

# SECTION III

## FERGUS COUNTY EMERGENCY OPERATIONS PLAN

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**Emergency Support Functions (ESF)**: This section provides an overview of common elements which could occur during any emergency or disaster. This section does not take the place of Standard Operating Procedures or Guidelines.

2011

## **SECTION III**      **EMERGENCY SUPPORT FUNCTIONS (ESF)**

### **INTRODUCTION**

**Purpose:** This section provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs, and the basic content contained in each of the ESF Annexes. This section does not take the place of Standard Operating Procedures or Guidelines developed by individual agencies.

**Background:** The ESFs provide the structure for coordinated response to an incident in Fergus County. They are mechanisms for grouping functions most frequently used during an emergency or disaster.

The Incident Command System provides for the flexibility to assign ESF and other stakeholder resources according to their capabilities, responsibilities and requirements to augment and support the other sections in order to respond to incidents in a more collaborative and efficient manner.

While ESFs are generally assigned to the Emergency Operations Center, during a large scale event for management purposes; any resource may be assigned anywhere within the Incident Command Structure. **The Emergency Operations Center's priority mission is to provide support to the Incident Commander.**

**ESF Roles and Responsibilities:** Each ESF Annex identifies a coordinator and the primary and support agencies pertinent to the ESF. **Primary agencies** are identified by their authorities, roles, resources or capabilities for a particular function within an ESF. **Support agencies** are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF and agencies outside of the county control, but available within the area (i.e. private/public businesses, state and federal agencies).

Responsibilities of the ESF **coordinator** include:

- Coordination before, during, and after an incident, including pre-incident planning and coordination.
- Maintenance of ongoing contact with ESF primary and support agencies.
- Coordinating efforts with corresponding private-sector organizations.
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.

In most instances the ESF coordinator will be Fergus County Disaster and Emergency Services Coordinator.

When an ESF is activated in response to an incident the **primary agency** is responsible for:

- Provide staff for the Emergency Operations Center or at the Incident Command Post.
- Notifying and requesting assistance from support agencies
- Managing mission assignments and coordinating with support agencies.
- Working with appropriate private-sector, state and federal organizations to maximize use of all available resources.
- Keeping organization elements informed of the ESF priorities and planning activities.
- Support ESF operational priorities and activities.
- Ensuring financial and property accountability for ESF activities.
- Planning for short- and long-term incident management and recovery operations.

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When an ESF is activated, **support agencies** are responsible for:

- Furnishing available personnel, equipment, or other resource support as requested by the Emergency Operation Center or the ESF primary agency.
- Provide input to periodic readiness assessments.
- Conduct operations, when requested by the primary agency, consistent with their own authority and resources.
- Assist in conducting situational assessments.
- Identifying new equipment or capabilities required to prevent or respond to new or emergent threats and hazards, or to improve the ability to address existing threats.

A checklist will be provided at the end of each ESF. This lays out tasks which could be accomplished for each ESF during all phases of emergency management. *\*\*Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only.\*\**

<b>ESF</b>	<b>SCOPE</b>
<b>#1 Transportation</b>	Transportation Safety Aviation Damage and Impact Assessment Restoration/Recovery of Transportation Network Movement Restrictions
<b>#2 Communications</b>	Dispatch Centers Infrastructure and Frequencies Public Warning and Emergency Alert System NOAA Weather Radio
<b>#3 Public Works and Engineering</b>	Infrastructure Protection and Emergency Repair Infrastructure Restoration Engineering and Construction Emergency Contracting Support for Life Saving and Life Sustaining Services
<b>#4 Firefighting</b>	Wildland Rural Urban Support
<b>#5 Emergency Management</b>	Management and Response Mission Assignments Incident Action Planning Resource and Human Capital/ Volunteer Management Financial Management
<b>#6 Mass Care, Emergency Assistance, Housing and Human Services</b>	Mass Care Evacuation – Human and Animal Emergency Assistance –
<b>#7 Logistics Management and Resource Support</b>	Incident logistics planning, management and sustainment capability Resource Support – facility space, office equipment, contracting services
<b>#8 Public Health and Medical Services</b>	Public health Medical Mental Health Services Mass Casualty/Fatality Management
<b>#9 Search and Rescue/Specialized Rescue</b>	Live Saving Assistance Search & Rescue Operations Specialized Rescue
<b>#10 Hazardous Material</b>	Response Environmental Clean-up
<b>#11 Agriculture and Natural Resources</b>	Animal and Plant Disease/Pests Food Safety and Security Natural/Cultural/Historical Protection and Preservation

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<b>#12 Energy</b>	Infrastructure Assessment, repairs and restoration Utility Coordination
<b>#13 Law Enforcement, Public Safety and Security</b>	Public Safety and Security Security planning and technical resource assistance Facility and resource security Support to access, traffic, and crowd control
<b>#14 Long-Term Community Recovery</b>	Damage Assessment (Rapid and Detailed) Private Property Assessment Public Property Assessment Environmental Assessment
<b>#15 External Affairs and Public Information</b>	Emergency public information and protective action guidance Medial and community relations

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### **III.1. TRANSPORTATION**

<b>ESF Coordinator:</b>	<b>Fergus County Disaster and Emergency Services</b>
<b>Primary Agencies:</b>	<b>Fergus County Road Department Lewistown Public Works Lewistown Municipal Airport</b>
<b>Support Agencies:</b>	<b>Fergus County Sheriff Lewistown Police Department Lewistown and Fergus County Fire Departments</b>
<b>State and Federal Agencies</b>	<b>Montana Department of Transportation Montana Disaster and Emergency Services Montana Highway Patrol FAA NTSB United State Postal Service Department of Defense</b>

**ESF #1 Transportation** provides for the management of transportation systems and infrastructure within Fergus County. This does not include the movement of goods, equipment, animals or people (covered in ESF # 6 and #7). Major responsibilities of those agencies/departments assigned to this ESF include the following:

- Monitor and report status of and damage to the transportation system and infrastructure as a result of an incident
- Identify temporary alternative transportation solutions that can be implemented when systems or infrastructure are damaged, unavailable or overwhelmed.
- Coordinate the restoration and recovery of the transportation systems and infrastructure.
- Assist in providing a safe route for emergency responders by removing hazards in the transportation infrastructure or providing other safe passages.

#### **III.1.1. TRANSPORTATION SAFETY**

Transportation is a vital part of the infrastructure and daily operations in Fergus County, the state and the nation. Anything that disrupts transportation in one part of the country is likely to impact a larger area. Closure of any state highway within Fergus County should be coordinated with Montana Department of Transportation, Lewistown Office. State Highway closures must be a coordinated effort by the incident commander and the Lewistown Office. Closure of county roads with Missile sites should be coordinated with Malmstrom Air Force. Other closures of roads and streets can be accomplished through a decision made by the Incident Commander.

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Identified emergency services response routes should be cleared of debris and/or snow as quickly as possible. This will assist in the ability for emergency services to continue to provide life safety services. (Attachment 10)

When conditions are severe it is imperative to provide additional support to emergency responder when lives are at risk. Additionally, 9-1-1 requests are a priority during heavy snow events, debris removal operations or restoration of infrastructure. During these operations working with emergency services will assist in response capability. Activation of the public work resource can be done through paging or telephone.

