

SECTION II

EMERGENCY SUPPORT FUNCTIONS



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Purpose

Each emergency/disaster situation requires a scalable and flexible response that coordinates the activities and resources of Judith Basin County. These activities and resources are managed through the framework provided by Emergency Support Functions (ESFs).

Emergency Support Functions align categories of resources and provide strategic objectives for their use.

This plan is intended to apply during disaster events in Judith Basin County. These events are dynamic and demand a flexible coordinated response and recovery effort tailored to the actual consequences of disasters. Our response and recovery will apply the principles of "scalability" embodied within the Incident Command System (ICS), the National Incident System (NIMS), the National Response Framework (NRF), State plans and this plan. ***The overall goal of this plan is to provide a clear blueprint of roles, responsibilities, and resources in Judith Basin County and our partners to ensure a rapid, flexible, tailored response to the consequences of any disaster event in the towns of Stanford and Hobson and Judith Basin County.***

The following are general assumptions regarding the scale of emergency/disaster events and their relationship to this plan:

Routine emergencies will be managed in the field under the Incident Command System. ICS is a highly flexible national standard for all first responders that provide a clear chain of command and organizational structure for incident management. In extraordinary events, ICS remains in place, but is extended to the broader emergency management network with the EOC to help support ICS and to carry out the additional functions that are needed (e.g., damage assessment, coordination of outside agencies and volunteers, intergovernmental relations, etc.). Activation of the EOC is particularly important when needed resources are scarce or when multiple requests for similar resources are generated from the field.

Scale and complexity distinguish disaster from routine emergencies. When an event impacts a broad area or will involve numerous response agencies over an extended period of time, activation of this plan should be considered.

Disasters and large-scale emergencies are rarely confined to one jurisdiction. Therefore, a multi-jurisdictional effort will be required to effectively manage most major incidents. Emergency plans and exercises should incorporate procedures for integrating the resources of local governments, private and volunteer organizations, and State and Federal governments. ICS provides this framework and procedures.

Disaster response demands a highly flexible organizational structure of diverse partnerships in order to adapt to the scale, dynamic and phases of operations. The traditional organizational model of ICS meets this challenge through the principle of span of control, chain of command and scalability. The organizational model provided by the ESF matrix provides a structure for coordination that comprises much of our response capabilities.

USE OF THE ESF MATRIX

The following matrix provides a quick reference tool to identify the respective role and relationships of the towns of Hobson and Stanford and Judith Basin County agencies to the Emergency Support Functions of all-hazards response and recovery.

Although Judith Basin may have no capabilities to perform some of the functions listed as Emergency Support Functions, it is important to know who will assume these duties.

Designations are divided into three categories:

Lead/Primary Responsibilities

Unified Responsibilities

Supporting Responsibilities

“LEAD” indicates the agency that is the designated primary or lead for all activities related to the specific ESF. These agencies have a statutory or functional responsibility to coordinate the activities of all agencies that have responsibilities under this ESF.

“UNIFIED” indicates the lead in accomplishing an ESF may be “unified” or shared by more than one agency, or the lead may be situation dependent.

“SUPPORT” indicates other agencies that may have resources that could be used in support of the ESF. Agencies designated **“Lead”** or **“Unified”** is responsible for coordinating the efforts of agencies designated as **“Support”** in support of the accomplishment of the ESF.

*This matrix is a guideline for agencies with pre-designated roles. **This should not restrict adaptation during disaster/emergency response and recovery.**

*It should also be noted that the ESFs are related. For example, ESF 6B – Evacuation, may need to coordinate with ESF 1 – Transportation and ESF 15A – Public Information.

Although initially designated the lead agency; the role may be shifted to meet the operational needs of response and recovery efforts. All designated ESF stakeholders will remain involved in support roles as needed. Agencies that do not have designated roles within a given ESF may be integrated as needed to address the situation.

The structure and roles outlined in this plan are intended to provide a flexible foundation that can be adapted as needed.

The ESF matrix provided on the following page provides a quick reference summary of the ESF structure and the respective roles of stakeholders. The following ESF descriptions provide additional details regarding these roles and responsibilities during disaster events.

EMERGENCY SUPPORT FUNCTION	LEAD	UNIFIED	SUPPORT
1 TRANSPORTATION	PW/COUNTY ROAD, DOT		COMMUNITY BUSINESSES-CONSTRUCTION COMPANYS, SO, MHP, DES, DISPATCH, CEO'S
2 COMMUNICATIONS	DES, SO, CLERK		CEO'S, COMMUNICATION COMPANY'S, NOAA/NWS, DEPT. OF JUSTICE/CJIN, IT RESOURCES
3 PUBLIC WORKS/ROAD DEPT.	PUBLIC WORKS (CITY MAINT.) COUNTY ROAD DEPT.		DOT, SANITATION COMPANYS, ELECTRICAL UTILITY, HEALTH DIST, FIRE, EMS, CEO'S, DES, PRIVATE BUSINESS
4. FIREFIGHTING	FIRE		COUNTY ROAD, SO, DES, DNRC, BLM, USFS, DOT, UTILITY, PUBLIC WORKS
5. EMERGENCY MGMT	DES, IC, CEO'S		CEO'S CLERK, COUNTY ATTORNEY, EMS, SCHOOLS, SO, VOLUNTEER GROUPS, FIRE,
6A. MASS CARE	RED CROSS		CEO'S, CLERK, FIRE, SCHOOLS, CHURCHES, DES, EMS, SHERIFF, VOLUNTEER GROUPS
6B. EVACUATION	SO, FIRE		CEO'S,DES, PW/ROAD DEPT. EMS, SCHOOL DIST,., MHP, DOT
6C. ANIMAL EVACUATION	SO		CEO'S, DES, FWP, DEPT. OF LIVESTOCK, CMHD, EXTENSION, FIRE, MHP, VOAD
7A. RESOURCES & LOGISTICS	DES		CEO'S, CLERK, FIRE, PW/ROAD, MUTUAL AID RESPONDERS, CHURCHES, BUSSINESS, EMS, SO, RED CROSS, SCHOOLS
7B. DONATION MANAGEMENT	DES OR DESIGNATED		SCHOOLS, CHURCHES, CIVIC GROUPS, VOLUNTEER ORG.
7C. VOLUNTEER MANAGEMENT	DES OR DESIGNATED		CEO'S, VOAD, RED CROSS
8A. EMS HOSPITALS	EMS		BASIN MEDICAL, MUTUAL AID EMS, ALS, AREA HOSPITALS, SO, FIRE, DES
8B. PUBLIC HEALTH	CMHD		EMS, BASIN MEDICAL, DES, SO, PIO, RED CROSS, VOAD
8C. MENTAL HEALTH PASTORAL CARE	CMHD		DES, COUNTY AND COMMUNITY BASED FAITH ORGANIZATIONS, TRI-COUNTY CISM
8D. MASS FATALITY MGMT.	SHERIFF/CORONER		FIRE, DES, EMS, AREA MORTUARIES
8E. SPECIAL NEEDS POPULATION	SHERIFF/DES		FIRE, EMS, VOAD, RED CROSS, SCHOOL DIST.
9. SEARCH & RESCUE	SAR/SHERIFF		SO, DES, EMS, RED CROSS, VOAD, MAFB, HOMELAND SECURITY, CIVIL AIR PATROL, COUNTY EXTRICATION, FIRE
10. HAZARDOUS MATERIAL	FIRE		PW/ROAD DEPT, UTILITIES, CMHD, SO, DES, HAZMAT TEAM, CEO'S, LOCAL VETERINARY, MHP, DOT
11. AGRICULTURE AND NATURAL RESOURCES	CEO'S, EXTENSION, COUNTY VETERINARIAN, CMHD		DES, PW, FWP, DEPT. OF LIVESTOCK, FSA, SCS, STATE VETERINARIAN
12. UTILITY SERVICES	LOCAL PROVIDER, CEO'S, SO, DES		DES, POWER & TELEPHONE, COMMUNITY BUSINESSES
13. LAW ENFORCEMENT	SO		MHP, FWP, DOL, BLM, FSLE, MUTUAL AID AGENCIES, DISPATCH
14A. DAMAGE ASSESSMENT	DES, CEO'S, CLERK		FIRE, PW/ROAD, UTILITY, COMMUNITY BUSINESS, RED CROSS, VOLUNTEERS, PROPERTY OWNERS, INSURERS
14B. LONG TERM RECOVERY	CEO'S		DES, CLERK, FIRE, PW/ROAD DEPT, ALL TOWN/COUNTY DEPTS., RED CROSS, SCHOOLS, PUBLIC UTILITIES, PRIVATE CONTRACTORS, LOCAL BUSINESSES
15A. PUBLIC INFORMATION	CEO'S/DESIGNATED PIO		ALL AGENCIES/DEPTS, LOCAL MEDIA, IC,
15B. EXTERNAL AFFAIRS/WARNING	CEO'S		ALL TOWN/COUNTY DEPTS, RED CROSS, SCHOOL, PUBLIC UTILITIES, PRIVATE CONTRACTORS, LOCAL BUSINESS

No U designated – will be situation and personnel dependent

ESF 1 – TRANSPORTATION

Definition: Ensures the coordination of transportation route repair and restoration. In addition, it ensures transportation support for affected public and agencies requiring access to disaster or emergencies.

