this Group may need to be further divided into separate functions.

5. Distribution Group: Person(s) to oversee the distribution of resources.

    a. A resource distribution phone number and/or radio frequency may need to be established to manage distributions.

    b. If possible, donated goods should be distributed from the same location as collection.

    c. Depending upon the incident, the Distribution Group may need to be further divided into functional teams (Delivery Distribution Team, Pickup Distribution Team).

    d. Once a request is received and prepared for distribution, the individual requesting a resource (requestor) should be notified that the pickup is ready, or the request should be forwarded to the Delivery Distribution Team, if activated.

    e. If the resource is being delivered, the Delivery Distribution Team should notify and schedule delivery of the donation with the requestor.

    f. Further staffing and resources (delivery vehicles) may be required if resources are to be delivered.

    g. Depending upon the incident, the Intake Group and Distribution Group may be combined.

6. Support Group: Person(s) to coordinate the logistics needed by DMCC personnel, including resources transportation, food, water, or other necessary supplies.

    a. A staff support phone number and/or radio frequency may need to be established to manage donation staff support activities.

    b. Depending upon the incident, this Group may be combined with another Group.

D. The IC/UC, in coordination with the volunteer management branch director, the section chief, and the EOC, if activated, determines when distribution management is no longer required and the DMCC can demobilize.

i. Prior to full demobilization, the DMCC should make arrangements to distribute any leftover unused resources with the guidance of the IC/UC, the EOC, and Chief Elected Officials.

1.2 Possible Distribution Management Coordination Center Locations

North County

Location Name	Contact Number
Montana City Elementary School	406-442-6779
Clancy Elementary School	406-933-5575
Jefferson City Community Center	406-461-7466

Central/West County

Location Name	Contact Number
Boulder Elementary School	406-225-3316
Jefferson High School	406-225-3317
Jefferson County Fairgrounds	406-225-4397
Basin Elementary School	406-225-3211
Basin Community Center	406-465-5212

South County

Location Name	Contact Number
Whitehall Elementary School	406-287-3455
Whitehall High School	406-287-3455
Whitehall Community Center	406-498-4500
Cardwell Elementary School	406-287-3321

1.3 Distribution Request/Assignment Form

To be completed by Distribution Management Coordination Center Staff

Request #		Date	Time	Name of Staff Received By:		
Requestor Name		**Phone**	**Physical Location**			
Resources Requested:						
Can the resources be picked up by person requesting them? If so, when?						
How urgent is the request?						
PRIORITY #:			Priority 1 = Emergency, imminent threat to life/health. Priority 2 = Urgent, could become P1 within 1-2 days. Priority 3 = Concern, could become P2 within 1-2 days.			
Request Assigned To:						
Assignment Received By:						
Resource Ready, Assigned for:		**Pickup**	**Delivery**	**Received By:**		
Resource Picked Up	**Date:**		**Time:**		**By:**	
Resource Delivered	**Date:**		**Time:**		**By:**	

Notes:

Annex Z: Emergency Operations Center

Table of Contents

1.0 Introduction

1.1 Purpose
The purpose of this annex is to provide broad guidance and considerations for the functions of the Jefferson County Emergency Operations Center (EOC).

1.2 Scope
This annex provides an overall framework for EOC operations. This annex is not intended to define or supplant Standard Operating Procedures/Guidelines (SOPs/SOGs), or Population Protection Plans (PPPs) for any particular agency, organization, family, or individual.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Situation & Assumptions

2.1 Situation
1. Jefferson County is vulnerable to many natural and man-made hazards that could result in the need for EOC activation.
2. The purpose of the Jefferson County EOC is to provide a central location from which governments and agencies involved in an incident provide strategic level direction and coordination for preparedness, planning, response, and recovery activities while facilitating and prioritizing resource requests from incidents within the jurisdiction.
3. The Disaster and Emergency Services (DES) 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 response agencies.
4. Jefferson County's primary EOC is located at 110 S. Washington St. in Boulder, MT.
5. Jefferson County's alternate EOC locations include Montana City Volunteer Fire Department, Station 1 (1192 Highway 282 in Montana City), and the Borden's Hotel Conference Room (103 W. Legion in Whitehall).

6. EOC operational stages include normal operations, partial activation, or full activation, and may be virtual, mobile, or location specific based upon the needs of the incident.
7. The EOC may be activated at the request of Incident Command/Unified Command (IC/UC), by the DES Coordinator or by Chief Elected Officials.
8. A declaration of a state or local emergency or disaster is not required to activate the EOC. However, the EOC should be activated once a local declaration has been made.
9. Jefferson County EOC staffing and functionality is dependent upon volunteers and/or mutual aid support for operations.

2.2 Assumptions
1. NIMS principles will be used at every incident in the jurisdiction.
2. All appropriate disaster declarations will be made in a timely manner.
3. The resources that would ordinarily be available during an incident will continue to be available during an incident.
4. The cost of resources requested are the responsibility of the requesting agency.
5. Incident requirements will dictate when and to what degree the EOC is activated.
6. Agency representatives, chief elected officials, and other organizations with decision making powers involved or impacted by an incident will report to the EOC upon request.
7. The IC/UC will coordinate with the EOC upon activation.
8. EOC staffing and agencies may change throughout the course of an activation.
9. EOC operations may need to continue through the recovery phase of a given incident.
10. EOC operations may be hindered by staffing availability.

3.0 Concept of Operations

3.1 General Overview
1. Chief Elected Officials generally provide strategic guidance and resource prioritization for incidents from an EOC, while the IC/UC is responsible for specific incident tactics and control.
2. The EOC is a central coordination location for chief elected officials to obtain incident information from which strategic priority direction can be established and resource allocation decisions can be made.
3. Unless otherwise specified by Chief Elected Officials, resource prioritization should consider the following hierarchy of incident response priorities:

    A. **Life Safety** – Resources should be assigned first to incidents that could affect the health and/or safety of the population or emergency responders.

    B. **Critical Facilities** - Resources should then, if available, be assigned to protect facilities such as sheriff's offices and PSAPs, radio repeater towers, fire stations, EMS facilities, medical facilities, the county

courthouse, and other structures that, if affected by the hazard would seriously and adversely affect the community's ability to respond.