### **III.1.2. AVIATION**

Fergus County has one municipal airport located in Lewistown. Other airports within the county are small runways and are located throughout the county. (Attachment 11) The smaller runways are not intended for commercial use, but are used by local individuals for travel and local industry.

Damage to the Lewistown Municipal Airport could impact the Fergus County area, but would not have a large impact on the state or nation. Should there be damage to any part of the Airport, the affected portions of the Lewistown Municipal Airport, will be closed and applicable NOTAMs (Notice to Airman) will be issued. The Airport Manager will coordinate all notifications and will proceed following the airport SOP's. (Attachment 12)

Wreckage and debris on the airport will be removed when released from the appropriate authorities. The reopening of the airport or runway will take place at the earliest practical time. (see Restoration/Recovery of Transportation Network)

### **III.1.3. DAMAGE AND IMPACT ASSESSMENT**

Major damage and the impact on Fergus County transportation systems will be completed by identified ESF #1 departments as quickly as possible. Reports of the extent and magnitude of the damage, impact to human life, the infrastructure and the economy will assist in determining the need to declare an emergency or disaster, enact the 2 mill levy and provide intelligence to the Incident Commander and Chief Elected Officials for long term restoration and recovery operations. It will also provide information for the public which will be disseminated by the Public Information Officer through the Incident Command System.

### **III.1.4. RESTORATION/RECOVERY OF TRANSPORTATION NETWORK**

Restoration and recovery of transportation routes will begin as soon as life safety issues have been completed to an acceptable level. Responsible agencies will provide a priority recovery plan to restore routes as soon as possible taking into consideration existing conditions, equipment available, safety of the workers and needs of the public. There may be a need to contract some work. Emergency contracting can by-pass some requirements but must be considered necessary for the restoration/recovery process. All work done to restore the transportation network should be itemized and recorded for future reference. In some instance reimbursements can be made if correct records are maintained. Disposal and removal of the wreckage will be done according to the ESF #14 Community Recovery and ESF #10 Hazardous Material

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### III.1.5. MOVEMENT RESTRICTIONS

Movement restrictions may be made at the Federal, State or Local levels. Restrictions will be coordinated with the requesting agencies. At the local level restrictions will be put into place by the Incident Commander. Notification of the restrictions will be made to the chief elected officials and all responders. At the State and Federal level movement restrictions will occur if the safety and/or security of the state or nation are at risk. Restrictions occurring from the state or federal level include stopping the transportation of goods over rail, air, or highway systems. Coordination of any type of restrictions will be handled through the ESF #1 primary agencies. Chief Elected Officials will be informed of this coordination through the Emergency Operations Center or through Fergus County Disaster and Emergency Service office.

#### ESF #1 – CHECKLIST OF ACTIONS BY PHASE

The following table provides examples of tasks to be accomplished in all phases of emergency management. *\*\*Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only.\*\**

PHASE	ACTIONS
<p><b>Prevention/Mitigation:</b> <i>Activities designed to prevent or lessen the effects of a hazard</i></p>	<ul style="list-style-type: none"> <li>○ Work with other involved agencies to identify and correct potential shortfalls in the ability to use emergency access and egress routes and available transportation resources.</li> <li>○ Coordinate with other agencies on the development of evacuation plans, particularly for pre-identified hazard areas.</li> </ul>
<p><b>Preparedness:</b> <i>Activities designed to improve readiness capabilities</i></p>	<ul style="list-style-type: none"> <li>○ Maintain awareness of the transportation related components of the County Emergency Operations Plan.</li> <li>○ Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.</li> <li>○ Ensure personnel are trained in Emergency Operations Center operations, the Incident Command System (ICS) and the National Incident Management System (NIMS).</li> <li>○ Develop plans to use available transportation systems to manage the immediate transport of critical supplies.</li> <li>○ Participate in training, drills, and other activities to improve interagency communications</li> <li>○ Review departmental Standard Operating Guidelines and maintain personnel call up lists.</li> <li>○ Participate in Emergency Management training and exercises.</li> </ul>
<p><b>Response:</b> <i>Activities designed to save lives protect property and contain the effects of an event.</i></p>	<ul style="list-style-type: none"> <li>○ Ensure damage assessments are performed on infrastructure and transportation systems, facilities and equipment.</li> <li>○ Clear roads to facilitate emergency operations.</li> <li>○ Close roads and construct barricades as directed.</li> <li>○ Coordinate with other response agencies regarding the operational capabilities and limitations of the</li> </ul>

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	<p>transportation system.</p> <ul style="list-style-type: none"><li>○ Assist in making decisions regarding closures, restrictions and priority repairs to transportation routes.</li><li>○ Assist in initiating traffic management operations and control strategies.</li><li>○ Conduct other specific response actions as dictated by the situation.</li><li>○ Provide field support for emergency responders at the scene integrated through the Incident Command System (ICS).</li></ul>
<p><b>Recovery:</b> <i>Activities designed to ensure continued public safety and return the community to pre-disaster levels.</i></p>	<ul style="list-style-type: none"><li>○ Continue to perform tasks necessary to expedite restoration and recovery operations.</li><li>○ Document expenses incurred during restoration and recovery activities.</li><li>○ Gradually revert assignments and personnel requirements to normal.</li><li>○ Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required following the demobilization planning process.</li><li>○ Evaluate response and make necessary changes in this ESF Annex to correct shortfalls and improve future response activities.</li><li>○ Participate in after action meetings and prepare after action reports as requested.</li></ul>

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### III.2. COMMUNICATIONS

<b>ESF Coordinator:</b>	<b>Disaster and Emergency Services</b>
<b>Primary Agencies:</b>	<b>Central Montana 9-1-1 Fergus County Sheriff's Dispatch</b>
<b>Support Agencies:</b>	<b>Midrivers Quest Alltel Verizon Sagebrush Cellular Centana Communications Industrial Communications HAM Radio Operators in the Area KXLO –KLCM Interoperability Montana Global Star</b>
<b>State and Federal Agencies</b>	<b>BLM Fire Dispatch National Weather Service Montana Highway Patrol Montana Department of Transportation Montana Disaster and Emergency Services Public Safety Services Bureau DRNC</b>

Adequate and effective communications during an emergency is the key element to ensure public and personnel safety, coordination of personnel and resources, and competent resolution of the emergency. Fergus County Sheriff's Dispatch (642) and Central Montana 9-1-1 Dispatch (922) have responsibilities for emergency dispatching within Fergus County. Central Montana 9-1-1 receives all 9-1-1 calls for Petroleum, Judith Basin and Fergus County. If the call is a response within the City of Lewistown, Central Montana 9-1-1 handles the call from start to finish. Lewistown Rural Fire Department will maintain contact with Central Montana Dispatch 9-1-1 within a 5-10 mile radius of city limits. If the call is for a response outside of the City of Lewistown and in Fergus County, Central Montana 9-1-1 handles paging; but the responders use the Fergus County Sheriff's Dispatch until the incident is complete.