Activation Criteria: The DES Coordinator or City Public Works or County Road Department will activate this ESF as needed to meet established or anticipated transportation needs during disaster response or recovery operations.

Lead Agency: City Public Works/Judith Basin County Road Department, MDOT

Supporting Agencies: Community Businesses, Private Sector Agencies, Dispatch, SO, MHP, DES, CEO's, PIO

Concept of Operations: Provide transportation support to assist in local incident management. Activities within the scope of ESF1 include but are not limited to: Assess and report damage to transportation infrastructure as a result of the incident; coordinate alternate transportation services for the public and responders; coordinate the restoration and recovery of the transportation infrastructure; and coordinate and support preparedness/mitigation measures among transportation infrastructure stakeholders at the local level. Damage to transportation routes may occur as a result of a primary incident- (i.e. flooding,) which would already have an IC. Both events could then be combined into a Unified Command for response and recovery efforts.

ESF 1 – Transportation Checklist

1. Open a transportation resource request/tracking log. (Public Works/Road Dept.)
2. Establish contact/coordination with the Incident Command Staff(s) as appropriate. (Public Works/Road Dept., MDOT)
3. Activate the EOC if necessary/requested (DES)
4. Determine the current and anticipated transportation resource needs based on information provided by reporting parties and on site assessments. (Public Works/Road Dept.)
5. Contact supporting agencies to determine the availability of transportation resources to meet current and anticipated transportation needs. (Public Works/Road Dept.)
6. Assess and report the availability of transportation resources (Supporting Agencies)
7. Coordinate the delivery of transportation resources with IC staff. (Public Works/Road Dept., DES)
8. Identify un-met needs to DES to coordinate and request State & Federal Assistance (IC, Road/PW)
9. Perform traffic control and maintain flow on essential routes. (SO, MHP)
10. Monitor predicted weather occurrences that may impair transportation efforts. (Dispatch, DES)
11. Prepare emergency/disaster declarations as needed. (CEO's)
12. Document transportation resource support in the log. (Public Works/Road Dept.)
13. Keep EOC informed of activities for Situation Reports
14. Inform the public of road closures, evacuations and any other safety precautions. (PIO)

ESF 2 – COMMUNICATIONS

Definition: ESF2 Communications ensures the availability and coordinated use of county communications systems for the dissemination of disaster information, for the exchange of information between decision makers, and for the coordination of county support to local response agencies.

Activation Criteria: The local CEOs determine whether to activate ESF2 based upon information from initial staff reports and local authorities. Activation will also be based on current or anticipated needs for communication, information technology, geographic information systems, and computer support needs during disaster response and recovery operations.

Lead Agency: DES, SO, Clerk

Supporting Agencies: Chief Elected Officials, Triangle Communications, 3 Rivers, Mountain Chimes, RACES, Central Montana Dispatch, Radio Communication Companies and Cell Phone Service Providers, NOAA/NWS Great Falls, Data Imaging Solutions, Dept. of Justice, CJIN.

Concept of Operations: Provides coordination of county actions to provide for the restoration of the telecommunications interface between local government and outside organizations including State government, private nonprofit organizations and business/industry. This includes telecommunications, broadcast cables, and electronic networks. Communication break-downs, interruptions or failures should be reported immediately by alternate means, to the EOC or dispatch. Develop a communication plan that provides interoperability between responders and the EOC. The plan should include channel designations, contingency communications procedures and training in back-up communications equipment.

ESF 2- Communications Checklist for EOC Staff

1. Report to the EOC as requested in support of emergency situation (CEO's, DES, SO, Clerk)
2. Establish and maintain liaison with local agencies, State agencies, commercial communication companies and RACES for support if normal communications are not available (DES, SO)
3. Identify and document IT and communications needs for community response and recovery efforts. (DES, Clerk)
3. Pass these needs to county or contract services as appropriate. (DES, Clerk)
4. Prepare reports for situation briefings and situation reports. (DES, SO, Clerk)
5. Identify un-met needs to DES to coordinate and request State & Federal Assistance (DES)
6. Maintain equipment inventory. (DES, SO)

ESF 3 – PUBLIC WORKS /COUNTY ROAD DEPT

Definition: Ensure coordination for pre and post incident assessments as well as repair and restoration of essential facilities, utilities and other public works.

Activation Criteria: The DES Coordinator and/or City Maintenance/Road Dept. will assess the need to activate this ESF to meet established or anticipated needs for public works/county road support during disaster response and recovery operations.

Lead Agency: City Maintenance/County Road Dept.

Supporting Agencies: CEOs, Fire, DES, CMHD, Public Utilities, Private business, Private Contractors

Concept of Operations: Coordinate expertise, staff, equipment and materials in support of emergency and disaster response and recovery operations. Primary damage assessments should be provided to the EOC or dispatch. Initial reports should focus on damage to response infrastructure and life sustaining services (power outages, water shortages, and/or damage to sewer/wastewater systems). Supports and coordinates the assessment, prioritization, and emergency repair of damaged infrastructure and critical facilities. All primary and supporting agencies should coordinate with CEO's to obtain waivers and clearances for emergency repair/re-establishment of critical infrastructure.

ESF 3 – PUBLIC WORKS/COUNTY ROAD DEPT. CHECKLIST

1. Open a public works and damage assessment tracking log. (City Maintenance/County Road)
2. Establish contact/coordination with the EOC staff, IC staff as appropriate (City /County Road)
3. Determine current and anticipated needs based on damage assessment (City Maintenance / County Road, Fire, Private Contractors, CMHD)
4. Prioritize Restoration of Essential Services (CEOs, Public Utilities, Private Contractors, CMHD, Public Works /Road Dept.)
5. Contact supporting agencies to determine the availability of resources to meet current and anticipated needs. (City Maintenance/County Road)
6. Assess and report the availability of resources (Supporting Agencies)
7. Coordinate the delivery of resources and support with the IC staff or EOC staff. (City Maintenance/ County Road)
8. Identify un-met needs to the DES Coordinator who will request State and Federal Assistance. (City/Road/ DES)
9. Document public works, engineering and debris management support in the log. (City Maintenance/ County Road)
10. Assist DES in the development of a situation assessment.
11. Prepare reports for situation briefings and situation reports. City Maintenance/County Road)

ESF 4 – FIREFIGHTING

Definition: Provide for the mobilization, deployment and coordination of firefighting resources to combat urban or wildland incidents and support overall situation assessment.

Activation Criteria: The DES Coordinator or the Primary Fire Chief will request the activation of this ESF as needed to meet established or anticipated needs for firefighting support during disaster response and recovery operations.

Lead Agency: Primary Fire Company dispatched

Supporting Agencies: Mutual Aid Fire Depts., County Road Dept, Sheriff's Office, DES, PIO, City Maintenance, Utility Companies, DOT, DES, SO, USFS, DNRC, BLM, CEO's

Concept of Operations: Priority is given to public and firefighter safety and protecting property. Initial arriving unit conducts assessment of the incident scene and request appropriate resources. Provide firefighting support to disaster response and recovery operations that may not be directly related. Information dissemination of fire danger, activity, specific hazards, public alerts and evacuations may be done through the Emergency Operations Center (EOC). Surrounding departments may provide direct assistance within the provisions of active mutual aid agreements and/or annual operating plans.

ESF 4 – FIREFIGHTING CHECKLIST

1. Determine the need for a fire representative in the EOC (DES and Fire IC)
2. Open a firefighting tracking log or appropriate ICS Forms. (Fire)
3. Establish contact/coordination with the EOC staff or Incident Command Staff as appropriate. (Fire, DES)
4. Determine current and anticipated firefighting needs based on information provided by the IC (Fire, DES)
5. Assess and report the availability of resources. (Supporting Agencies)
6. Coordinate the delivery of firefighting support with the IC Staff or EOC Staff (Fire, DES)
7. For wildfire related events, requests for resources will be forwarded to Dispatch or the EOC. (Fire IC)
8. Document fire resource support. (Fire)
9. Provide traffic control and scene security (Fire, SO, MHP)
10. Initiate evacuation if residents are in harms way. (Fire, SO)
11. Disseminate Public Information to the media regarding road closures, evacuation points, and emergency safety information if necessary. (PIO)
12. Monitor predicted weather occurrences that may impair firefighting and transportation efforts. (Fire, DES, dispatch)
13. Assist the DES Coordinator in the development of a situation assessment. (Fire)
14. Identify un-met needs to DES to coordinate and request State & Federal Assistance (DES)
15. Prepare Emergency/Disaster Declarations as needed. (CEO's)

ESF 5 – EMERGENCY MANAGEMENT

Definition: Provide for the overall coordination of Judith Basin County efforts in support of emergency/disaster preparedness, response, recovery, mitigation and continuity of operations. Maintains and activates the Emergency Operations Center (EOC) as needed. **EOC activation may be recommended by any elected official, Incident Commander or DES.* Collects, analyzes and disseminates critical information on emergency operations for decision-making purposes. Emergency management is an ongoing function that relies on the continued, coordinated efforts of all governmental agencies and elected officials.

Activation Criteria: The DES Coordinator will activate this ESF as required to meet current and anticipated consequences of special events, emergencies, disasters and catastrophes.