    C. **Critical Infrastructure** – Resources should then, if available, be assigned to protect facilities such as roadways, primary electrical service locations, heating fuel facilities, phone, water, sewer, transportation facilities and/or other components of infrastructure that, if damaged, would seriously and adversely affect life safety or response capability.

4. EOC staffing structure and activation levels should be scaled to meet the needs of the incident, as determined by the DES Coordinator. If staff isn't available mutual aid may be requested to fill needed positions.
5. The IC/UC should brief the EOC when activated regarding incident activity and information, and may be asked to provide a liaison to the EOC to facilitate establishment of a common operating picture which will allow chief elected officials to make the best strategic decisions possible.
6. As an incident grows more complex, when multiple incidents occur, or at the request of the IC/UC or Chief Elected Officials, the EOC may establish a Point of Public Inquiry and/or a Joint Information Center to assist PIO functions. See also **Annex D**, *Public Information*.
7. The DES Coordinator manages the EOC and fills the EOC level positions.
8. The EOC is responsible for coordination among agencies and jurisdictions during an incident or multiple incidents.
9. The EOC is responsible for attempting to fill resource and capability requests made by an IC/UC.
10. Considerations for the access and functional needs population should be made during any EOC activation. This would include involving public or private access and functional needs service providers in planning and decision making events. See also **Annex G**, *Access and Functional Needs*.
11. The EOC may need to remain in partial or full activation status through the recovery stage, depending upon the incident.

3.2 Specific Recommendations

1. While incident requirements will dictate the scale of EOC activation in Jefferson County, NIMS protocol recognizes three specific activation levels:

    Level 3: Normal Operations/Steady State

        i. Activities that are normal for the EOC when no incident or specific risk or hazard has been identified.
        ii. Routine watch and warning activities.

    Level 2: Partial Activation/Enhanced Steady-State

        i. Certain EOC team members/organizations are activated to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident.
    Level 1: Full Activation

        i. EOC team is activated, including personnel from all assisting agencies, to support the response to a major incident or credible threat.

2. The DES Coordinator should maintain Jefferson County's EOC Standard Operating Guidelines (SOGs), EOC Incident Action Plan Templates, EOC Staffing List, EOC Key Resources List, EOC Key Capabilities List, and all EOC staffing Job Aids (see **Attachments 1-13** of this annex).
    A. Common resources available in Jefferson County can be located utilizing the County's Bidders' List. The bidders' list is maintained by the Jefferson County Clerk and Recorder.
3. The EOC structure in Jefferson County will generally reflect the NIMS Incident Support Model organization method (See **Attachment 1** of this Annex for specific organizational layout and **Attachments 7-13** of this annex for specific command and general staff assignments).

3.3 Hazard Specific Considerations
1. Wildfire
    A. None identified
2. Hazardous Materials
    A. See **Annex J**
3. Severe Weather and Drought
    A. None identified
4. Flooding and Dam Failure
    A.   None identified
5. Transportation Incidents
    A. None identified
6. Earthquake
    A. None identified
7. Terrorism, Violence, Civil Unrest
    A. None identified
8. Communicable Disease
    A. None identified

4.0 Organization & Assignment of Responsibilities

Departments or agencies identified as those which may have a primary responsibility during an incident relevant to this annex are included in this section (see the **Basic Plan, Attachment 5**). Each department or agency should prepare their own internal checklists, plans or Standard Operating Procedures/Guidelines (SOPs/SOGs) to accomplish the goals listed in this Annex. Should a conflict arise between the procedures in this Annex and the procedures of an agency or organization listed herein, the agency or organization's procedures take precedence, however, efforts to synchronize such procedures with this Annex should be made.

Each designated department or agency suggested responsibilities are formatted to accommodate printing, therefore gaps and blank portions of the remaining sections of this Annex are intentional.

4.1 Direction: Chief Elected Officials/Principal Executive Officer

City/Town Council
County Commissioners
County Commission Chair
Mayor

Mitigation Phase:
- Review plans and procedures related to EOC activation and suggest updates as appropriate.
- Participate in the revision of this annex.

Preparedness Phase:
- Provide general policy guidance to all departments regarding EOC activation priorities and procedures.
- Participate in local exercises.

Response Phase:
- Activate the Emergency Operations Plan as necessary.
- Declare an emergency and/or disaster, if appropriate (see **Attachment 1** of **Annex B**).
- Request assistance from MTDES as necessary.
- Report to the EOC as requested to provide strategic incident guidance and resource allocation priorities.
- Authorize or direct other county resources whose assistance may be required to assist in the incident.
- Coordinate public information releases with the IC/UC or incident PIO (if position is filled), the EOC (if activated), and/or JIC (if activated).

Recovery Phase:
- Provide strategic recovery guidance and priorities to the EOC and the IC/UC.
- Prepare a summary of problems and successes to review at the after-action review.
- Participate in the after-action review and revise plans as necessary.

4.2 Control and Coordination: Disaster and Emergency Services

Mitigation Phase:
- Assist jurisdictional agencies in developing EOC coordination plans as requested.
- Coordinate the revision of this annex.

Preparedness Phase:
- Conduct EOC exercises.
- Review and update the attachments of this Annex as necessary.
- Participate in local exercises.

Response Phase:
- Activate and manage the EOC, brief chief elected officials of response actions, and coordinate and assist the IC/UC and other responding agencies and organizations as requested to support incident operations.
- Submit a request for an emergency/disaster declaration, as applicable. See **Annex B, Attachment 1**, *Emergency Declaration Template*.
- Coordinate incident efforts as assigned, including public information dissemination. See **Annex D**, *Public Information*.
- Provide situation reports to MTDES.
- Request assistance from MTDES as necessary.

Recovery Phase:
- Scale the activation status of the EOC through the recovery process as necessary.
- Review mitigation plans relevant to the incident and pursue mitigation options if possible.
- Prepare a summary of problems and successes for the after-action review.
- Coordinate and implement the after-action review and assist in revising plans as requested.
- Modify EOC SOGs as necessary based upon the after-action review.

5.0 Administration & Logistics

1. Each agency or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during incident operations.
2. When the Emergency Operations Center is activated, the DES Coordinator, acting on authority of the County Commissioners, is responsible for attempting to obtain resources responding agencies cannot supply upon request.
3. Each responding agency/organization is responsible for maintaining adequate records of personnel costs. Extra costs, such as overtime for both personnel and equipment, must be documented. If reimbursement is requested from either the State of Montana or the Federal Government because of a Presidential Disaster Declaration, these records are required. See the **Basic Plan, Attachments 7-10** for Force/Material Account Record Forms.