**ESF #2** is responsible for:

- o Establishing and maintaining communications for facilities that are integral to efficient disaster operations
- o Ensure the Emergency Communication Center and other local emergency communications centers and systems are prepared for emergencies.
- o In an event requiring mutual aid assistance, ESF #2 will work with support agencies to plan, procure, coordinate and direct assets.

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- The primary agencies will work together to determine priorities for the restoration of communication resources.
  - Priorities for Repair and Restoration
    - Emergency Communications: 9-1-1 and Public Safety radio
    - Other communications systems

### **III.2.1. DISPATCH CENTERS**

Central Montana Dispatch center has the capability to move to any location which has two phone lines. All 9-1-1 calls can be routed to a secondary location. As part of the continuity of operations planning for the Central Montana Dispatch relocation of the center is a main priority or provide a mobile radio communication link.

Sheriff's dispatch has the ability to move resources to a secondary location which can be determined by the Sheriff.

Combining of dispatch centers is also a possibility during an incident to provide for additional assistance and conservation of resources. The decision to combine this resource will be decided by the Incident Commander, Sheriff, Central Montana Dispatch supervisor, and Lewistown City Manager.

With any relocation there may a disruption of service to the first responders. Communications may be delayed as well as the notification capabilities to first responders. Responders can be alerted by (list in priority order) digital paging, radio contact, telephone or cell phone contact, and email.

### **III.2.2. INFRASTRUCTURE AND FREQUENCIES**

Location of the dispatch centers has been identified in the critical infrastructure mapping. Other infrastructure which is required for effective communication includes towers located on Judith Peak and South Moccasin. Additional tower sites located in Fergus County includes a site at Garniel. These sites are part of Montana Interoperability Project and have generator back-up but should be considered during a power outage for priority repairs.

Frequencies and radio programming is presently determined by the departments. All county fire department Sheriff's department radios are programmed identically. A radio plan will be completed as part of the a radio project which will show programming guidelines for all emergency response. As well as identifying tactical channels for multi jurisdictions to include fire, law enforcement and EMS; this will include the use of Montana Mutual Aid channels. When complete the radio communication plans will be part of this document. This will show the frequencies on radios for each department identifying frequencies uses, i.e. tactical, car to car, repeater.

### **III.2.3. PUBLIC WARNING & EMERGENCY ALERT SYSTEMS**

Public warning can be accomplished in a number of ways. The local radio station, KXLO-KLCM, can be notified and provide emergency alerts and public updates during any public emergency or event. An Incident Commander may consider contacting the radio station as soon as the event allows. A Public Information Guide can be found in (Attachment 13)

NOAA Weather Radio supports the emergency Alert System and provides public dissemination of critical pre-event and post-event information over the all-hazards NOAA

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Weather Radio system, the NOAA Weather Wire Service and the Emergency managers Weather Information Network. Access to these services can be made by Fergus County Sheriff, Fergus County DES, Fergus County Commissioners and Lewistown City Manager.

Locally KXLO/KLCM provide emergency alerts and can be contact to provide additional information.

Central Montana Dispatch has the ability to use Reverse 9-1-1 which allows for a certain area of notification. Cell phone users would not be notified using the Reverse 9-1-1. Other means of communication to the public includes use of emergency sirens (in Lewistown) or PA systems and responders and/or volunteers going door-to-door.

A satellite base station phone is available at Central Montana Dispatch for use by any emergency service organization with an emphasis on public health emergencies.

### ESF #2 – CHECKLIST OF ACTIONS BY PHASE

The following table provides examples of tasks to be accomplished in all phases of emergency management. *\*\*Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only.\*\**

PHASE	ACTIONS
<p><b>Prevention/Mitigation:</b> <i>Activities designed to prevent or lessen the effects of a hazard</i></p>	<ul style="list-style-type: none"> <li>○ When practical, protect equipment against lightning strikes and electromagnetic pulse (EMP) effects</li> <li>○ Ensure methods are in place to protect communication equipment, including cyber and telecommunication resources.</li> </ul>
<p><b>Preparedness:</b> <i>Activities designed to improve readiness capabilities</i></p>	<ul style="list-style-type: none"> <li>○ Ensure alternate or backup communications systems are available</li> <li>○ Coordinate common communications procedures</li> <li>○ Develop and test emergency procedures</li> <li>○ Develop mutual aid agreements.</li> <li>○ Develop and/or review procedures for the crisis augmentation of resources.</li> <li>○ Review departmental Standard Operating Procedures and maintain personnel call up lists.</li> <li>○ Participate in Emergency management training and exercises.</li> <li>○ Develop and maintain a communications resource inventory.</li> </ul>
<p><b>Response:</b> <i>Activities designed to save lives protect property and contain the effects of an event.</i></p>	<ul style="list-style-type: none"> <li>○ Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.</li> <li>○ Implement procedures to inspect and protect communications equipment.</li> <li>○ Make arrangements to ensure emergency communications can be repaired on a 24 hour basis.</li> <li>○ Coordinate with ICP and IC. Determine other communication requirements as per requests from IC.</li> <li>○ Keep the EOC informed of their operations at all times and maintain a communications link with the EOC.</li> <li>○ Maintain accountability of equipment and personnel.</li> </ul>

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**Recovery:** *Activities designed to ensure continued public safety and return the community to pre-disaster levels.*

- Continue to perform tasks necessary to expedite restoration and recovery operations.
- Gradually revert assignments and personnel requirements to normal.
- Evaluate response and make necessary changes in this ESF Annex to correct shortfalls and improve future response activities.
- Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
- Participate in after action meetings and prepare after action reports as requested.

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### **III.3. PUBLIC WORKS AND ENGINEERING**

**ESF Coordinator:** Fergus County Disaster and Emergency Services

**Primary Agencies:** Lewistown Public Works  
Fergus County Road and Bridge

**Support Agencies:** Fergus County Sheriff  
Lewistown Police Department  
Lewistown and Fergus County Fire Departments  
Central Montana Health District-  
Environmental Health

**State and Federal Agencies :** Montana Department of Transportation  
Montana Disaster and Emergency Services  
Montana Highway Patrol  
Department of Defense  
Department of Environmental Quality

Emergency Support Function (ESF) #3 provides guidance for the organization of public works and engineering resources to respond to and recover from emergency events causing damage to public buildings, roads, bridges, and other facilities that will have to be repaired, reinforced or demolished to ensure safety and allow for emergency response activities. ESF #3 addresses:

- Infrastructure protections and emergency restoration
- Safety inspections and other assistance for first responders
- Engineering and construction services
- Debris management operations

During an emergency or disaster, a variety of hazards and disruptions to services could occur. Streets, roads and bridges could be damaged or destroyed, covered with water, mud or deep snow, or blocked by debris. Signs may be destroyed or not be visible due to the event. Water systems and/or wastewater facilities may be damaged or threatened, water supply may be contaminated, storm drains may be damaged or plugged, and many structures may be damaged. Portions of the County may be physically isolated because of the event. Public Works facilities or equipment may be damaged or inaccessible, and some employees may not be able to report for work. Normal communication systems may be damaged or overloaded. There will be a significant need for damage assessment information. Damaged structures may pose a grave safety risk to emergency workers and the public. There could be scattered or large areas affected by power outages, loss of water, or loss of sewage collection and treatment facilities. Need for public works and engineering services may exceed resources within the County.