Lead Agencies: Judith Basin County Disaster & Emergency Services.

Supporting Agencies: Mayors of Hobson and Stanford, County Commissioners, City/County Clerk, City/County Attorney, Fire, EMS, School districts, Volunteer Organizations, Sheriff's Office and others as appropriate for EOC activation and operations (determined by DES or Chief Elected Officials).

Concept of Operations: Provide rapid activation and sustained operations of the Emergency Operations Center (EOC) for the effective coordination of local agencies and integration with private, County, State and Federal response, recovery, continuity and mitigation operations. **This ESF coordinates and supports all ESFs and the overall execution of the Judith Basin County Emergency Operation Plan (EOP).**

During the **response phase** of disaster operations, the EOC's primary role is to support the general logistical needs (i.e. food, water, fuel, etc.) of first responders as requested by the Incident Commander/Incident Command Post (IC/ICP). The EOC also supports and coordinates community assistance such as winter shelters and evacuation. During the **recovery and mitigation phase** of disaster operations, the EOC will coordinate with County, State and Federal agencies.

Emergency Operations Center (EOC)

The Judith Basin County Courthouse is the designated primary EOC. From its central location, EOC personnel will be able to coordinate emergency management activities in support of incident command forces in the field. The EOC facility is staffed by the city/county officials and responding representatives from cooperating agencies and jurisdictions, including volunteer and private organizations. In addition to supporting ICS actions, EOC personnel use the ESF structure to coordinate intergovernmental and supplemental assistance, gather and document disaster information, and perform damage assessment activities.

If the Judith Basin County Courthouse becomes unusable as an EOC, the Stanford City Hall is the designated backup. Depending upon the situation, the mobile EOC may be utilized as ICP or temporary EOC.

Internal Organization of the EOC

The Judith Basin County DES Coordinator is the director and will coordinate all EOC operations. Basic EOC operational activities will be assigned by the DES Coordinator. EOC activation will be scaled to be appropriate for the event. Roles and Responsibilities to address emergency/disaster consequences will be organized based on the 15

Emergency Support Functions detailed in this plan. EOC operational guidelines are representative and may be modified according to circumstances.

Partial EOC Activation:

- The EOC may be partially activated at the discretion of the DES Coordinator. The partial EOC's primary functions are to support situation awareness, decision-making, and the logistical needs of field operations. Other ESFs will be activated as the situation expands or contracts.
- Limited span of control
- Representation in the EOC may change as operations transition from response to recovery.

Full EOC Activation:

- A full activation will be driven by a large event requiring significant resource support (both response resources and general logistical resources). The Clerk & Recorder and ESF representatives will coordinate general logistical support.
- Staffing will be determined by the DES Coordinator as events change. A large event may require 24 hr. operations.
- Representation in the EOC will change as operations transition from response to recovery.

ICS/EOC Interface

A primary function of the Judith Basin EOC during the response phase of disaster operations is to support the field operations of first responders. The EOC provides general logistical support (i.e. food, water, sanitation, fuel, etc.) upon request from the Incident Commander and/or the Incident Command Post. The ICP will request operational support (i.e. first response personnel and equipment) through dispatch or the EOC depending upon conditions.

ESF 5 – EMERGENCY MANAGEMENT CHECKLIST

1. Open emergency management tracking log (DES)
2. Initial notification and response of EOC/ESF representatives as appropriate (DES)
3. Assess the situation/consequences to determine the level of EOC activation, priorities and immediate actions required for the coordination of joint response, continuity, mitigation and recovery efforts. (CEO's, DES)
4. Notify dispatch of EOC activation. (DES)
5. Implement County Emergency Operations Plan (EOP) in support of ICS field operations. Activate or request the activation of specific ESFs as appropriate. (DES)
6. Establish direct communications with the Incident Command Staff and affected jurisdictions.
7. Compile and display incident status information including maps within the EOC. (DES)
8. Notify State DES of initial situation assessment. Provide periodic updated situation reports as needed. (DES)
9. Request security personnel as needed to control access to the EOC. (DES, CEO's, SO)
10. Conduct periodic internal briefings for all EOC representatives. (DES, Supporting Agencies)
11. Implement procedures to mobilize local resources and procure supplies and contract services from outside sources as needed. (CEO's, Clerk, DES)
12. Coordinate response and recovery resources beyond normal mutual aid, based on requests by the Incident Commander. (CEO's, DES, EOC staff)
13. Collect, evaluate and disseminate emergency/disaster information in an accurate, timely manner. (DES, CEO's, PIO)
14. Support/coordinate essential public safety actions such as public warning and evacuation (DES SO)
15. Manage/coordinate resources, including allocation of facilities, services, personnel, equipment, materials and other critical resources. (Clerk, DES)
16. Determine 24-hour EOC staffing requirements and provide for shift changes when extended EOC operations and additional support staff are required. (CEO's, DES)
17. Implement financial record keeping procedures to track resources and to document all disaster related costs and financial commitments. (DES/ Clerk)
18. Coordinate functions such as resource management and public information that are being performed both in the field using ICS and in the EOC to minimize misinformation and duplication of effort. (DES, Mayor, Commissioners, PIO)
19. Assess and document damages. Provide results to Mayor/Commissioner. (DES, IC, Assessment team)
20. Determine the need to declare a local disaster and or the need to enact other orders such as evacuation orders or curfews. (DES, SO, Mayor, Commissioners)
21. Involve elected officials whenever possible, to make formal requests for public and private resources on behalf of affected area. (DES, PIO)
22. Coordinate public information activities and news media releases. (Mayor/Commissioner, PIO)
23. Coordination of disaster recovery activities, including decisions about re-entry into disaster areas, reconstruction of damaged services and facilities and identification of long-term hazard mitigation issues and plans. (DES, CEOs, SO, Fire, Public Works/Road Dept.)
24. Implement EOC deactivation procedures when the emergency/disaster situation is over. (E.g. compilation of damage assessments information and preparation of After Action Reports (AAR). (Clerk, DES)
25. Develop and maintain a log of current and anticipated expenses. (DES, Clerk)
26. Ensure close liaison between County, State, Federal and private sector stakeholders. (DES, Clerk)

ESF 6A – MASS CARE, EMERGENCY ASSISTANCE

Definition: Manage and coordinate sheltering, feeding and first-aid for disaster victims. Coordinate temporary housing, food, clothing and special human needs in situations that do not warrant a full mass care system. This assistance may continue well after the emergency phase of the response. Assist in coordination and management of volunteer resources.

Activation Criteria: Two ESF 6 scenarios must be considered, (1) location/facilities in the towns of Hobson and Stanford, (2) care for the residents who have been forced to relocate out of the community. Traffic on Highway 87 makes it highly likely that severe weather (primarily winter storms) may strand travelers and require the establishment of a temporary shelter. In this circumstance, the EOC may be activated to address this issue as well as others related to the situation. Consideration should be given to utilizing schools, churches, community halls and Senior Centers for temporary shelter.

In the event that residents (and possibly the Emergency Management function) of the towns of Stanford and Hobson and unincorporated towns of Geyser, Raynesford, Windham, Utica, Moccasin and Sapphire Village are displaced from their homes by wildfires, hazmat, power failure or other disaster, the DES Coordinator will coordinate this function with the American Red Cross.

Lead Agency: DES, Red Cross

Supporting Agencies: CEO's, Clerk, Fire Dept., Schools, community churches, DES, EMS, Sheriff's Office and other volunteer agencies as needed.

Concept of Operations: Assist with coordinating safe, clean, temporary housing and basic needs for citizens displaced by disasters. The Red Cross office should be contacted to arrange for shelter opening, preparation and management.

ESF 6A – Mass Care, Emergency Assistance Checklist

1. Assess the situation to determine the need for mass care, shelter and human services (IC, DES)
2. Coordinate shelter opening with Red Cross, schools and churches. (DES)
3. Notify shelter coordinator to initiate establishment of shelters. (DES, Red Cross)
4. Coordinate shelter locations and anticipated opening times. (DES, Red Cross)
5. Request status reports as appropriate from shelter coordinators. (Clerk, Red Cross)
6. Coordinate volunteer support for sheltering and human services needs. (Clerk, Volunteers)
7. Identify un-met mass care, sheltering and human services needs to ESF 5-Emergency Management who will coordinate and request assistance. (Clerk, Red Cross, DES)
8. Provide an update on mass care, sheltering and human services activities during periodic EOC situation briefings and for the situation report. (Red Cross, Clerk)

ESF 6B – EVACUATION

Definition: Provide for the timely and appropriate decision to evacuate or shelter in place at-risk populations. Coordinate the designation and implementation of effective traffic management to ensure the expedient access of response resources and the evacuation of the public as needed.

Activation Criteria: This ESF will be activated in support of the Incident Command Staffs decision to order an evacuation of at-risk populations.

Lead Agency: Sheriff's Office, Lead Fire Department

Supporting Agencies: CEO's, DES, Public Works/Road Department, DOT, EMS, MHP, and School Dist.