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1. The DES Coordinator is responsible for coordinating the development and maintenance of this annex through the Jefferson County Local Emergency Planning Committee. Individuals, agencies, and organizations should forward recommended changes of this annex to the DES Coordinator as needs become apparent.
2. This annex should be reviewed annually if possible and updated in accordance with the parameters outlined in **Section 9.2** of the **Basic Plan**.
3. Agencies and organizations assigned responsibilities recommended in this annex are responsible for developing and maintaining plans covering those responsibilities.

7.0 List of Attachments

Attachment 1: EOC Standard Operating Guidelines
Attachment 2: EOC Incident Action Plan Template
Attachment 3: EOC Staff Contact List (For Offical Use Only – Not for public release)
Attachment 4: EOC Key Resources List (For Offical Use Only – Not for public release)
Attachment 5: EOC Key Capabilities List
Attachment 6: EOC Manager Job Aid
Attachment 7: EOC Public Information Officer Job Aid
Attachment 8: EOC Public Inquiry Desk Job Aid
Attachment 9: EOC Situation Desk Job Aid
Attachment 10: EOC Logistics Desk Job Aid
Attachment 11: EOC Plans Desk Job Aid
Attachment 12: EOC Support Desk Job Aid
Attachment 13: ICS 214 Activity Log
Attachment 14: DES 209 Situation Report
Attachment 15: ICS 211 Check In
Attachment 16: ICS 213 General Message
Attachment 17: ICS 213 Resource Request

Attachment 1: EOC Standard Operating Guidelines

1.0 Introduction

1.1 Purpose
The purpose of the Emergency Operations Center (EOC) Standard Operating Guidelines (SOGs) is to provide broad, flexible guidelines for EOC operations. Every incident has different requirements and needs, and EOC operations should be modified to meet those needs within the context of the resources available to serve those needs.

1.2 Scope
The EOC serves a support function for incidents within Jefferson County or adjoining jurisdictions by attempting to fill resource and capability requests needed during an incident. The EOC also serves as the location from which Chief Elected Officials, in consultation with agency representatives, can establish strategic priorities and make resource allocation decisions. These guidelines provide a possible framework for primary, secondary, and mobile/virtual EOC operations, as well as scaling considerations for normal, partial, and full EOC activation.

1.3 Personal Responsibility
Preparedness for, response to, and recovery from an incident is the personal responsibility of each individual, family, organization and business in Jefferson County. Incidents can strike quickly and without warning. Each person, family, organization and business has a responsibility during such an incident to themselves and to those around them. Local emergency responders – fire, law enforcement, and medical services – are few in number and will be overwhelmed during some incidents. Individual citizens, families, businesses, and organizations need to take responsibility for their own pre-disaster preparedness, emergency response actions, and recovery activities, and be prepared to take care of those around them.

2.0 Standard Operating Guidelines

2.1 EOC Activation
1. The EOC may be activated at the request of any Chief Elected Official, the IC/UC on an incident, or at the discretion of the DES Coordinator.
2. Activation requests should be made through Jefferson County's Public Safety Answering Point (Dispatch), or directly to the DES Coordinator.
3. If the EOC is activated by any method other than by a request from the IC/UC, the EOC Manager should notify the IC/UC of an EOC activation (see also **Annex Z, Attachment 7**, *EOC Manager Job Aid*).

2.2 EOC Locations/Access Numbers
1. PRIMARY EOC LOCATION
   A. Jefferson County's primary EOC is located in the basement of the Sheriff's Office at 110 S. Washington, Boulder, MT. 59632.
      i. Phone numbers to gain access for activation are:

          1. 406-225-4035
          2. 406-439-6083
          3. 406-225-4075

2. ALTERNATE EOC LOCATIONS

    A. A north county alternate EOC is located at the Montana City Volunteer Fire Department Station 1 at 1192 Highway 282, Clancy, MT. 59634.

        i. Phone numbers to gain access for activation are:

            1. 406-431-9171
            2. 406-449-8637
            3. 406-461-4420

    B. A south county alternate EOC is located at the Borden's Hotel Conference Room at 103 W. Legion, Whitehall, MT. 59759.

        i. Phone numbers to gain access for activation are:

            1. 406-287-3282
            2. 406-498-4500
            3. 406-287-3487

3. MOBILE/VIRTUAL EOC LOCATIONS

    A. Depending upon the needs of the incident and the resources available, the EOC may be mobile (in a command trailer or vehicle) or virtual (with staff operating remotely from several locations).

4. Some EOC activations may require the use of all of the above locations, or others not listed, depending upon the needs of the incident.

2.3 EOC Organizational Model

1. The Jefferson County EOC is generally organized utilizing the following modified NIMS ICS Incident Support Model:

```
                    ┌─────────────┐
                    │ EOC Manager │
                    └─────────────┘
                           │
        ┌──────────────┬───┴───┬──────────────┐
  ┌──────────┐   ┌──────────┐
  │  Public  │   │ Liaison  │
  │Information│   │ Officer  │
  │ Officer  │   └──────────┘
  └──────────┘
       │
┌─────────────┐   ┌──────────┐
│Public Inquiry│  │  Safety  │
│    Desk     │   │ Officer  │
└─────────────┘   └──────────┘
```