The prompt and accurate assessment of damage to public and private property following a disaster will be of vital concern to local officials. A rapid assessment will have a direct bearing on the manner in which recovery is affected in the county. See ESF #14 for more information on damage assessment and community recovery.

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An extensive damage assessment is necessary to support information requests in order to initiate response and/or recovery programs that may be offered by the State and Federal government. An accurate damage assessment will also support post disaster mitigation efforts by identifying properties that qualify as mitigation projects

All public information and news release information regarding Public Works and/or building inspectors will be coordinated through the Incident Commander and the Emergency Operation Center.

### **III.3.1. INFRASTRUCTURE PROTECTION AND RESTORATION**

Critical infrastructure had been identified as part of a protection plan. This list is not all inclusive but provides a foundation for protection and restoration. (Attachment 14)

Public Works will provide a representative to the EOC, or will maintain direct contact with the EOC. Prioritization, coordination, and support of response and recovery efforts will take place at the Incident Command Post or at the Emergency Operations Center..

Priority will be conducting inspections for damage or disruption of water systems, including wells and pumps, in addition to sewer systems, and/or treatment plant, as needed. Initiate backup systems and/or make emergency repairs, as needed. Notify EOC and/or Fire Department if fire hydrant systems are non-functional. Obtain and test water samples if there is a possibility of contamination. Coordinate with Central Montana Health Department as needed, and for inspection and testing of private wells and septic tanks and public water supplies.

If needs exceed local resources the County EOC can contact the State EOC for assistance. The Federal government may render assistance if needs exceed the capabilities of the County and State, provided the event has received a Presidential declaration of disaster.

### **III.3.2. ENGINEERING AND CONSTRUCTION**

City building inspectors may be requested to assist with damage assessment, and may be asked to take a lead role regarding inspections and damage assessment of buildings. This request, prioritization, coordination, and support will take place at the Incident Command Post or at the EOC.

### **III.3.3. EMERGENCY CONTRACTING SUPPORT**

Fergus County, City of Lewistown and incorporated towns may enter into emergency contracts with businesses and contractors for assistance with inspections, provision of specialized and/or heavy equipment, and trained operators. Emergency contacting procedures will be in place within the jurisdiction. (Attachment 15)

### **III.3.4. DEBRIS MANAGEMENT OPERATIONS**

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Public Works will coordinate with other agency representatives to include Central Montana Health District and local landfill operator in the EOC, regarding performing emergency debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protect lives and property. High priority will be given to critical facilities such as hospitals, extended care facilities, and mass care shelters. Procedures for debris management should part of the public works planning documents.

### ESF #3 – CHECKLIST OF ACTIONS BY PHASE

The following table provides examples of tasks to be accomplished in all phases of emergency management. *\*\*Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only.\*\**

PHASE	ACTIONS
<b>Prevention/Mitigation:</b> <i>Activities designed to prevent or lessen the effects of a hazard</i>	<ul style="list-style-type: none"> <li>○ Participate in hazard identification process and identify and correct vulnerabilities in the public works system.</li> </ul>
<b>Preparedness:</b> <i>Activities designed to improve readiness capabilities</i>	<ul style="list-style-type: none"> <li>○ Assist in maintaining this ESF Annex, as well as supporting guidelines and operating procedures</li> <li>○ Review all portions of the EOP to ensure proper coordination of public works and engineering activities.</li> <li>○ Ensure public works and engineering personnel receive appropriate emergency operations training.</li> <li>○ Establish contact with private resources that could provide support during an emergency.</li> <li>○ Develop accurate assessment protocols.</li> <li>○ Develop debris removal planning document.</li> <li>○ Participate in Emergency Management training and exercises.</li> </ul>
<b>Response:</b> <i>Activities designed to save lives protect property and contain the effects of an event.</i>	<ul style="list-style-type: none"> <li>○ Provide public works and engineering support on a priority basis as determined by the EOC and the Incident Commander(s).</li> <li>○ Provide representative to the EOC as requested.</li> <li>○ Inspect damage to streets, bridges, and public buildings and provide this information to the Emergency Operations Center and/or Incident Commander.</li> <li>○ Support decontamination as necessary.</li> <li>○ Conduct other specific response actions as dictated by the situation.</li> </ul>
<b>Recovery:</b> <i>Activities designed to ensure continued public safety and return the community to pre-disaster levels.</i>	<ul style="list-style-type: none"> <li>○ Continue to repair infrastructure and buildings on a priority basis.</li> <li>○ Continue all activities in coordination with the EOC based on the requirements of the incident.</li> <li>○ Participate in after action meetings and prepare after action reports as requested.</li> <li>○ Make necessary changes in this ESF Annex and supporting plans and procedures.</li> <li>○ Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.</li> </ul>

### **III.4. FIREFIGHTING**

**ESF Coordinator:** Fergus County DES

**Primary Agencies:** Fergus County Fire Warden  
Lewistown Fire Rescue/Lewistown Rural FD  
Town of Moore Fire Department  
Moore Rural Volunteer Fire Department  
Heath Rural Volunteer Fire Department  
Hilger Rural Volunteer Fire Department  
Town of Grass Range Fire Department  
Grass Range Rural Volunteer Fire Department  
Denton Volunteer Fire Department  
Roy Rural Volunteer Fire Department  
Winifred Rural Volunteer Fire Department  
Town of Winifred Fire Department  
Cheadle Rural Volunteer Fire Department  
Beaver/Cottonwood Creek Rural Volunteer Fire Department  
Coffee Creek Rural Volunteer Fire Department  
North Fork Flatwillow Rural Volunteer Fire Department

**Support Agencies:** Fergus County Sheriff's Office  
Fergus County Planning/GIS Department

**State and Federal Agencies:** DNRC  
BLM  
Fish, Wildlife and Parks  
CMR  
Forest Service

#### **III.4.1. SUPPORT**

Fire service in Fergus County is provided by thirteen districts. All are volunteer except for Lewistown Fire and Rescue which is a combination department. The districts are Grass Range, Lewistown Rural, Lewistown Fire and Rescue, Winifred, Coffee Creek, Denton, Hilger, Roy, Moore, Beaver Creek/Cottonwood, Heath, North Fork Flatwillow and Cheadle. (Attachment 1) All departments have signed mutual aid agreements and provide support when requested.

Lewistown Fire Rescue members are trained for Emergency Medical, Vehicle Extrication, Technical Rope Rescue, Ice Rescue, Swift Water Rescue, Trench Rescue, Hazardous Material Technical Level Response, ARFF, Wildland and structure fire fighting.

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The volunteer departments are trained at the Hazardous Material Operations level, wildland fire fighting, and some departments are trained for structural and extrication response.

General response to emergencies and disasters typically begins with a single agency or jurisdiction. As the incident expands or local resources are expended, the response effort expands. However, some incidents require an immediate, large-scale response. In either case, accountability and management of resources is a major concern. The Incident Command System, and the Unified Command structure are vital to the operation, and must be implemented immediately. A prompt and ongoing size-up is critical, so that necessary resources can be requested and dispatched quickly, and coordinated goals and objectives can be developed. Initial response actions must include coordination with law enforcement and other agencies that may be needed to assure emergency access to the scene, traffic control and preventing access to the general public. A staging area must be identified, and a staging officer designated. Other traffic and transportation safety issues should also be addressed.