Concept of Operations: The safety of the public often depends on two options: (1) Sheltering in place or (2) Evacuation. Evacuation is highly dependent on the circumstances and the hazard. The determination to direct the public to evacuate must be made quickly, based on facts, provide clear guidance, identify effective traffic management and routing, and be clearly and effectively transmitted to the public and those agencies responsible for its execution. MCA allows County officials the authority to order an evacuation and to maintain and secure the evacuated area through traffic control measures. The Sheriff may also order an evacuation under his authority to keep the peace. A person who disobeys an evacuation order does so at his or her peril. The need to order an evacuation is a consideration the Incident Commander makes during initial scene assessment. The evacuation order will also be passed to both DES and if necessary, the Red Cross so that reception and shelter activities can be coordinated. The evacuation order will be conveyed to the appropriate Public Safety Answering Point (PSAP) for rapid multi-media dissemination to the impacted communities. **Special Needs Considerations:** Not all citizens may be able to comply with instructions to take protective action. **ESF 8E Special Needs Populations** provides additional guidance for addressing the special needs population.

ESF 6B –Evacuation Checklist

1. Collect the best available information on the hazard and vulnerabilities of an emergency or disaster situation. (SO, FD)
2. Quickly assess the situation and identify appropriate evacuation routes and means of transportation. (SO, FD)
3. Coordinate evacuation staging and sheltering with ESF 6A –Mass Care and Sheltering. (SO, FD, DES)
4. Issue the formal evacuation order under the proper authority, and initiate response and recovery efforts. (CEO's, SO)
5. Develop and deliver clear directions to the public. (SO, DES, PIO)
6. Provide clear guidance to populations that may be unable to comply with the evacuation order. (SO)
7. Establish efficient evacuation routing and traffic management that fully utilize all available means. (SO, Public Works/Road Department, DOT, MHP)
8. Direct special needs populations to request assistance if needed. (SO, PIO)
9. Assist in coordinating outside transportation for special needs groups. (DES, School Dist., EMS)
10. Monitor evacuation activities and act to resolve any issues that may impede the speedy completion. (SO, DES, CEO's)
11. Provide updated information to evacuees by all available means. (SO, CEO's, PIO)
12. Provide access for emergency vehicles to the evacuation area. (SO, Road Dept., DOT)
13. Designate shelter for the evacuating public. (DES, Red Cross)
14. Provide a data collection/sharing capability to enable evacuees to register their evacuation status and reconnect them with their families. (Red Cross, DES,)
15. Track all evacuation activities and provide an update during the periodic EOC situation briefing and for the Situation Report. (SO, FD, DES, Supporting Agencies)

ESF 6C - ANIMAL EVACUATION

Definition: This ESF will provide direction and assignment of responsibility for animal issues to facilitate overall coordination of animal protection and care before, during and after an actual or potential disaster situation. The goal of this annex is to provide for the evacuation, transportation, decontamination, care, shelter, treatment and/or disposal of companion animals, livestock and wildlife impacted by disasters.

Activation Criteria: This ESF will be activated to meet immediate or anticipated needs during disaster response or recovery operations.

Lead Agency: Sheriff's Office

Supporting Agency: CEO's, DES, FWP, Dept. of Livestock, County Extension, Fire Depts. MT VOAD, CMHD, MHP

Concept of Operations: The Judith Basin County Sheriff's Office or authorized representative, in coordination with the Central Montana Health District, Montana Dept. of FWP, and Montana Dept. of Livestock may place established plans and procedures into effect, and direct both response and recovery aspects of a disaster or emergency involving animals. During disaster evacuations many citizens will not evacuate without their animals, or will delay their own evacuation in an attempt to make preparations for animals left behind. Planning for response and recovery operations for animal incidents will identify and utilize local and mutual aid resources. Planning should include transportation resources, shelter and care. Livestock and pet owners have ultimate responsibility for animal care and shelter. Lost or strayed animals will be the responsibility of Judith Basin County, and/or other identified agencies. Animals that have not been claimed by their owners will be disposed of in accordance with established animal control measures. Wild animals should be left to their own survival instincts. Fish Wildlife and Parks in cooperation with animal control officials will assume responsibility and return animals to their natural habitat if possible. Citizens evacuated to shelters will be responsible for placing pets in appropriate animal shelters or facilities. Service animals may accompany their owners to shelters. Emergency evacuation facilities may be opened to accept livestock within the county (Stockyards, fairgrounds, private pasture, etc). Officials will attempt to establish ownership and keep a tracking log of where livestock is kept. Owners will be notified as soon as possible to assume transport and care of their animals.

ESF 6C -Animal Evacuation Checklist

1. Provide IC and EOC with updated information (Dispatch)
2. Activate the EOC as necessary. (DES)
3. Assist with coordination of support agencies to assist with evacuation, shelter and care. (DES)
4. Document and track locations of evacuated and/or stray animals. (DES)
5. Establish evacuation routes and traffic control for impacted areas. (SO,MHP)
6. Maintain security for quarantined animals if necessary. (SO)
7. Assist MT. Dept. of Livestock and FWP as necessary to protect the public and prevent the spread of disease or contamination. (SO, CMHD, Extension, DES)
8. Work with CEO's and other officials as needed to disseminate public information regarding evacuation routes, area closures, available resources and safety information. Schedule media briefings as needed to update the public.(PIO, CEO's, DES)
9. Establish communication lines for emergency information and resources as needed. (PIO, DES, CEO's)
10. Initiate response and recovery resources as needed. (CEO's)
11. Prepare emergency or disaster declarations as needed. (CEO's)
12. Provide resources, water and decon, as requested. (Fire Depts.)
13. Assist in information sharing, protection and tracking of livestock movements as needed. (Extension)
14. Track resources used and needed before, during and after for situation reports. (All agencies.)
15. Report unmet needs to the EOC for State and Federal assistance requests. (All agencies)

ESF 7A – RESOURCES AND LOGISTICS

Definition: Secure resources through mutual aid agreements, volunteer organizations, and procurement procedures for all ESFs as needed. Provide coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief and recovery operations. Support effective reception and integration of additional resources. Coordinate the mobilization and direction of volunteer resources and donations in support of disaster response and recovery activities.

Activation Criteria: the DES Coordinator will activate this ESF as required to meet current and anticipated response and recovery operations. The coordination of resources and logistical support to response and recovery operations is a core function of the Emergency Operations Center.

Lead Agency: DES

Supporting Agencies: Mayor, Commissioners, Clerk, Fire, Public Works, mutual aid responders, churches, businesses, Red Cross, Sheriff's Office, EMS, MT VOAD, School Districts.

Concept of Operations: The effective coordination of local resources (within the towns of Stanford and Hobson and Judith Basin County) in support of response and recovery operations; the rapid notification of Judith Basin County DES of un-met resource needs and the effective delivery and documentation of resource actions. Identify roles for volunteers and coordinate their mobilization, activities and demobilization.

Resource Management involves coordination of the use of personnel, equipment, supplies, facilities and services during a major emergency, disaster or catastrophe. Resources are managed by first responders using ICS procedures. First responders (IC) often request EOC support with non-operational resources (i.e. food, water, sanitation etc.) that is needed for the extended operations required during disaster response and recovery operations. The ESF 7 Coordinator is responsible for obtaining these resources through mutual aid, contract services, County, State, Federal support or donations. The ESF 7 coordinator must have effective procedures in place to track requests, suppliers, request status, expected delivery time, and costs.

In addition to supporting the logistical needs of first responders, EOC staff may be involved in the management of resources which may include the coordination of emergency shelter activities, the mobilization of inspection teams to perform damage assessment functions, or the acquisition of specialized resources from commercial or other outside sources. During a partial EOC activation the DES Coordinator will coordinate resource support with other ESF representatives, contractors, and adjacent counties.

DES will coordinate tracking and documentation of general logistical support (i.e. food, water, and other expendable items), financial recordkeeping (Clerk) and reimbursement measures for both the field operations and the EOC with ESF representatives.

Resource Management Policies

In emergency/disaster situations that require the use of resources from multiple departments or areas of the county, each department should track its own resources and maintain internal financial records. Designated emergency personnel and other departmental representatives within the EOC should have access to up-to-date resource lists and should have the authority to commit resources of their organization to emergency relief efforts. Inter-departmental coordination of resource and financial information may be needed in order to determine cumulative disaster

expenditures and costs. Resource management is an ongoing planning activity that requires the support of all departments and agencies with emergency authorities identified in this plan. In addition to identifying and training emergency personnel and establishing internal procedures for mobilizing emergency resources under their control, departments and agencies with emergency authorities should also provide updated resource information to the DES Coordinator. DES, on an annual basis, will contact all jurisdictions, agencies and departments to ensure that all emergency contact information is current and accurate.

Incident Command Post/EOC Interface

Monitoring and management of resources committed to an emergency incident are important aspects of emergency management, regardless of whether direction and control is exercised from the field or from an EOC location. For incidents that are managed from the field, the resource tracking function is staffed and managed by the ICS Planning Section. When the EOC is activated, resource management activities will be undertaken by the DES Coordinator to help coordinate requests by the Incident Command Staff for outside resources. Needs that cannot be met through local mutual aid will be identified by the DES Coordinator.

Emergency Contact/Resource List

A staff and volunteer call list is maintained in the Judith Basin County Sheriff's Office and EOC. This list will be maintained by DES.

Local businesses, contractors and response partners will also be maintained in the resource list.