| Situation Desk | Logistics Desk | Planning Desk | Support Desk |
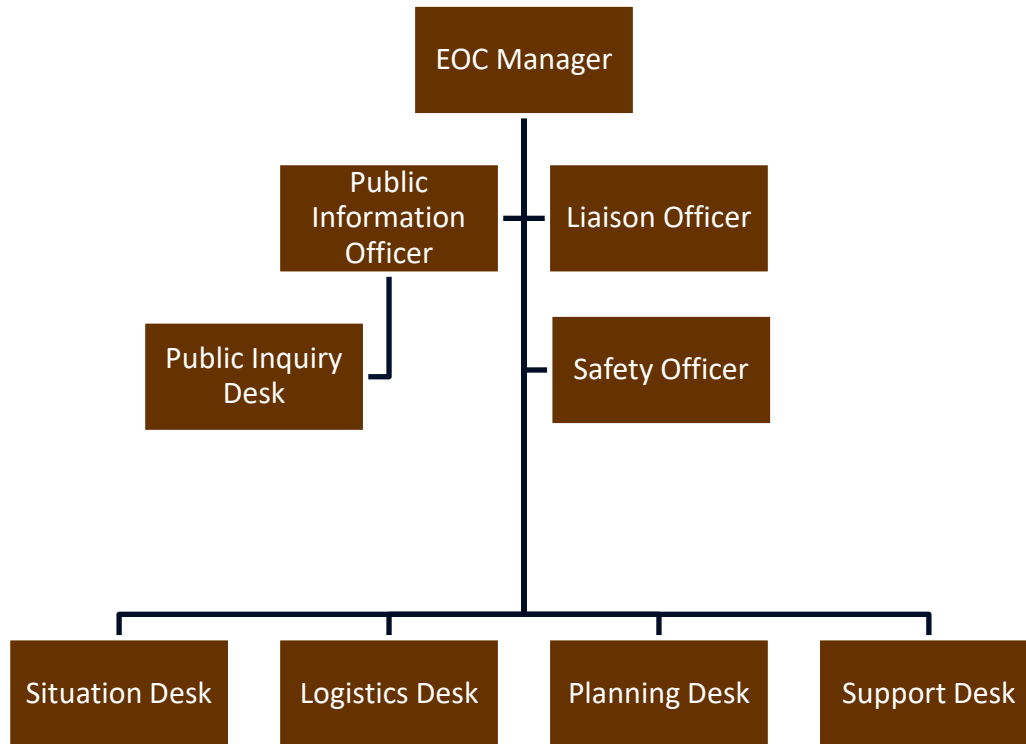
2. During normal operations, (NIMS level 3) the EOC Manager is typically the only EOC staff on duty. At this level of operations, Jefferson County Dispatch generally serves the function of the Situation Desk.
3. During partial activations, (NIMS level 2) not all staff positions are filled.
4. During full activations, (NIMS level 3) all staff positions are filled.
5. Unless a staff position or function is delegated, the EOC Manager is responsible for performing the duties of that function.
6. Mutual aid may be requested to staff EOC functions as necessary.
7. The EOC Manager reports directly to the Policy Group (Chief Elected Officials).

2.4 EOC Communications

1. The EOC should communicate with the IC/UC through the EOC Situation Desk, if activated, through dispatch, or through telephone and/or electronic communication.
   A. Most communication between the IC/UC and the EOC will take place utilizing the Jefferson County Sheriff's repeated fire frequencies programmed into the EOC radio equipment.

      B. Some communication with the IC/UC, and most communication with other incident personnel (such as the incident PIO) will likely take place utilizing telephone or electronic communication.

      C. See **Annex Z, Attachment 2** for an EOC incident communications template (EOC Incident Briefing Form).

  2. EOC Contact Numbers:

      A. EOC Manager: 406-225-4035

          i. Cell Phone   406-439-6083

      B. EOC Public Information Officer: 406-333-1443

      C. EOC Public Inquiry Desk: 406-225-4074

      D. EOC Situation Desk: 406-225-4081

      E. EOC Logistics Desk: 406-225-4073

      F. EOC Planning Desk: TBD

      G. EOC Support   TBD

2.5 EOC Security

1. The Jefferson County Sheriff's office is responsible for providing EOC security, upon request.
2. The EOC Manager may institute identification procedures for access to the EOC, as necessary.
3. The EOC will not be open to the public or the media.

      a. The EOC Manager, in consultation with the IC/UC and Chief Elected Officials, may schedule an EOC tour or visitation by the media upon request as incident circumstances allow.

2.6 EOC Functional Roles

1. EOC MANAGER

      A. Position held by DES Coordinator or Deputy DES Coordinator.

      B. Reports to Chief Elected Officials.

      C. Appoints and supervises all EOC staff.

      D. Responsible for all EOC functions not delegated to EOC staff.

      E. Manages EOC operations.

      F. See also **Annex Z, Attachment 7** for Job Aid.

2. EOC PUBLIC INFORMATION OFFICER

      A. Position held by volunteer and/or mutual aid personnel.

      B. Reports to EOC Manager.

      C. Responsible for incident public information dissemination in coordination with IC/UC and/or incident PIO, EOC Manager, Chief Elected Officials, and JIC, if activated.

      D. Responsible to staff Public Inquiry Desk unless/until Public Inquiry Desk is activated.

      E. Oversees Public Inquiry Desk personnel.

      F. See also **Annex Z, Attachment 8** for Job Aid.

3. EOC PUBLIC INQUIRY DESK
   A. Position held by volunteer and/or mutual aid personnel.
   B. Reports to the EOC Public Information Officer.
   C. Responsible for answering public inquiry phones and/or electronic communications.
   D. See also **Annex Z, Attachment 9** for Job Aid.

4. EOC SITUATION DESK
   A. Unless EOC Situation Desk is activated, Jefferson County's PSAP acts as the Situation Desk for the EOC.
   B. A dispatcher holds this position when the EOC Situation Desk is not activated.
   C. Volunteer and/or mutual aid personnel hold this position when the EOC Situation Desk is activated.
   D. May be assigned Logistics Desk duties unless/until the EOC Logistics Desk is activated.
   E. Reports to the EOC Manager.
   F. Responsible for EOC/IC communications and incident situation information.
   G. See also **Annex Z, Attachment 10** for Job Aid.

5. EOC LOGISTICS DESK
   A. Position held by volunteer and/or mutual aid personnel.
   B. Reports to the EOC Manager.
   C. Responsible for processing incident resource procurement requests.
   D. Responsible for performing EOC Support Desk functions unless/until EOC Support Desk is activated.
   E. See also **Annex Z, Attachment 11** for Job Aid.

6. EOC PLANNING DESK
   A. Position held by volunteer and/or mutual aid personnel.
   B. Reports to the EOC Manager.
   C. Responsible for incident planning, documentation collection and reports.
   D. Responsible for conducting daily breifings.
   E. See also **Annex Z, Attachment 12** for Job Aid.

7. EOC SUPPORT DESK
   A. Position held by volunteer and/or mutual aid personnel.
   B. Reports to the EOC Manager.
   C. Responsible for EOC operational logistics and support.
   D. See also **Annex Z, Attachment 13** for Job Aid.