The Incident Commander should make an early request for EOC or emergency management assistance or support, to allow for response time of staff and/or the incident escalating faster than anticipated. Mutual aid agencies and departments must work within the established Incident Command System, while maintaining authority/control of their equipment and personnel. At the point when the incident has become multi-jurisdictional or multi-agency, a unified command may be established at the EOC and the various Incident Commanders shall become Operation Commanders. Request for outside resources should be made through protocols within the fire departments, but when those requests are initiated Disaster and Emergency Services will provide information to Chief Elected Officials and the State Emergency Operations Center.

If volunteer groups or citizens are assisting fire service, the Incident Commander must assign a person or group to supervise and monitor them. Accountability of volunteers is a significant safety issue, as is assuring that volunteers are given some basic information on how to do their assigned tasks and are aware of basic safety and emergency procedures.

Each department, agency and individual shall maintain accurate records of the incident. They will be responsible for maintaining disaster and recovery expense records for future possible reimbursement. Financial issues such as supplies used, equipment lost or damaged, wages for hours worked including overtime, and other costs require documentation before reimbursement is issued. If emergency vehicles, communications equipment, or stations are damaged, special contracts may be needed for their quick repair or replacement, and temporary or long-term arrangements may be needed.

Departments, districts, and individuals involved in the emergency or disaster should participate in post event reviews and critiques, and contribute to written reports regarding observations and recommendations.

### ESF #4 – CHECKLIST OF ACTIONS BY PHASE

The following table provides examples of tasks to be accomplished in all phases of emergency management. *\*\* Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only. \*\**

PHASE	ACTIONS
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## Fergus County Emergency Operations Plan

<p><b>Prevention/Mitigation:</b> <i>Activities designed to prevent or lessen the effects of a hazard</i></p>	<ul style="list-style-type: none"> <li>○ Participate in hazard identification process and identify and correct vulnerabilities in the firefighting function.</li> <li>○ Develop fire safety programs that include disaster situations and present them to the public</li> </ul>
<p><b>Preparedness:</b> <i>Activities designed to improve readiness capabilities</i></p>	<ul style="list-style-type: none"> <li>○ Assist in maintaining this ESF Annex as well as Standard Operating Procedures/Guidelines.</li> <li>○ Ensure fire personnel receive appropriate emergency operations training.</li> <li>○ Ensure fire mutual aid agreements with surrounding jurisdictions are current.</li> <li>○ Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression.</li> <li>○ Ensure emergency call-up and resource lists are current.</li> <li>○ Ensure the availability of necessary equipment to support firefighting activities</li> <li>○ Participate in emergency training and exercises.</li> </ul>
<p><b>Response:</b> <i>Activities designed to save lives protect property and contain the effects of an event.</i></p>	<ul style="list-style-type: none"> <li>○ Respond as required on a priority basis.</li> <li>○ Activate mutual aid if needed.</li> <li>○ Coordinate activities with other responding agencies.</li> <li>○ Coordinate outside fire resources.</li> <li>○ Alert or activate off-duty and auxiliary personnel as required by the emergency.</li> <li>○ Conduct other specific response actions as dictated by the situation.</li> </ul>
<p><b>Recovery:</b> <i>Activities designed to ensure continued public safety and return the community to pre-disaster levels.</i></p>	<ul style="list-style-type: none"> <li>○ Support clean up and restoration activities.</li> <li>○ Review plans and procedures with key personnel and make revisions and changes.</li> <li>○ Continue all activities in coordination with the EOC based on the requirements of the incident.</li> <li>○ Participate in after-action briefings and develop after-action reports.</li> </ul>

## Fergus County Emergency Operations Plan

### **III.5. EMERGENCY MANAGEMENT**

<b>ESF Coordinator:</b>	<b>Disaster and Emergency Services</b>
<b>Primary Agencies:</b>	<b>Disaster and Emergency Services</b>
<b>Support Agencies:</b>	<b>Fergus County Planning/GIS Central Montana Health District –Public Health Fergus County Clerk and Recorder Fergus County Treasurer Fergus County Attorney Retired Volunteer Services Program</b>
<b>State and Federal Agencies:</b>	<b>State Disaster and Emergency Services MT VOAD Agencies American Red Cross Salvation Army</b>

#### **III.5.1. MANAGEMENT AND RESPONSE**

Disaster and Emergency Services and the Emergency Operations Center are activated by the Incident Commander when an event has the ability to overwhelm local resources or will be an extended event. The mission of the Emergency Operations Center is to support the needs of the event and provide assistance to the Incident Commander. Primary location for the Emergency Operations Center include 121 8<sup>th</sup> Ave S; secondary location, 305 W. Watson or can be located wherever the Incident Commander requests.

The Emergency Operations Center will be managed by an EOC manager and supporting individuals listed in this section, if needed, and primary agency representatives listed under the ESF function activated for the event.

#### **III.5.2. MISSION ASSIGNMENT**

During incident response, ESF #5 provides the core management and administrative functions such as:

- Facilitating the flow of information and planning between departments, elected officials, and State of Montana Disaster and Emergency Services.
  - Use of Form 209 will facilitate the flow of information.  
(Attachment 16)
- Assisting the Incident Commander in identifying critical resource needs, locating the required resource, and coordinating the deployment of the assets.
- Supporting ESF #7 Logistic Management and Resource Management in establishing needed facilities, supplies, personnel and equipment.

## Fergus County Emergency Operations Plan

### III.5.3. CHIEF ELECTED OFFICIALS

The flow of information to Chief Elected Officials or Chief Executive Officers is an established priority of ESF #5 Emergency Management. The information provided will assist in declaring an emergency or disaster, provide for signed documents quickly and ensures elected officials can answer questions about an emergency from the general public. The decision to levy the Emergency 2 mil disaster levy can be made quickly by providing the elected officials with estimated costs, damage assessment information and number of people affected by the event.

### III.5.4. VOLUNTEER MANAGEMENT

Volunteer management under this ESF does not include the Emergency responders, who are trained and equipped to handle the event. Volunteers may be required to assist in the Emergency Operations Center, to assist at Evacuation check-points, or other facilities which may require a tracking system in place. If Damage Assessments can be accomplished safely, volunteers may be used to assist with these after a brief training.

If the event is a large scale or extended event, volunteer management will become a separate section of the EOC and a Volunteer Manager will be named. As part of the Emergency Operations Center Plan position checklists, accountability procedures, and forms will be developed to assist the manager upon activation of the Emergency Operations Center.

### III.5.5. FINANCIAL MANAGEMENT

Financial Management will provide chief elected officials or chief executive officers needed information during and following an event. The Emergency Operations Center Manager will provide this information during a small scale event and will estimate costs as the event escalates. Should the event become large in scope or an extended event, a Financial Manager will be named and will be an official of Fergus County, City of Lewistown or the incorporated town affected by the event.