General Emergency Resources

Emergency/disaster supplies in Judith Basin are limited to what is routinely needed for first response. In general, resources will be purchased as needed through standard purchasing processes as approved by agency, county or town officials. In the event of a phased disaster, DES or the IC may request the pre-positioning of resources. Resource needs that exceed the fiscal resources of the town or county will be documented and identified to DES and/or the Clerk. All emergency/disaster resource requirements will be documented and tracked by EOC staff.

Special Resource Considerations:

The DES Coordinator will work with first responders, elected officials and volunteer/service organizations to coordinate the effective management of these resources.

ESF 7 – Resources and Logistics Checklist

- 1. Open a resources and logistics tracking log (DES)**
- 2. Develop and maintain an up-to-date directory of key contacts for goods, supplies, facilities, and services. (DES)**
- 3. Develop and maintain a Master Emergency Resource List. (DES)**
- 4. Secure mutual aid agreements with other agencies and jurisdictions (DES)**
- 5. Identify resource shortfalls and determine method for acquisition if needed during an emergency or disaster. (DES, IC)**
- 6. Prioritize requests for emergency supplies, equipment and services and coordinate actions in response to requests. (DES, CEO's, IC)**
- 7. Authorize the acquisition, distribution, use and maintenance of essential emergency resources and personnel. (CEO's)**
- 8. Authorize funds for emergency purposes (Mayor/Commissioners)**
- 9. Document all disaster related purchases and expenses. (Clerk, Responding Agencies)**
- 10. Identify un-met needs and request County, State and Federal assistance through local DES (DES)**
- 11. Obtain contracts for equipment, supplies and services during disasters. (Clerk)**
- 12. Establish emergency purchase authorization procedures and identify authorized vendors. (Clerk, CEO's)**
- 13. Develop and maintain detailed logs of resource requests, disbursements and records of expenditures. (Clerk)**
- 14. Coordinate a legal review of potential liabilities to the county, response agencies and to volunteers assisting with response and recovery efforts. (CEO's, City/County Attorney)**
- 15. Activate ESFs for Donations Management and Volunteer Management as needed. (Mayor, Commissioners)**

ESF 7B –DONATION MANAGEMENT

Definition: Determine needs and establish a means to collect, receive, account for, store, manage, distribute and dispose of donated goods, services, funds and materials.

Activation Criteria: Activation will be in support of ESF 7 Logistics and Resources to ensure the effective management of donations.

Lead Agency: DES or designated lead

Supporting Agencies: Volunteer Organizations, schools, churches, civic groups

Concept of Operations: This Annex will coordinate the definition of needs, solicitation, receipt, storage, distribution and documentation of donated goods in support of field operations and general recovery activities and or needs of the public.

Annex A Donations Management Checklist

1. Open donations management log. (DES, designated lead.)
2. Work with ESFs 5, 6, 7A to determine potential donation needs. (CEO's, DES)
3. Establish donations guidelines for the public. (DES, designated lead)
 - a. What is needed / requested?
 - b. Where should donations be staged?
 - c. When are donations being accepted?
 - d. Conditions/requirements of donations
4. Coordinate the release of guidance to the public with ESF15A (DES, designated lead, PIO)
5. Establish donation acceptance locations. (DES, designated lead)
6. Coordinate site staffing and logistics. (DES, designated lead)
7. Liaise with site staff to maintain situation awareness of available donation needs. (DES, designated lead)
8. Coordinate delivery support with ESF 5, 7A and appropriate ICS staff. (DES, CEO's, Clerk)
9. Track all donation activities and provide an update during periodic EOC situation briefings and for the Situation Report. (DES, Clerk, designated lead)

ESF 7C – VOLUNTEER MANAGEMENT

Definition: Determine the needs and roles for organized and spontaneous volunteers. Coordinate the supervision, direction, documentation, care, feeding and safety of volunteers.

Activation Criteria: The CEO's or their designee will activate this annex as needed under ESF 7 Logistics and Resources.

Lead Agency: DES, Designated Lead

Supporting Agencies: CEO's DES, MTVOAD, Red Cross

Concept of Operations: This Annex will coordinate the efforts of organized and spontaneous volunteers to assist community disaster response, mitigation and recovery effort.

Annex B Volunteer Management Checklist

1. Open Coordination Log. (DES, CEO's, Designated Lead)
2. Work with ESFs 5, 6, 7 to determine potential needs for volunteers. (CEO's, DES, Designated Lead)
3. Review legal/liability issues related to the use of spontaneous volunteers and volunteer organizations. (County/City Attorney, CEO's)
4. Establish Guidelines for volunteers.
 - a. What is needed/requested?
 - b. Where should volunteers report? (Designate volunteer assembly point)
 - c. What tools, equipment and supplies should they bring?
5. Coordinate requests for volunteers and the distribution of volunteer guidance with the PIO/JIC. (CEO's)
6. Designate volunteer team coordinator(s) (CEO's, Red Cross, VOAD)
7. Document volunteers (name, contact information, reporting/departing time, assignment, team and supervisor) (Clerk, designated Volunteer Coordinator)
8. Consider logistics needs of volunteers. (IC, DES, Volunteer Coordinator)
9. Document and report volunteer numbers and activities. (DES, Clerk)

ESF 8A- EMERGENCY MEDICAL SERVICES AND HOSPITALS

Definition: Provide on-scene triage, first aid, life support and transportation of the injured. Coordinates with hospitals to ensure timely and appropriate delivery of injured to primary care facilities. Provide for the appropriate transportation, support and care for special needs populations.

Activation Criteria: this ESF will be activated by the IC through the EOC to support and supplement the response of medical resources anytime an emergency or disaster situation poses the risk of overwhelming local medical personnel and facilities. It coordinates local health and medical resources in response to public health and medical care needs following a significant natural disaster or manmade event.

Lead Agency: Judith Basin County EMS

Supporting Agencies: Basin Medical Center, Mutual Aid EMS agencies, Lewistown and Great Falls ALS and area hospitals, area fire departments and Judith Basin Sheriff's Office, DES.

Concept of Operations: Provide timely triage, treatment and transportation of the injured in coordination with area hospitals. EMS responders should have practices and procedures for the emergency care and swift delivery of patients to area hospitals. In a mass casualty incident, however, routine procedures are sometimes amended by patient triaging in order to avoid overwhelming the available hospitals and medical personnel. The management of patient transportation may be a shared responsibility of the on-scene IC, dispatch and the hospital community. Rapid notification to hospitals will provide dispatchers and responders in the field with hospital status information needed to support patient transport/management decisions.

ESF 8A- EMS CHECKLIST

1. Open the Emergency Medical Services Log or applicable ICS Form. (EMS)
2. Obtain situation reports and casualty figures. (EMS)
3. Maintain communications with IC and provide updated information to responders. Contact support services as requested. (Dispatch)
4. Determine needs for search and rescue resources and coordinate requests for assistance through the Sheriff's Office. (EMS, IC)
5. Notify area hospitals of projected numbers of casualties and, if known, the nature and seriousness of the injuries sustained by disaster victims. (Dispatch, EOC)
6. Coordinate requests for medical field resources through ESF 5- Emergency Management and ESF 7A Resources and Logistics coordinators. (EMS)
7. Collect data and maintain status reports regarding patient loads and demands on medical facilities. Provide latest information about casualties to the EOC staff for decision-making and public information purposes. (EMS)
8. Assist in the coordination and integration of requested outside resources. (EMS)
9. Identify public EMS and medical resource shortfalls to the ESF 5- Emergency Management who will coordinate and request County, State and Federal assistance through DES. (EMS)
10. Track and document EMS and medical related activation costs and support until no longer needed for field operations. (EMS)
11. Provide an update on emergency medical and hospital response and recovery activities during periodic EOC situation briefings and for the Situation Report. (EMS)

ESF 8B-PUBLIC HEALTH AND ENVIRONMENT

Definition: Provide supplemental assistance in the care and treatment for the ill and injured by mobilizing trained health and medical personnel, medical transport, emergency medical supplies, materials and facilities. Also provide public health and environmental services, disease and vector control, and the collection, identification and protection of human remains when local resources are depleted.

Activation Criteria: Central Montana Health Dist. may activate this ESF in response to current or anticipated threats to public health or the environment. Core functional areas; Assessment of public health needs; disease control/epidemiology; health/medical care personnel; health/medical equipment and supplies; patient evacuation; responders health/safety; public health information release; vector and control/monitoring.

Lead Agency: Central Montana Health Dist.

Supporting Agencies: EMS, Basin Medical Center, SO, DES, PIO, Red Cross, MT VOAD

Concept of Operations: This ESF is responsible for supporting and coordinating public health and environment actions in the towns of Hobson and Stanford and Judith Basin County in response to anticipated and current threats.