8. EOC LIAISON OFFICER
   A. Position held by volunteer and/or mutual aid personnel.
   B. Reports to the EOC Manager.

  C. Responsible for liaison activities between the EOC and cooperating agencies.

  D. Unless otherwise delegated, this function is generally performed by the EOC Manager.

9. EOC SAFETY OFFICER

  A. Position held by volunteer and/or mutual aid personnel.

  B. Reports to the EOC Manager.

  C. Responsible for EOC safety.

  D. Unless otherwise delegated, this function is generally performed by the EOC Manager, though safety should be the top priority of each EOC staff member.

Attachment 2: EOC IAP

2.1 EOC Incident Briefing Form

Incident Name	IC	Frequency Label	Phone Number

EOC Function	Name	EOC Office Phone Number	EOC Cell Phone Number
EOC Manager		406-225-4035	406-439-6083
EOC PIO			406-333-1443
EOC Public Inquiry		406-225-4074	
EOC Situation Desk		406-225-4081	
EOC Logistics Desk		406-225-4073	
EOC Planning Desk			
EOC Support Desk			
	EOC Wireless Router		406-417-1532

Jefferson County Dispatch: 406-225-4075

2.2 ICS Form 201 Incident Objectives

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 2   Date/Time: _____

2.3 ICS Form 201 Resource Summary

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 4   Date/Time: _____

2.4 ICS 208 Safety Message/Plan

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

4. Site Safety Plan Required? Yes ☐ No ☐
   Approved Site Safety Plan(s) Located At:

5. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 208	IAP Page _____	Date/Time: _____

Attachment 3: EOC Staff Contact List – FOUO

For Official Use Only – Not for public release.

Attachment 4: EOC Key Resources List - FOUO

For Official Use Only – Not for public release.

Attachment 5: EOC Key Capabilities List

Capability	Source	Contact
Bus Service	Harlow's Bus Service	See Key Resources List
Cascade System (mobile)	Montana City VFD	Dispatch
Command Staff	VFD Mutual Aid	Dispatch
Command Trailer	Jefferson County Sheriff	Dispatch
Communications Trailer	DPHHS, Madison Co., Silver Bow Co.	DES
CAFS Fire Apparatus	Montana City, Boulder, or Whitehall VFD	Dispatch
Conference Call Phone	Jefferson Co. Health Dept.	Health Dept.
Donation Management	Elkhorn COAD	See Key Resources List
Engineering Services	Contracted Engineer	Commissioners
Extrication	Montana City, Boulder, or Whitehall VFD	Dispatch
Fire Investigation	Fire Marshal	Dispatch
HAM Radio	Capital City Amateur Radio Club	See Key Resources List
HAZMAT Remediation	Olympus Technical Services	See Key Resources List
Heavy Equipment	Jefferson County Road Dept.	Road Dept.
High Angle Rescue	Lewis and Clark Co. SAR	Dispatch
Ladder Fire Apparatus	Montana City VFD	Dispatch
Low Angle Rescue	Jefferson Co. Search and Rescue	Dispatch
Man Tracking	Jefferson Co. Search and Rescue	Dispatch
Mapping	Geographic Information Systems	Jeff. Co. GIS
PA System	Jefferson County DES	Dispatch
Point of Distribution Infrastructure	Jefferson Co. Health Dept.	Health Dept.
Radio Cache	Jefferson County DES	Dispatch
Radio PSAs	Jefferson County DES	DES
Radio Repeater (portable)	Jefferson Co. Search and Rescue	Dispatch
Radio Sales/Service (County)	Dunne Communications	See Key Resources List
Router, 4G Wi-Fi	Jefferson County DES	DES
Satellite Phone	Jefferson County Sheriff	Dispatch
Signs	Geographic Information Systems	Jeff. Co. GIS
Volunteer Management	Elkhorn COAD	See Key Resources List
Water Boom	Exxon/Mobil Helena	See Key Resources List

Attachment 6: EOC Manager Job Aid

1. The EOC Manager: Appoints EOC staff, sets EOC tasks, coordinates with Chief Elected Officials, agency representatives, and the IC/UC to facilitate the development of policy direction for incident support as necessary, the acquisition of needed incident resources as requested, and the dissemination of timely, accurate, and accessible information to the public as requested. See also **Annex Z, Attachment 1,** *EOC SOGs.*
   A. In the absence of the delegation of other EOC functions, the EOC Manager fulfills those functions.
2. The EOC Manager reports to the Chief Elected Officials (Policy Group).
3. The following positions, if assigned, report to the EOC Manager:
   A. PIO
   B. Liaison Officer
   C. Safety Officer
   D. Situation Desk
   E. Logistics Desk
   F. Planning Desk
   G. Center Support Desk
4. The following pages include possible checklists for EOC Manager duties. The nature of the incident or incidents requiring EOC activation will dictate the specific needs and requirements of the EOC Manager, some checklist actions may not be necessary and other actions may be necessary which are not on the checklists.

EOC Manager Checklist – Initial EOC Operations

- ❑ Notify Chief Elected Officials of the incident.
- ❑ Activate the EOC as needed or directed (see **Annex Z Attachment 1**).
    - o EOC activation level and location will be determined based upon the needs of the incident.
- ❑ Record activation and any further details of notable activities in Activity Log (ICS 214 – see **Annex Z Attachment 13**).
- ❑ Update EOC IAP ICS 208 safety form as necessary. See **Annex Z Attachment 2.**
- ❑ Inform IC/UC that EOC is activating and:
    - o **Request IC/UC preferred contact information**.
        - ▪ Contact information needed (depending upon the incident) for:
            - • IC/UC
            - • Incident PIO
            - • Incident Logistics Chief (Individual on scene with resource ordering authority)
            - • Incident Liaison Officer (individual with decision making authority who may be asked to respond to the EOC and/or act as a liaison between the EOC and ICP)
            - • Any specialized branch leader such as Evacuation Group or Access and Functional Needs Group Supervisor.
        - ▪ Complete top half of EOC Incident Briefing Form (see **Annex Z Attachment 2**). Incident Briefing Form dry erase template is located on the whiteboard in the EOC.
    - o **Request the current conditions, actions taken, plans, and needs for the incident.**
    - o **Coordinate the fulfillment of immediate incident needs as possible, including public information dissemination.**
        - ▪ Expand EOC operations as necessary to meet incident needs (See **page 3** of this Attachment).
- ❑ Notify Montana DES Duty Officer and/or DES district field officer of incident.
    - o Duty Officer: 406-324-4777
    - o District Field Officer: 406-431-0102
- ❑ Provide an initial DES 209 Status Summary form to Montana DES as necessary (see **Annex Z Attachment 14**).
- ❑ Determine if a disaster or emergency declaration, 2-mill levy, or a Governor's or Presidential declaration may necessary in consultation with Chief Elected Officials. See **Annex B, Attachment 1** for declaration template.