### ESF #5 – CHECKLIST OF ACTIONS BY PHASE

The following table provides examples of tasks to be accomplished in all phases of emergency management. *\*\*Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only.\*\**

PHASE	ACTIONS
<b>Prevention/Mitigation:</b> <i>Activities designed to prevent or lessen the effects of a hazard</i>	<ul style="list-style-type: none"><li>o Participate in the hazard identification process and identify and correct vulnerabilities.</li><li>o Develop emergency preparedness programs and present them to the public.</li><li>o Assist business, schools, individuals in preparing for disasters through education and planning.</li><li>o Coordinate continued development of the ESF working with the Primary and Support Agencies.</li></ul>
<b>Preparedness:</b> <i>Activities designed to improve readiness capabilities</i>	<ul style="list-style-type: none"><li>o Maintain the ESF Annex.</li><li>o Ensure County, City and Town personnel are provided with opportunities to take emergency operations</li></ul>

## Fergus County Emergency Operations Plan

	<p>training.</p> <ul style="list-style-type: none"> <li>○ Maintain the primary and alternate Emergency Operations Centers (EOCs).</li> <li>○ Develop and maintain standard operating guidelines and checklists to support Emergency Management activities.</li> <li>○ Ensure notification and call-up lists are current.</li> <li>○ Develop emergency exercises to support ESF #5 activities.</li> </ul>
<p><b>Response:</b> <i>Activities designed to save lives protect property and contain the effects of an event.</i></p>	<ul style="list-style-type: none"> <li>○ Activate the EOC to the level required and notify County, City or Town departments as needed.</li> <li>○ Prepare to request mutual aid partners.</li> <li>○ Request and/or report to Montana DES through the District Rep. Supply briefing or 209 form.</li> <li>○ Coordinate the activities of responding agencies and assist the IC and Command Post operations.</li> </ul>
<p><b>Recovery:</b> <i>Activities designed to ensure continued public safety and return the community to pre-disaster levels.</i></p>	<ul style="list-style-type: none"> <li>○ Continue to coordinate activities with responding agencies</li> <li>○ Support community recovery activities.</li> <li>○ Schedule after-action briefings and develop after-action reports.</li> <li>○ Develop and implement mitigation strategies.</li> <li>○ Make necessary changes in this ESF Annex and the EOP and other supporting plans and procedures.</li> </ul>

## Fergus County Emergency Operations Plan

### **III.6. MASS CARE /EVACUATION/ ASSISTANCE**

**ESF Coordinator:** Disaster and Emergency Services

**Primary Agencies:** Fergus County Sheriff's Office  
American Red Cross  
Disaster and Emergency Services

**Support Agencies:** Montana Disaster and Emergency Services  
MT VOAD Agencies

**State and Federal Agencies:** Department of Health and Human Services  
Department of Homeland Security  
Department of Housing and Urban Development  
Department of Veterans Affairs  
Small Business Administration  
U.S. Army Corps of Engineers

#### **III.6.1. MASS CARE**

Feeding and sheltering a large number of individuals normally is considered a task for American Red Cross. American Red Cross doesn't maintain a presence in Fergus County. Great Falls is the closest available assistance. In requesting assistance from American Red Cross there will be a time delay before they are available to assist. If there is a need for immediate emergency assistance, local resources will be requested. As an example, Central Montana Medical Center may take in a limited number of people for shelter and feeding as they have a back-up power source. School facilities are available, but do not have back-up power. A list of available locations will be maintained as part of the Resource list. This list will include number of individuals who may shelter, available services, and back-up power.

Although volunteer agencies providing mass care services normally have the ability to provide food and water to both individuals affected by the event and those in emergency shelters, a major disruption to supplies of water or food may create a need to provide both acquisition and logistical support to the volunteer agencies.

Public schools, hospitals and other institutions may have facilities available to conduct mass feedings if necessary. The federal government may also provide assistance in the bulk distribution of disaster food supplies during major emergency events.

Fergus County Disaster and Emergency Services will work closely with local volunteer agencies to determine the emergency food and water needs of the affected population (i.e., the number of people in need of food and water and their locations). This includes ensuring adequate logistical support is provided to the volunteer agencies to obtain and distribute food and water supplies to the affected population.

The volunteer agencies will consider both stationary and mobile feeding operations based on the needs of the situation. If required by the event, the EOC will coordinate with the volunteer agencies to determine suitable food preparation facilities to use for mass feeding. In most events, the County will use the capabilities of the many volunteer agencies with emergency feeding capabilities (e.g., Red Cross and other MT VOAD agencies).

## Fergus County Emergency Operations Plan

If the situation warrants, the Lead and Support agencies in the Fergus County EOC will work closely with state and federal agencies to ensure the coordination of bulk food distribution and other food resources.

### III.6.2. EVACUATION

During a period of emergency, it may be necessary to relocate the populace to unaffected areas or into shelter facilities. This annex will identify the responsibilities for primary agencies involved in the evacuation process and provide information.

#### III.6.2.1. HUMAN

- The decision to evacuate is made by the Incident Commander.
- Evacuation operations are the responsibility of Law Enforcement. Assistance will be provided by all responders.
- Approved by the principal executive officers if time allows. Upon the declaration of an emergency or disaster and the issuance of an evacuation order, the chief executive officer may:
  - (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.
  - (c) Subject to the authority to control ingress and egress, includes the authority to close wildland areas to access during periods of extreme fire danger
- If the Incident Commander decides in the course of a disaster that evacuation MAY be necessary, he shall declare this conclusion to law enforcement of the anticipated evacuation area as soon as possible. Lead time is needed to select evacuation routes, arrange transportation, identify centers and brief residents.
- Use of any means necessary to inform the public of the need to evacuate or to shelter in place will be used, this includes reverse 9-1-1, loud speaker, door to door, local media, emergency warning system, etc.
  - Advise (order) their evacuation; or
  - Advise those of the incident's status and brief them on procedures should evacuation become necessary.
  - If time permits, decisions to evacuate because of toxic gases (non-explosive) or some other extreme degradation of air quality shall be coordinated with Central Montana Health District and office of the National Weather Service.
- Evacuations are ADVISORY ONLY, except in the following situations where evacuation may be ordered and compelled:
  - Isolated incidents where persons are directly exposed to a clear and present danger to health and safety, e.g., hazardous material, burning house, wreckage, crime scene, etc.
  - Broader incidents where danger is imminent provided the Chairman of the County Commissioners or the Chief Elected Official has issued an Emergency Proclamation or a Disaster Declaration.
- Time and resources shall not be wasted in attempts to arrest or convince persons who refuse to evacuate.
- Excluding obvious exceptions, it shall be assumed that two-thirds of evacuees will go to motels or homes of family or friends.
- Notify Red Cross of need to evacuate and request they prepare to set up Evacuation Center(s). Because of the length of time for the Red Cross to arrive to assist with

## Fergus County Emergency Operations Plan

Evacuation Centers, pre-designated evacuation locations have been mapped. Advise Red Cross of incident location, evacuation routes and number to be evacuated.