ESF 8B Public Health & Environment Checklist

1. Open a Health & Environment tracking log. (CMHD)
2. Develop an overall situation assessment of public health and environment needs (CMHD)
3. Liaise with the Incident Command Staff to determine the need for support from public health agencies in support of current and anticipated needs. (CMHD)
4. Activate Public Health and Environment resources as needed. (CMHD)
5. Coordinate with private sector, regional, State and Federal public health and environment agencies as appropriate. (CMHD)
6. Identify public health hazards and potential hazards created by the disaster. (CMHD)
7. Determine needs for health inspectors to perform tests and monitor water and soil conditions following serious hazardous materials accidents. (CMHD)
8. Coordinate health, environmental and medical related public information with the designated Public Information Officer (PIO) in the field and/or at the EOC. (CMHD)
9. Identify un-met needs to the ESF 5 DES who will coordinate and request County, State, and/or Federal assistance. (SO, DES)
10. Liaise with State and Federal law enforcement agencies in support of public health and environment operations (CMHD)
11. Track and document public health and environment related activities, costs, and support until no longer needed for field operations. (CMHD)
12. Provide an update on public health and environment response and recovery activities during the periodic EOC situation briefings and for the Situation Report.

ESF 8C – MENTAL HEALTH / PASTORAL CARE

Definition: Coordinate mental health and pastoral care to the victims, general public and first response community during disaster response and recovery efforts. Provide crisis counseling services to individuals and groups impacted by the disaster situation. Mental health professionals will be mobilized to offer home and community based services. Crisis counseling is a time-limited program designed to assist victims/survivors/responders in returning to their pre-disaster level of functioning. Provide family support, grief counseling and other assistance as needed.

Activation Criteria: DES or designee will activate this ESF as requested

Lead Agency: DES, MT VOAD agencies

Supporting Agencies: DES, Tri-County CISM team, county and community faith based organizations.

Concept of Operations: The ESF will provide mental health support to the victims, general public and first responders affected by disasters.

ESF 8C Mental Health/Pastoral Care Checklist

1. Note the need/request for Mental Health/Pastoral Care in the EOC Log. (DES)
2. Open a Mental Health tracking log (DES, designated lead)
3. Establish contact with the EOC to request assistance with this function. (affected responders/ public)
4. Coordinate this assistance with mental health providers and faith based organizations (DES, designated lead)
5. Provide local assistance / points of contact as needed. (DES, designated lead)
6. Establish contact/coordination with the EOC staff, Incident Command Staff as appropriate (Supporting Agencies)
7. Determine current and anticipated mental health needs based on information provided by the IC staff (EMS, Responding agencies)
8. Contact supporting agencies to determine the availability of mental health resources to meet current and anticipated needs. (DES, designated lead)
9. Assess and report the availability of mental health resources. (DES, designated lead)
10. Coordinate the delivery of mental health support with the IC staff and/or the EOC staff (Supporting agencies)
11. Un-met needs will be coordinated through ESF 5 who will coordinate and request State and Federal assistance.
12. Document mental health support in the log. (DES, designated lead)
13. Provide an update on mental health activities during the periodic EOC situation briefings and for the situation report. (DES, designated lead)

ESF 8D – MASS FATALITIES

Definition- Provide for the collection, identification, documentation and protection of human remains. Establish the cause/means of death and appropriate legal notifications and actions. Initiate Mass Fatality response as appropriate.

Activation Criteria- This ESF will be activated at the discretion of the Sheriff/Coroner's Office in response to current or anticipated human fatalities resulting from an emergency or disaster situation. Time notification of Coroner when fatalities are known or anticipated is critical to effective fatalities management. If response agencies identify or anticipate fatalities, the Coroner is to be notified through 911.

Lead Agency- Sheriff's Office/Coroner

Supporting Agencies- Fire Departments, DES, EMS, area mortuaries, DMORT

Concept of Operations- This ESF will support the field activities of the Coroner through coordination with relevant ESF functions, county, State, Federal and private sector agencies. Fatality management will include a plan for coordinating victim identification, transport, and storage of remains and notification of next of kin.

ESF 8D – Fatalities Management Checklist

1. Determine the presence of fatalities (probable or known) resulting from emergency / disaster situations, (Fire, EMS, SO, responding agency)
2. Document the location of any reported fatalities (Primary responding agency, DES, Information Staff)
3. Report fatalities to Sheriff's Office or EOC (Primary responding agency)
4. Provide local assistance to the Coroner as needed/requested. (DES, supporting agencies)
5. Document fatalities management support in the log. (DES, Logistics Staff)
6. Provide an update on fatalities management activities during the periodic EOC situation briefings and for the Situation Report. (DES, Information Staff)

ESF 8E – SPECIAL NEEDS POPULATIONS

Definition: Citizens who are unable to independently take protective actions of sheltering in place or evacuating will be considered to have special needs. This Annex provides general guidance for the preparedness of this population and response efforts to assist them and their care-givers.

Activation Criteria: SO, DES or designee will activate this Annex in support of ESF 6A, 6B, 8A

Lead Agency: SO, DES or designee

Supporting Agencies: Fire, EMS, MT VOAD, Red Cross, and School Dist.

Concept of Operations: Responsibility for the safety of special needs populations is a partnership between their primary care-giver/guardian and public safety agencies supported by service and volunteer organizations. The following table outlines roles and responsibilities to prepare and assist special needs populations and facilities.

Responsible Party	Timing	Action
DES, SO	Pre-Disaster Annual Update	Public outreach and education effort to the special needs population and their caregivers about sheltering-in-place, evacuation, warning and communications planning.
DES, SO, Dispatch	Pre-disaster Annual Update	Maintain registration of special needs homes based on information provided by this population or their caregivers.
Individual/Guardian/Care Provider	Pre-Disaster Annual Update	Provide information to DES, SO about your special needs
Individual/Guardian/Care Provider	Pre-Disaster Annual Update	Evaluate shelter-in-place supplies/kits, evacuation, warning and communication planning.
Individual/Guardian/Care Provider	Pre-Disaster Annual Update	Establish a support network with family, friends and community service organizations to request assistance as needed for disaster preparedness and response
Individual/Guardian/Care Provider	On-going	Be aware of seasonal weather concerns and warning systems
SO, CEO's, State, Federal	When a threat is identified	Provide warning and guidance using all available means. i.e. Siren, Reverse 911, Radio, EAS, Media
Individual/Guardian/Care Provider	When a threat is identified	Take appropriate action as directed to shelter-in-place or evacuate.
Individual/Guardian/Care Provider	When endangered or unable to take protective action	Request assistance from your support network. Notify 911 or SO to request assistance if needed
SO, DES, EMS	As needed during emergency & disaster	Respond as requested to assist needs. Contact registered individuals to determine status and needs.

ESF 9 – SEARCH AND RESCUE

Definition: Provide resources for ground and airborne activities to locate, identify, and remove from a stricken area persons lost or stranded. Provide for specialized emergencies and rescue operations.

Activation Criteria: The Sheriff's Office will request activation of this ESF when resources are required.

Lead Agency: Judith Basin Search and Rescue through the Sheriff's Office

Supporting Agencies: DES, EMS, Red Cross, Fire, Judith Basin Extrication, County Road Dept., MAFB, Homeland Security, Civil Air Patrol

Concept of Operations: Responsible for SAR operations locating lost or missing persons. ESF9 recognizes that if a structural collapse occurs, local resources will be relied upon to immediately coordinate all incoming assistance and perform actual urban search and rescue until specialized assistance arrives. Search and Rescue will assist with other ESF's when requested by the Sheriff's Office.

ESF 9 – Search and Rescue Checklist

1. The Incident Command Post will make requests for Search and Rescue assistance to dispatch. (IC)
2. The EOC will provide general logistic support as requested through the ICP. Unmet needs will be forwarded to the EOC for mutual aid, State and Federal assistance. (DES)
3. Document and track all requests for support and related expenses. (DES, Clerk)
4. Public information regarding search and rescue operations will be disseminated through the PIO
5. Provide periodic updates on Search and Rescue activities, resources used and/or needed for briefings and Situation Reports. (Sheriff, SAR Commander)

ESF 10 – HAZARDOUS MATERIALS RESPONSE AND RECOVERY

Definition: Coordinate response, inspection, containment and oversight of cleanup of actual or potential releases of hazardous materials.

Activation Criteria: The appropriate fire or law enforcement agency will request activation of this ESF in support of response to significant hazardous material situations. The DES Coordinator may also activate this ESF when hazardous materials expertise and/or resources are needed in support of human or animal health emergencies and or disasters.

Lead Agency: Primary Responding Fire Department

Supporting Agencies: Area HazMat teams, Public Works/Road Dept., Local Power Company, CMHD, Sheriff's Office, DES, CEO's, Local veterinary, animal response team.

Concept of Operations: This ESF is responsible for coordinating County, State and Federal response in support of current and anticipated hazardous material operations in the field. This ESF will also work closely with other ESF representatives (DES, Public Health, DEQ and PIO) to ensure that the integration of the in-field situation assessment is clearly communicated to agencies that may not be directly involved in the response, but have a role in the potential broader impacts of a hazardous materials event. This ESF may also be called upon to support the personal protection (shelter in place/evacuate), decontamination, surveillance and sampling needs of ESFs 3,4,8,11, and 13, during response and recovery operations related to human or animal health disasters. For incidents that are determined to be intentional criminal acts or acts of terrorism, the response will be initiated in accordance with ESF10; however the appropriate law enforcement agency will assume overall responsibility along with investigative authority and intelligence analysis.