EOC Manager Checklist – Expanded EOC Operations

❑ Continue to document details of notable activities in Activity Log (ICS 214).
❑ Determine EOC additional staffing requirements and call in needed staff as necessary (see **Annex Z Attachment 3** for staff list).
  o Mutual aid will likely be required to fill EOC staffing positions for full EOC activation.
  o Staffing levels should take into consideration the potential for multiple operational periods. Staff may be needed to work in shifts.
❑ Complete an initial EOC Incident Action Plan (IAP). See **Annex Z Attachment 2**.
  o IAP dry erase template is located on the whiteboard in the EOC.
  o The Plans Desk, if activated, should maintain the IAP whiteboard and IAP hard copy in coordination with the EOC Manager. See **Annex Z Attachment 11**.
❑ Appoint incoming staff to needed positions and brief with EOC IAP upon their arrival.
  o Incoming staff should check in with form ICS 211 upon arrival. See **Annex Z Attachment 15**.
  o All staff should maintain an Activity Log (ICS 214) of their own notable activities for the duration of their shift.
❑ Request presence of policy group and/or agency representatives with decision-making authority to EOC as necessary.
❑ Coordinate resource requests in alignment with Chief Elected Official's strategic goals and priorities for the allocation of available resources.
  o In the event of multiple requests for limited resources, submit requests to the Policy Group (Chief Elected Officials) for resource prioritization.
  o Unless otherwise specified by the Policy Group, resource prioritization should consider the following hierarchy of emergency response priorities (see **Annex Z**):
    ▪ Life Safety
    ▪ Critical Facilities
    ▪ Critical Infrastructure
❑ Coordinate public information dissemination with IC/UC, Chief Elected Officials, and JIC (if activated).
  o Public information coordination should be led by the EOC PIO and include Public Inquiry Desk personnel. See **Annex Z Attachments 7 and 8**.
❑ Coordinate with EOC Support Desk to obtain resources needed for EOC operations using ICS 213 RR form. See **Annex Z Attachments 12 & 17**.
❑ Provide updated DES 209 forms to Montana DES as requested.
❑ At end of operational period, submit all forms generated to the Plans Desk.
❑ After incident is complete, conduct AAR and revise plans as necessary.

Attachment 7: EOC PIO Job Aid

1. The EOC PIO is responsible for the coordination of incident public information. The EOC PIO coordinates these efforts with the IC/UC and/or incident PIO, EOC Manager, Chief Elected Officials, and JIC, if activated. See also **Annex Z, Attachment 1,** *EOC SOGs*.
    A. In the absence of the delegation of other EOC PIO functions, the EOC PIO fulfills those functions.
2. The EOC PIO reports to the EOC Manager.
3. The following positions, if assigned, report to the EOC PIO:
    A. Public Inquiry Desk
4. The following pages include a possible checklist for EOC PIO duties. The nature of the incident or incidents requiring EOC activation will dictate the specific needs and requirements of the EOC PIO, some checklist actions may not be necessary and other actions may be necessary which are not on the checklist.

EOC PIO Checklist – EOC Operations

❑ Check in to EOC using from ICS 211 (see **Annex Z Attachment 15**).

❑ Record activation and any further details of notable activities in Activity Log (ICS 214 – see **Annex Z Attachment 13**).

❑ In Brief with EOC Manager and review EOC IAP on whiteboard of EOC.

❑ Direct the Google Voice EOC PIO phone number (406-333-1443) to the phone of the EOC PIO.
  o The PIO should utilize the EOC PIO Google Voice phone number for incident use.

❑ Determine preferred contact method for IC/UC and/or incident PIO (if assigned).

❑ Determine if the Public Inquiry Desk requires activation in coordination with IC/UC, incident PIO, and the EOC Manager.
  o If activated and staffed, publicize the number for the Public Inquiry Desk (406-225-4074) in coordination with the IC/UC and/or incident PIO. See also **Annex Z, Attachment 8**.
  o EOC PIO may staff the public inquiry desk unless/until further staff is needed to perform that function.

❑ Coordinate the release of public information for the incident or incidents.
  o Public information releases should be closely coordinated with the IC/UC and/or Incident PIO, or JIC (if established).
  o Public information releases should consider the population with Access or Functional Needs.
  o County resources available for public information releases include:
    ▪ The National Weather Service Emergency Alert System.
    ▪ The Jefferson County Low Power FM Radio Stations (the Emergency Broadcast System).
    ▪ Jefferson County Facebook pages (County page, Sheriff's Office page).
    ▪ Jefferson County media contacts (Media contact list – see **Annex D, Attachment 1**).
    ▪ Jefferson County reverse notification system.
    ▪ See also **Annex D**, *Public Information*.

❑ Coordinate any public meetings, press briefings, or news conferences with EOC Manager, Chief Elected Officials, Incident PIO, Incident IC/UC or JIC (if established).

❑ Coordinate the monitoring of public information releases to watch for erroneous, misleading, or outdated information.

- o Report any new information obtained from monitoring to the EOC Manager, the Incident PIO and/or the IC/UC.
- ❑ Coordinate with EOC Support Desk to obtain resources needed for EOC PIO operations. See **Annex Z Attachment 12**.
- ❑ At end of operational period, submit all forms generated to the Plans Desk.
- ❑ Participate in the post incident AAR.

Attachment 8: EOC Public Inquiry Desk Job Aid

1. The EOC Public Inquiry Desk is responsible for answering incoming phone information requests regarding an incident or incidents. The EOC Public Inquiry Desk coordinates these efforts with the EOC PIO and/or the IC/UC or the Incident PIO, if assigned. See also **Annex Z, Attachment 1,** *EOC SOGs.*
2. The EOC Public Inquiry Desk reports to the EOC PIO if assigned, or the EOC Manager.
3. The following pages include a possible checklist for EOC Public Inquiry Desk duties. The nature of the incident or incidents requiring EOC activation will dictate the specific needs and requirements of the EOC Public Inquiry Desk. Some checklist actions may not be necessary and other actions may be necessary which are not on the checklist.