- Establish 24 hour road blocks at points of entry to evacuated area and a security patrol of the evacuated area.
- Evacuated area shall be closed to all but persons authorized by the Incident Commander.
- IC will immediately commence planning for allowing resident to permanently return to evacuated area. Evacuees will be kept informed as to the planning effort and approximate time of re-entry into the area.

### III.6.2.2. ANIMAL

Animals that need to be evacuated will be required to have a current record of shots or owners will need to provide Veterinarian information. Acceptance into any shelter may require the current records of shots. Animal owners have the responsibility to assist with providing care and shelter for animals.

Service Animals are allowed into any Evacuation Shelter, other animals will be kept as close as possible to the Evacuation Shelter so owners can assist in the care of their animals.

Evacuation of farm animals will not take precedence over evacuation of people. Assistance may be provided to help remove farm animals from a hazard area if time and resources allow. Cost associated with the removal of animals will be the responsibility of the owner of the animals.

Possible locations for animals removed from a hazard area include Fergus County Fairgrounds, rodeo grounds in surrounding towns, stockyards, or neighbors/relatives farms or ranches.

For more information see ESF #11.

### III.6.3. EMERGENCY ASSISTANCE

Assistance for individuals and private businesses is limited. Homeowner Insurance, American Red Cross and other Volunteer Agencies will be requested to assist with private assistance. Local resources, such as Church groups, will also be tapped to assist during a disaster.

For additional information see ESF #14.

### ESF #6 – CHECKLIST OF ACTIONS BY PHASE

The following table provides examples of tasks to be accomplished in all phases of emergency management. *\*\*Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only.\*\**

PHASE	ACTIONS
<b>Prevention/Mitigation:</b> <i>Activities designed to prevent or lessen the effects of a hazard</i>	<ul style="list-style-type: none"><li>○ Participate in the hazard identification process and take steps to correct deficiencies in the mass care, housing and human services function.</li><li>○ Implement a public education campaign regarding the</li></ul>

## Fergus County Emergency Operations Plan

	<p>importance of having adequate homeowners and renters insurance.</p>
<p><b>Preparedness:</b> <i>Activities designed to improve readiness capabilities</i></p>	<ul style="list-style-type: none"> <li>○ Implement a public education campaign regarding the importance of having a family plan and a 72-hour preparedness kit.</li> <li>○ Educate public on proper preparedness activities for pets and animals</li> <li>○ Identify and inspect suitable shelter facilities including facilities for sheltering household pets and ranch animals.</li> <li>○ Identify and work with special needs populations to determine additional requirements</li> <li>○ Develop and test emergency plans and procedures.</li> <li>○ Train personnel to perform emergency functions.</li> <li>○ Participate in emergency management training and exercises.</li> </ul>
<p><b>Response:</b> <i>Activities designed to save lives protect property and contain the effects of an event.</i></p>	<ul style="list-style-type: none"> <li>○ Open, staff and manage shelters as needed.</li> <li>○ Identify and provide temporary housing resources.</li> <li>○ Provide representatives to assist in meeting mass care, and housing and human services needs.</li> <li>○ Provide assistance to established pet shelters.</li> <li>○ Make suitable accommodations for special needs population.</li> </ul>
<p><b>Recovery:</b> <i>Activities designed to ensure continued public safety and return the community to pre-disaster levels.</i></p>	<ul style="list-style-type: none"> <li>○ Provide public information regarding safe re-entry to damage areas.</li> <li>○ Continue to work closely with the EOC to support on-going activities.</li> <li>○ Identify and provide long-term housing resources.</li> <li>○ Form a long-term recovery assistance team to help ensure individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.</li> <li>○ Participate in after action critiques and reports</li> <li>○ Make changes to standard operating procedures and this ESF Annex to improve future operations.</li> </ul>

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**III.7. LOGISTIC MANAGEMENT & RESOURCE MANAGEMENT**

**ESF Coordinator:** DES Coordinator

**Primary Agencies:** Disaster and Emergency Services

**Support Agencies:** All Emergency Services in Fergus County  
Fergus County Clerk & Recorder  
Fergus County Treasurer  
Fergus County School Superintendent  
Fergus County Attorney  
Fergus County Planning (GIS)  
Fergus County Nurses  
Central Montana Health District  
City of Lewistown (Accounting Services)  
RSVP

**State and Federal Agencies:** State Disaster and Emergency Services  
MT VOAD Agencies  
American Red Cross  
Salvation Army

The types and amounts of resources needed to support emergency operations will vary greatly depending on the event. Determining what types of resources and how many of them are needed is critical to providing a rapid, effective and coordinator response to an emergency or disaster.

For the most part the resource management will be accomplished through the Logistics Section of the Incident Command Structure. Communications with the Emergency Operations Center, Chief Executive Officers, other counties, State and Federal agencies must be maintained. As resource needs are identified, the requested resource will be located, mutual aid agreements will take affect or State/Federal resources will be provided. Tracking and request documentation will be maintained through the Emergency Operations Center or through the IC. When a State or Federal resources is required, coordination of the request should go through Fergus County Disaster and Emergency Services and Montana Department of Disaster and Emergency Services. Resources will be ordered by standard typing of the resource which is part of NIMS. This will allow for resource tracking, typing and management at both the local and state level.

The Incident Commander will determine resource priorities.

**Human Resource:**

A Resource Directory is the responsibility of the Disaster and Emergency Service Coordinator; but most agencies in Fergus County maintain their own resource listings. This

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is a quick reference for Emergency Response Agencies and a tool to be used during an incident, emergency or disaster.

The Directory maintained by Disaster and Emergency Services contains the following information:

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

Maintaining the human resource list is an important part of the Emergency Service department.

### **Emergency Contracting:**

When requests are high priority, an emergency procurement process may be necessary. Emergency procurement may involve contacting supplies, negotiating term, and making transportation and distribution arrangements. Emergency contract documents and procurement guidelines will be developed and will be kept by this ESF's primary agency.

### **Facilities:**

In a major disaster with an extensive influx of resources, supplies and personnel, the ESF #7 Resource Support Coordinator and/or the Logistic Section of the Incident Management Team will direct certain facilities be designated for emergency use.

**Staging area:** Used to assemble personnel and equipment for immediate deployment to an operational site in the affected area(s). Potential Staging Areas will be dictated by the locations and the scope of the incident but may include the fairgrounds, schools, camping sites, and recreational facilities.

**Public Briefing facilities:** Used as a forum for questions and answers from the public. Potential areas to hold a large number of people may include schools in affected areas, Civic Center, schools, fairground, rodeo grounds, or football fields.

**Warehouses and other facilities:** Store or stage supplies, donations and equipment for both short and long-term emergency use.

Criteria for the selection of these facilities will include proximity to the affected area, transportation access, communications capability, storage space and conditions, and security concerns.

### **Donations**

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Donated goods, services, and equipment must be closely coordinated. This ESF Coordinator will chose or organize a group to provide the coordination, accounting and distribution of the donated items. Listings of possible organizations which could handle the management of donations will be included in the Resource Directory maintained by Disaster and Emergency Services. Monetary donations must be accounted for and available to be used quickly. Working with a financial institution will be a priority of this ESF coordinator.