ESF 10 – Hazardous Materials Response and Recovery Checklist

1. Liaise with the Incident Command Staff to determine specific hazardous material response and recovery support needs (i.e. capabilities, where, when, anticipated duration). (FD, SO, DES, Dispatch)
2. Ensure downwind/downstream actions have been taken into consideration. (FD)
3. Coordinate public information, to include information regarding the effects on humans and animals. (CEO's, FD, EMS, Public Health, PIO, DES)
4. Ensure Public Health and State response teams have been notified. (FD, DES)
5. Identify and contact mutual aid and regional HazMat team in support of current and anticipated needs. (FD,DES)
6. Identify HazMat response and recovery resource shortfalls to DES who will request State and Federal assistance. (CEO's, DES, FD)
7. Coordinate reception of regional, State and Federal HazMat response and recovery resources with the Incident Command Staff (DES, FD)
8. Coordinate logistical support if needed. (DES)
9. Oversee the release of the responsible party only upon the determination that all response and recovery operations have been completed to the satisfaction of local elected officials, with the understanding that the responsible party assumes financial responsibility for the release. (CEO's, town/county attorney, FD)
10. Track and document HazMat response and recovery activities and support until no longer needed for field operations. (FD, DES)
11. Update HazMat response and recovery activities during the periodic EOC situation briefing and for the Situation Report. (FD, DES)

ESF 11 – AGRICULTURE AND NATURAL RESOURCES

Definition: Agriculture and Natural Resources ensures an adequate and safe food supply; mitigates the loss of crops, livestock and wildlife; and protects significant natural and cultural resources and historic properties.

Activation Criteria: This ESF is activated in response to current or anticipated needs to ensure the safety and security of the food supply; implementing response to an outbreak of a highly contagious or economically devastating zoonotic disease; an outbreak of plant disease or pest infestation. Coordinates with ESF 6C, and 8B to ensure support for animal, veterinary and wildlife issues in natural disasters.

Lead Agency: Extension Office, CEO's, County Veterinarians, CMHD

Supporting Agencies: DES, DPHHS, DEQ, Public Works, FWP, Dept. of Livestock, Fire Depts., FSA, SCS, and State Veterinarian.

Concept of Operations: Because of the complexity and importance of ESF11 functions, Judith Basin County will rely heavily on State and Federal resources to fulfill its requirements; it is expected that these agencies will actively support local efforts and that additional assets will be made available by coordination between the CEO's and State DES through local DES. Due to the possibility of becoming geographically/logistically isolated, significant efforts to educate and prepare the public to be self-sufficient/sustaining for a minimum of 72 hours will be made on a continual basis.

ESF 11 – Agriculture and Natural Resources Checklist

1. Identify, obtain and coordinate delivery/distribution of emergency food supplies. (CEO's, CMHD, Red Cross)
2. Assure safety of emergency food supplies, conduct food borne illness investigation/surveillance. (CMHD)
3. Coordinate local response to vector-borne and zoonotic disease outbreak; apprise CEO's of economic significance. (CMHD, Local/State Vet, FSA/SCS, Extension)
4. Liaise with the Incident Command Staff to determine specific animal control issues. (SO, DES, local/State Vet, CMHD)
5. Identify means of animal evacuation, quarantine, care, culling and disposal as needed. (SO, DES, FWP, DOL, local/State vet, CMHD)
6. Support and coordinate the activities of field staff. (SO, DES, CMHD, CEO's)
7. Identify animal related response and recovery resource shortfalls to DES who will request State and Federal assistance. (FSA, Local veterinarians)
8. Coordinate reception of State and Federal animal response and recovery resources. (DES, SO)
9. Document all expenses related to animal sheltering and care. (DES, Clerk and Recorder)
10. Track and document animal response and recovery activities and support until no longer needed for field operations. (DES, EOC staff)
11. Update animal response and recovery activities during the periodic EOC situation briefing and for the Situation Report. (DES, SO, responding agencies)

ESF 12 –ENERGY AND UTILITIES

Definition: Coordinate response activities of energy and utility organizations in responding to and recovering from fuel shortages, power outages and capacity shortages which impact or threaten to impact the towns and county during and after emergencies or disasters.

Activation Criteria: Disasters often damage critical infrastructure such as utilities and essential community commerce. Restoration of these assets is critical to community response and recovery efforts and enabling the public to be as self-sufficient as possible. This ESF will be activated by DES, Sheriff's Office or Public Works in response to current or anticipated disruptions of public services and commercial activities.

Lead Agency: Public Works, DES, SO

Supporting Agencies: Power and Fuel Suppliers and community businesses.

Concept of Operations: The restoration of utilities and commercial activities is primarily the responsibility of private utility companies. The accomplishment of this is shared and requires close coordination to set priorities for the rapid and orderly restoration of these critical services. Primary and support agencies will serve as the focal point for receipt of information on actual or potential damage to energy supply and distribution systems, and system operations and on procedures for preparedness, prevention, recovery and restoration.

ESF 12 – Utility and Commercial Services Restoration Checklist

1. Gather status information from local providers of critical public services and commercial activities. (power, communications, medical services, fuel, food and water) (Chief elected officials)
2. Develop an overall situation assessment of the status of critical public services. (CEO's, DES, Service Providers)
3. Information regarding utility service issues will be disseminated through the PIO. (Designated PIO)
3. Work with public service providers to determine needs and priorities for security and access to critical infrastructure. (CEO's, DES, Service Providers, SO, Public Works)
4. Support and coordinate the public service restoration activities with the incident command staff. (CEO's, DES)
5. Identify public service restoration related response and recovery resource shortfalls and request State and Federal assistance. (DES)
6. Track and document public service restoration and estimated costs. (Clerk)
7. Provide energy emergency information, education and conservation guidance to the public. (PIO)
8. Apply necessary resources to include debris removal, in accordance with established priorities. (PW/County Road)
9. Update public service response and recovery activities during the periodic EOC situation briefing and for the Situation Report, (CEO's, Clerk, DES)

ESF 13 – PUBLIC SAFETY & SECURITY/LAW ENFORCEMENT

Definition: Provide for the protection of life and property by enforcing laws, orders and regulations including the movement of persons from threatened or hazardous areas. Provide security, traffic and access control.

Activation Criteria: The Sheriff's Office will activate this ESF in response to current and anticipated threats to public safety, order and the security of lives and property.

Lead Agency: Sheriff's Office

Supporting Agencies: MHP, FWP, DOL, BLM, FSLE, DES, Mutual Aid Agencies, National Guard, Dispatch

Concept of Operations: the preservation and rapid restoration of public order and security is essential to response and recovery operations. The Sheriff's Office will perform under its statutory authority to ensure the preservation of public order, the prevention of criminal activity, the preservation and collection of evidence, criminal investigations and prosecutions. This ESF is generally activated in situations requiring extensive assistance to provide public safety and security.

ESF 13A – Public Safety & Security – Law Enforcement Checklist

1. Liaise with the Incident Command Staff and the EOC to determine the need to support current and anticipated requirements. (SO)
2. Develop an overall situation assessment of law enforcement needs. (SO)
3. Liaise with State law enforcement agencies to determine mutual aid/assistance needs. (SO)
4. Support and coordinate the law enforcement activities with the incident command staff. (SO)
5. Liaise with State and Federal law enforcement agencies as needed in support of law enforcement operations. (SO)
6. Identify law enforcement resource shortfalls to DES who will coordinate and request State and Federal assistance. (SO)
7. Track and document law enforcement related activities, costs, and support until no longer needed for field operations. (SO)
8. Provide and update law enforcement response and recovery activities during the periodic ICP & EOC situation briefing and for the Situation Report. (SO)

ESF 14A – LONG-TERM COMMUNITY RECOVERY-DAMAGE ASSESSMENT

Definition: Provide for a coordinated response to facilitate recovery from a disaster or an emergency. Provide for effective utilization of resources to support local efforts to aid long-term community recovery. Provide damage assessment in order to determine the need for State and Federal assistance.

Activation Criteria: This ESF will be activated by CEO's or DES when the situation assessment indicates significant damage has or will occur.

Lead Agencies (Unified): DES, CEO's, Clerk

Supporting Agencies: Fire, Public Works, Road Department, Utility, Community businesses, Red Cross, Volunteers, property owners, insurers.

Concept of Operations: Although the immediate pressures to respond to a major disaster are overwhelming, the need to begin to document disaster impacts early on in the response effort should not be overlooked. In addition to providing justification for State and Federal assistance, accurate damage assessment figures provide information for situation, public information and media reports and can help response officials to focus resources where they are most needed. A systematic damage assessment process will help to ensure timely recovery assistance as well as maximum State and Federal financial disaster assistance in State declared and Presidential declared disasters.

An interdepartmental team will be formed, for the purposes of collecting and documenting disaster-caused damages and related impacts. Damage Assessment forms will be provided by DES.