EOC Public Inquiry Desk Checklist – EOC Operations

- ❑ Check in to EOC using from ICS 211 (see **Annex Z Attachment 15**).
- ❑ Record activation and any further details of notable activities in Activity Log (ICS 214 – see **Annex Z Attachment 13**).
- ❑ In Brief with EOC Manager and/or the EOC PIO and review EOC IAP on whiteboard of EOC.
- ❑ Answer incoming phone information requests regarding an incident or incidents.
  - o Only answer questions to which you know the answer.
  - o Obtain call back information for questions you cannot answer, and follow up.
- ❑ Document each call with the General Message Form (ICS 213 – see **Annex Z Attachment 16**).
- ❑ Assist EOC PIO as directed.
- ❑ Participate in any EOC briefings to maintain situational awareness.
- ❑ Provide EOC PIO or EOC Manager with feedback for trends with incoming calls.
- ❑ At end of operational period, submit Activity Log and answered General Messages to the Plans Desk.
  - o Unanswered general messages should be provided to the staff of the next operational period.
- ❑ Participate in post incident AAR.

Attachment 9: EOC Situation Desk Job Aid

1. The EOC Situation Desk is responsible for maintaining EOC situational awareness of incidents within the jurisdiction, performing communications between the EOC and the ICP upon request, and may receive and route resource requests from ICPs. The EOC Situation Desk coordinates these efforts with EOC staff and the IC/UC or their designated liaison, if assigned. See also **Annex Z, Attachment 1,** *EOC SOGs.*
2. The EOC Situation Desk reports to the EOC Manager.
3. The following pages include a possible checklist for EOC Situation Desk duties. The nature of the incident or incidents requiring EOC activation will dictate the specific needs and requirements of the EOC Situation Desk. Some checklist actions may not be necessary and other actions may be necessary which are not on the checklist.

EOC Situation Desk Checklist – EOC Operations

❑ Check in to EOC using from ICS 211 (see **Annex Z Attachment 15**).
❑ Record activation and any further details of notable activities in Activity Log (ICS 214 – see **Annex Z Attachment 13**).
❑ In Brief with EOC Manager and review EOC IAP on whiteboard of EOC.
❑ Determine preferred contact method for IC/UC and/or their designated EOC liaison, if assigned.
❑ Monitor incidents utilizing radio traffic, phone, or any other methods and update EOC IAP on the EOC whiteboard to maintain EOC situational awareness.
   o Coordinate information sharing with all other EOC staff.
   o Announce major incident updates/changes to all EOC staff.
❑ Communicate with ICP as necessary at the request of EOC staff.
❑ Pass any incident resource requests to the Logistics Desk, if activated, or the EOC Manager using resource request form (ICS 213 RR). See **Annex Z Attachment 17**.
❑ Coordinate with EOC Support Desk, if activated, to obtain resources needed for EOC Situation Desk operations.
❑ At end of operational period, submit all forms generated to the Plans Desk.
❑ Participate in the post incident AAR.

Attachment 10: EOC Logistics Desk Job Aid

1. The EOC Logistics Desk is responsible for attempting to procure resources requested by ICPs within the jurisdiction and maintaining resource status summaries for all incidents. The EOC Logistics Desk coordinates these efforts with EOC staff and the IC/UC or their designated liaison, if assigned. See also **Annex Z, Attachment 1,** *EOC SOGs.*
2. The EOC Logistics Desk reports to the EOC Manager.
3. The following pages include a possible checklist for EOC Logistics Desk duties. The nature of the incident or incidents requiring EOC activation will dictate the specific needs and requirements of the EOC Logistics Desk. Some checklist actions may not be necessary and other actions may be necessary which are not on the checklist.

EOC Logistics Desk Checklist – EOC Operations

- ❑ Check in to EOC using from ICS 211 (see **Annex Z Attachment 15**).
- ❑ Record activation and any further details of notable activities in Activity Log (ICS 214 – see **Annex Z Attachment 13**).
- ❑ In Brief with EOC Manager and review EOC IAP on whiteboard of EOC.
- ❑ Determine preferred contact method for IC/UC and/or their designated EOC liaison (if assigned).
    - o Confirm who has ordering authority within the agency that may be requesting resources.
    - o The costs of resources requested are the responsibility of the requesting agency.
- ❑ Maintain EOC IAP Resource Summary (ICS 201) on the EOC whiteboard and in hard copy for the entire operational period.
    - o Coordinate information sharing with all other EOC staff.
    - o Announce major resource updates/changes to all EOC staff.
- ❑ Accept incident resource requests from the Situation Desk, dispatch, or directly from the IC/UC and/or their designated representative using resource request form (ICS 213 RR). See **Annex Z Attachment 17**.
- ❑ Utilize county Key Resources List (**Annex Z Attachment 4**), county Bidder's List (**Annex Z Attachment 5**), or other sources, including Montana DES (406-324-4777) to locate and order requested resources.
    - o In the event of multiple requests for limited resources, submit requests to the EOC Manager and/or the Policy Group (Chief Elected Officials) for resource prioritization.
    - o Unless otherwise specified by the Policy Group, resource prioritization should consider the following hierarchy of emergency response priorities (see **Annex Z**):
        - ▪ Life Safety
        - ▪ Critical Facilities
        - ▪ Critical Infrastructure
- ❑ Coordinate resource fulfillment logistics with the IC/UC and/or their designated liaison to include ETA of requested resources, location where resources are to be delivered, and confirmation of resource arrival on-scene.
- ❑ Perform EOC Support Desk functions unless/until EOC Support Desk is activated. Upon EOC Support Desk activation, coordinate with EOC Support Desk to obtain resources needed for EOC Logistics Desk operations.
- ❑ At end of operational period, submit all forms generated to the Plans Desk.
    - o Unfilled resource requests should be noted in EOC IAP Resource Summary for the next operational period.
- ❑ Participate in the post incident AAR.

Attachment 11: EOC Plans Desk Job Aid

1. The EOC Plans Desk is responsible for maintaining EOC IAPs for all incidents within the jurisdiction and collecting and collating all forms and reports generated by EOC operations. The EOC Plans Desk coordinates these efforts with EOC staff and the IC/UC or their designated liaison, if assigned. See also **Annex Z, Attachment 1,** *EOC SOGs*.
2. The EOC Plans Desk reports to the EOC Manager.
3. The following pages include a possible checklist for EOC Plans Desk duties. The nature of the incident or incidents requiring EOC activation will dictate the specific needs and requirements of the EOC Plans Desk. Some checklist actions may not be necessary and other actions may be necessary which are not on the checklist.

EOC Plans Desk Checklist – EOC Operations

- ❑ Check in to EOC using from ICS 211 (see **Annex Z Attachment 15**).
- ❑ Record activation and any further details of notable activities in Activity Log (ICS 214 – see **Annex Z Attachment 13**).
- ❑ In Brief with EOC Manager and review EOC IAP on whiteboard of EOC.
- ❑ Determine preferred contact method for IC/UC and/or their designated EOC liaison, if assigned.
- ❑ Maintain EOC Incident Briefing Form and ICS 201 Objectives Form in the EOC IAP on the EOC whiteboard and on hard copy in coordination with the EOC Manager (see **Annex Z Attachment 1**).
    - o Coordinate information sharing with all other EOC staff.
    - o Announce major incident updates/changes to all EOC staff.
- ❑ Coordinate and implement EOC Planning meetings.
    - o Meetings should be held at least at every shift change to review situational awareness and outstanding resource needs.
- ❑ Coordinate with EOC Support Desk, if activated, to obtain resources needed for EOC Logistics Desk operations.
- ❑ At end of operational period, collect and collate all forms generated by EOC operations.
    - o Unless otherwise specified, documentation should be organized by operational period.
    - o Confirm that all outstanding resource requests are passed on to the next operational period.
- ❑ Participate in the post incident AAR.

Attachment 12: EOC Support Desk Job Aid

1. The EOC Support Desk is responsible for procuring the supplies needed for EOC operations. The EOC Support Desk coordinates these efforts with EOC staff and the EOC Manager. See also **Annex Z, Attachment 1,** *EOC SOGs.*
2. The EOC Support Desk reports to the EOC Manager.
3. The following pages include a possible checklist for EOC Support Desk duties. The nature of the incident or incidents requiring EOC activation will dictate the specific needs and requirements of the EOC Support Desk. Some checklist actions may not be necessary and other actions may be necessary which are not on the checklist.

EOC Support Desk Checklist – EOC Operations

- ❑ Check in to EOC using from ICS 211 (see **Annex Z Attachment 15**).
- ❑ Record activation and any further details of notable activities in Activity Log (ICS 214 – see **Annex Z Attachment 13**).
- ❑ In Brief with EOC Manager and review EOC IAP on whiteboard of EOC.
- ❑ Determine preferred contact method for EOC resource requests.
    - o Confirm who has ordering authority within the EOC that may be requesting resources.
        - ▪ The EOC Manager should review and approve EOC operations resource orders.
    - o The costs of EOC operational resources requested are the responsibility of Jefferson County DES.
- ❑ Coordinate with EOC Manager to determine if food and beverages will be required for the operational period.
- ❑ Accept EOC resource requests using resource request form (ICS 213 RR). See **Annex Z Attachment 17**.
- ❑ Utilize county Key Resources List (**Annex Z Attachment 4**), county Bidder's List (**Annex Z Attachment 5**), or other sources, including Montana DES (406-324-4777) to locate and order requested resources.
- ❑ Maintain EOC Support Resources Summary Form (ICS 201) to track resource orders and deliveries.
- ❑ At end of operational period, submit all forms generated to the Plans Desk.
    - o Unfilled resource requests should be noted in EOC Support Resource Summary for the next operational period.
- ❑ Participate in the post incident AAR.

Attachment 13: ICS 214 Activity Log

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:	
3. Name:	4. ICS Position:	5. Home Agency (and Unit):

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 1   Date/Time: _____

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period:	Date From:	Date To:
		Time From:	Time To:

7. Activity Log (continuation):

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 2   Date/Time: _____

Attachment 14: DES 209 Situation Report

Jurisdiction: Jefferson County, Montana Phone Number: (406) 225-4035 Date/Time Prepared: Fax Number: (406) 225- 4145 Reporting Party: **EOC Manager**	
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?

Jurisdiction:	Date/Time:	Prepared By:			
	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					

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			

16. **Remarks:**

Attachment 15: ICS 211 EOC Check In

INCIDENT CHECK-IN LIST (ICS 211)

| 1. Incident Name: | 2. Incident Number: | 3. Check-In Location (complete all that apply): ☐ Base ☐ Staging Area ☐ ICP ☐ Helibase ☐ Other | 4. Start Date/Time: Date: Time: |

Check-In Information (use reverse of form for remarks or comments)

5. List single resource personnel (overhead) by agency and name, OR list resources by the following format: State / Agency / Category / Kind / Type / Resource Name or Identifier / ST or TF	6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit

| 17. Prepared by: | Name: | Position/Title: | Signature: | Date/Time: |

ICS 211

Attachment 16: ICS 213 General Message

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):	
2. To (Name and Position):	
3. From (Name and Position):	

4. Subject:	5. Date:	6. Time

7. Message:

8. Approved by: Name: _____ Signature: _____ Position/Title: _____

9. Reply:

10. Replied by: Name: _____ Position/Title: _____ Signature: _____

ICS 213   Date/Time: _____

Attachment 17: ICS 213RR Resource Request

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:

2. Date/Time:

3. Resource Request Number:

4. Order (Use additional forms when requesting different resource sources of supply.):

Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
				Requested	Estimated	

5. Requested Delivery/Reporting Location:

6. Suitable Substitutes and/or Suggested Sources:

7. Requested by Name/Position:

8. Priority: ☐ Urgent ☐ Routine ☐ Low

9. Section Chief Approval:

Requestor

10. Logistics Order Number:

11. Supplier Phone/Fax/Email:

12. Name of Supplier/POC:

13. Notes:

14. Approval Signature of Auth Logistics Rep:

15. Date/Time:

16. Order placed by (check box): ☐ SPUL ☐ PROC

Logistics

17. Reply/Comments from Finance:

Finance

18. Finance Section Signature:

19. Date/Time:

ICS 213 RR, Page 1