ESF 14A – Damage Assessment Checklist

1. Open a Damage Assessment tracking log. (DES, CEO's)
2. Review the situation assessment and liaise with Incident Command Staff as needed. (DES, CEO's)
3. Designate personnel from support agencies and relevant community representatives to gather damage assessments. (DES, CEO's)
4. Identify immediate and long-term impacts to essential public services, including water, sewer, telephones, roads, public safety facilities and services, public works and private business. (Assessment team)
5. Establish contacts with representatives of public utilities that have been impacted to obtain damage assessment information. (Assessment team)
6. Maintain contact with other affected areas in order to incorporate damage estimates into a city/countywide summary. (Assessment team)
7. Coordinate the damage assessment resources of other organizations, when needed and requested, including Red Cross and specialized agencies. (CEO's, DES)
8. Maintain contact with City/County attorney with respect to preparation of legal documents, such as formal disaster declarations, orders, and resolutions. (CEO's)
9. Develop and maintain a countywide damage assessment. (DES, Clerk)
10. Assess impact and provide a recommendation to CEO's regarding disaster declarations. (Assessment Team, DES)
11. Provide updated damage assessments during periodic EOC situation briefings and for Situation Reports. (Assessment Team)
12. Provide CEO's with damage assessment information as early as possible. Follow-up with periodic updates as needed. (Assessment Team, DES)
13. Identify needs and declare an emergency or disaster for State or Federal assistance. (CEO's)

ESF 14B LONG TERM COMMUNITY RECOVERY AND MITIGATION

Definition: Recovery and mitigation provides a framework for local government, nongovernmental organizations, and the private sector to enable community recovery from the long-term consequences of a significant incident. During recovery efforts this function seeks to simultaneously rebuild while reducing or eliminating (mitigating) the effects of future events.

Activation Criteria: CEO's will activate the ESF as appropriate to mitigate the impact of natural or human caused disaster.

Lead Agency: CEO's

Supporting Agencies: All town/county depts., Red Cross, School dists., Public Utilities, Private contractors, Local businesses, DES, Fire, Public Works/Road

Concept of Operations: ESF14 applies to appropriate departments and agencies following an incident with long-term effects on the community. Based on an assessment of incident impacts, support may vary depending on the magnitude and type of incident and potential for long-term and severe consequences. ESF14 will most likely be activated for large-scale or catastrophic incidents that require State and/or Federal assistance to address significant long-term impacts in the affected area (impacts on housing, businesses, and employment, community infrastructure, and social services.)

ESF 14B – Long Term Community Recovery and Mitigation Checklist

1. Identify and assess short and long-term recovery needs. (All affected agencies, depts., public & private)
2. Prioritize short and long-term recovery goals. (CEO's, non governmental and private leadership)
3. Liaise on behalf of the community to support and coordinate implementation of State and Federal disaster assistance. (CEO's, DES)
4. Ensure that recovery plans and activities addressed by local, State and Federal programs consider any and all mitigation opportunities. (DES, County Planning, Fire)
5. Coordinate mitigation option discussion with appropriate agencies or disciplines to develop mitigation strategies. (CEO's, DES, Public Works/Road, Fire)
6. Notify DES of mitigation support efforts and needs for State and Federal assistance. (Fire, Public Works/Road)
7. Document all mitigation related activities and costs. (Clerk & Recorder, Town Clerk)
8. Provide an update on mitigation activities during the periodic EOC situation briefing and for the Situation Report. (All depts..)
9. Document mitigation efforts in the EOC tracking log. (DES)

ESF 15A EXTERNAL AFFAIRS / PUBLIC INFORMATION

Definition: Provide for effective collection, control and dissemination of information to inform the public of ongoing efforts, emergency conditions and available assistance. Coordinate to minimize rumors and misinformation during an emergency.

Activation Criteria: Public information is an on-going responsibility prior to, during and after a disaster occurs. A coordinated effort to communicate with the media and the public must be initiated and coordinated early in any emergency or disaster event.

Lead Agency: Chief Elected Officials, Incident IC, Designated PIO

Supporting Agencies: All county/town departments/agencies, Utilities, SO, DES, School Dists., local media

Concept of Operations: The objective of emergency public information is to provide timely, accurate and comprehensive information about an emergency situation to the public and to the news media. Emergency public information can include general information about the incident, including a summary of government response actions and the projected duration of emergency conditions, as well as specific information and instructions regarding evacuation, street/road closures, shelter locations, and hazardous areas to avoid, or where to call for additional information. The Incident Commander in the field and local elected officials and other officials at the EOC should be prepared to respond to media inquiries through the designated PIO (Public Information Officer). In order to reduce confusion, control rumors and promote public confidence in emergency response efforts. A single point-of-contact will be established for the direct release of disaster related information to the public and to the news media. In smaller incidents, a single spokesperson from the primary response agency at the scene should be designated to release information about the incident. In large and protracted disaster events, a single spokesperson should be designated at the EOC to give media briefings and to approve coordinated news and public information releases. Public information must be shared and coordinated through a Joint Information Center (JIC).

ESF 15A – Public Information Checklist

1. Open a Public Information tracking log. (CEO's, PIO)
2. Contact Public Information Officer at command posts in the field and establish procedures for releasing coordinated information to the public and news media. (CEO's)
3. Maintain a list of print and broadcast media contacts for public information uses at the EOC. (CEO's, PIO)
4. Ensure information releases are consistent, accurate and timely. (PIO, CEO's)
5. Arrange on-site interviews for news media with appropriate officials and at locations in the field for opportunities to videotape damages or activities at the disaster scene. (PIO, CEO's)
6. Notify news media and conduct scheduled media briefings. (A location for media briefings can be designated at a site away from the EOC). (CEO's, PIO)
7. Provide media with a designated area to conduct business.
8. Establish telephone bank to handle citizen inquiries and to provide/verify information and control rumors if needed. (CEO's, PIO)
9. Maintain file copies of all public information releases; news releases and citizen inquiries. (CEO's, PIO)
10. Monitor media broadcasts to ensure accuracy of reports and establish methods for correcting erroneous information and controlling the spread of rumors. (CEO's, PIO)
11. Provide an update on public information activities during periodic EOC situation briefings and for the Situation Report. (CEO's, PIO)
12. Prepare final news releases and advise media representatives of points-of-contact for follow-up information about the incident. (CEO's, PIO)

ESF 15B – EXTERNAL AFFAIRS / WARNING

Definition: Provide emergency warning, information and guidance to the public. Facilitate the requirements and resources needed to provide for backup capability for all means of communication.

Activation Criteria: This ESF may be activated anytime an imminent threat is identified. Both natural and human caused disasters may present time sensitive opportunities to warn and direct the public.

Time sensitive warning is an established function/process within Judith Basin County. Pre-disaster warning and notification of both response agencies and the general public will generally occur before the activation of the EOC or this plan. Warning and communication may initiate the activation of the EOC and this plan.

Lead Agency: DES, Fire, SO

Supporting Agencies: National Weather Service, TV and Radio Media, 911 Dispatch, RACES

Concept of Operations: In a rapid onset disaster such as a major hazmat incident, dispatch, the Fire Department and/or the Sheriff's Office will alert the appropriate response agencies and communities utilizing telephones, day-to-day communication networks and 911 Dispatch. Central Montana Dispatch is a 24/7 facility that can receive notifications of actual or imminent emergency situations from a variety of sources including:

Emergency Alert System (EAS)

National Weather Service

Sheriff's Office

Responding Agency

Citizens' calls to 911

Incident Command Staff

The EAS provides the principal means of disseminating warning and other emergency information to the most people in the general area. This will be limited by the number of people that are not tuned to local radio and television broadcasts. The National Weather Service will issue "Watch" and Warning" information as the situation warrants.

The DES Coordinator maintains a list of emergency personnel and 24-hour contact information for town and County officials, Sheriff's Office, fire departments, schools, utility services, and private organizations. This contact list will be updated annually to ensure contact information is current and accurate.

Central Montana Dispatch operates the primary 911 dispatch and systems for providing emergency communications for the County. Judith Basin Sheriff's Office will also assist in emergency communications through radio and paging capabilities. Utilizing the portable repeater and backup equipment will provide redundant communications in support of emergency operations.

Since an extraordinary amount of radio traffic can be expected in a disaster, the ability to communicate effectively relies on flexibility, communications discipline (essential communication only), and redundant capability. Systems may become overloaded or unusable because of the disaster. Each response agency in Judith Basin County should become familiar with outside system protocols for establishing communications during disaster operations.

ESF 15B – Warning and Communication Checklist

- 1. Alert affected and threatened communities of emergency situation (SO, Dispatch)**
- 2. Activate the Emergency Alert System (EAS) by contacting radio and television stations and National Weather Service to issue warning information or other recommended public safety instructions. (SO, DES, Dispatch)**
- 3. Establish communications between the Incident Command Staff, and decision makers at the EOC. (SO, DES)**
- 4. Activate primary communication channel to be used strictly for emergency management traffic between ICP(s), EOC and affected jurisdictions. (SO, DES, Dispatch)**
- 5. Activate and integrate backup and support resources from amateur radio organizations and volunteer Organizations (RACES). (SO)**
- 6. Report to the EOC as needed to make decisions on emergency or disaster declarations and assist with restoration of services. (CEO's)**
- 7. Establish a phone bank to support dispatch management of non-emergency 911 calls and/or for emergency information. (SO, DES, PIO)**
- 8. Provide a summary of warning and communications activities during periodic EOC situation briefing and for the Situation Report. (SO, DES)**
- 9. Report communication needs to the EOC, for State and Federal assistance requests. (All agencies)**
- 10. Terminate use of emergency communications channels when no longer required. (SO, DES)**
- 11. Develop, review and maintain procedures concerning communication policies. (All agencies)**