### ESF #7 – CHECKLIST OF ACTIONS BY PHASE

The following table provides examples of tasks to be accomplished in all phases of emergency management. *\*\*Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only.\*\**

PHASE	ACTIONS
<b>Prevention/Mitigation:</b> <i>Activities designed to prevent or lessen the effects of a hazard</i>	<ul style="list-style-type: none"> <li>○ Ensure emergency contracts are in place to prevent resource shortages in an emergency</li> <li>○ Have blank emergency contracts ready to implement.</li> </ul>
<b>Preparedness:</b> <i>Activities designed to improve readiness capabilities</i>	<ul style="list-style-type: none"> <li>○ Maintain this ESF Annex as well as supporting operation procedures.</li> <li>○ Maintain resource listing for this area and surrounding counties.</li> <li>○ Review all portion of the EOP to ensure proper coordination of resource support activities.</li> <li>○ Ensure resource support personnel receive appropriate emergency training.</li> <li>○ Establish contact with private resources that could provide support during an emergency</li> <li>○ Participate in Emergency management training and exercises.</li> </ul>
<b>Response:</b> <i>Activities designed to save lives protect property and contain the effects of an event.</i>	<ul style="list-style-type: none"> <li>○ Obtain resources on a priority basis as determined by the EOC/Incident Command Commander.</li> <li>○ Activate additional resource support personnel.</li> <li>○ Work with EOC staff to establish priorities in support of the Incident Command.</li> <li>○ If necessary, establish staging areas, distribution sites and mobilization centers for which resources may be distributed or directed.</li> <li>○ Activate mutual aid.</li> <li>○ Maintain an inventory system to track supplies used in the disaster.</li> <li>○ Maintain accurate records of resources utilized and funds expended and submit reports.</li> </ul>
<b>Recovery:</b> <i>Activities designed to ensure continued public safety and return the community to pre-disaster levels.</i>	<ul style="list-style-type: none"> <li>○ Return to normal levels as dictated by the event.</li> <li>○ Identify unused resources in the community</li> <li>○ Demob facilities and resources no longer in use</li> <li>○ Store, inventory, return or dispose of excess supplies.</li> <li>○ Participate in after-action reports and critiques.</li> </ul>

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### **III.8. PUBLIC HEALTH AND MEDICAL SERVICE**

**ESF Coordinator:** Central Montana Health District Emergency Preparedness

**Primary Agencies:** Central Montana Health District  
Central Montana Medical Center  
Fergus County Nurses Office  
Fergus County Coroner

**Support Agencies:** Montana Mental Health Nursing Care Center  
Denton EMS  
Roy EMS  
Winifred EMS  
Grass Range EMS  
Central Montana Ambulance Service  
Mental Health Center  
Tri-County Critical Incident Stress Management Team  
MT VOAD  
Private Health Providers  
Assisted Living Facilities

**Non-Governmental:** Mental Health Professionals

**State and Federal Agencies:** Veterans Administration Clinic  
Department of Health and Human Services  
Center for Disease Control (CDC)  
Montana Disaster and Emergency Services  
Department of Homeland Security

#### **III.8.1. AT RISK POPULATION**

Responsibility for the safety of the population designated as AT RISK 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 at risk populations and facilities.

<b>Responsible Party</b>	<b>Timing</b>	<b>Action</b>
DES, Law Enforcement, Fire Department	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.
Individual/Guardian/Care Provider	Pre-Disaster Annual Update	Provide information to DES, Law Enforcement about your special needs

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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
Law Enforcement, 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, 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. Be specific in your request.
Law Enforcement, DES, EMS	As needed during emergency & disaster	Respond as requested to assist needs. Contact registered individuals to determine status and needs.

### **III.8.2. PUBLIC HEALTH**

Central Montana Health District, Board of Health is the local health jurisdiction authority who appoints a Health Officer to carry out duties/authorities as outlined in Montana Code Annotated. Central Montana Health District may activate this ESF in response to current or anticipated threats to public health or the environment. Core functional areas are: Assessment of public health and safety needs; disease control/ epidemiology; health/ medical equipment and supplies through the Strategic National Stockpile; public health information release; vector control/monitoring. Central Montana Health District has developed an Emergency Plan for Public Health Emergencies. That plan is the document to be used by those in the Emergency Operations Center.

### **III.8.3. MEDICAL**

Central Montana Medical Center (CMMC) is the main medical center in Fergus County. The medical staff includes a full-expertise range of physicians, and consulting specialty doctors. CMMC is a 25-bed hospital and 85 licensed-bed nursing home facility. CMMC has developed standards of care, procedures for securing the hospital, decontamination protocol, and public information program to provide the public with important information involving the hospital and visitations to the hospital. Core functional areas are: health/medical care personnel; patient evacuations; and the health/medical care of individuals who are seeking medical attention.

The CMMC can also provide a location for individuals to go in the event of a power outage. The facility has alternate energy supply and the administration is a pro-active member of the response community.

Other medical facilities and doctors are located in Roundup, 75 miles from Lewistown; Harlowton, 55 miles from Lewistown; Billings, 125 miles from Lewistown or Great Falls, 100

## Fergus County Emergency Operations Plan

miles from Lewistown. Billings and Great Falls facilities can supply Help Flight and will assist with a medical surge; keeping in mind these locations may also be experiencing a medical surge. Planning between these remote facilities continue to take place.

### **III.8.4. EMERGENCY MEDICAL SERVICES**

Provide timely triage, treatment and transportation of the injured in coordination with area hospitals. This ESF is also responsible for supporting and coordinating public health and environment action in the county. 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

### **III.8.5. MENTAL HEALTH SERVICES**

In an emergency situation mental health and pastoral care will be coordinated to assist the victims, general public and first response community. This will include provide crisis counseling services to individuals and groups impacted by the disaster situation. Mental health professionals will be mobilized to offer 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. Reimbursement costs for this type of services will be sought through insurance providers and volunteer donations.

#### **III.8.5.1. CRITICAL INCIDENT STRESS MANAGEMENT (CISM)**

CISM Teams were developed to provide debriefing following critical incidents to any emergency response agency requesting assistance. The focus of this service is to minimize the harmful effects of job stress, particularly in crisis or emergency situations. The highest priorities of the team are to maintain confidentiality and to respect the individuals involved. It is not the function of a Team to replace on-going professional counseling, but to provide immediate crisis intervention and support. Through the CISM process, a Team provides emergency personnel a tool to potentially alleviate stress related symptoms. The CISM Team also provides education regarding critical incident stress to emergency services workers.

#### **CISM TEAM REQUEST**

A CISM Team maybe requested by any emergency response organization in Fergus County. Normally a request may be made for the following incidents:

- Mass Casualty/multiple death incident;
- Death or serious injury of a child;
- Serious injury or death of an emergency responder in the line of duty;
- Suicide of a youth or emergency responder;
- Death of a victim in which much time was devoted to live-saving efforts;
- Serious injury or death resulting from the operations of an emergency department;
- Events that attract excessive media attention or in which onlookers or traffic interfere significantly with operations;

## Fergus County Emergency Operations Plan

- Events involving trauma to a known victim or where strong personal identification with the victim occurs in the emergency services personnel;
- Prolonged events.

The request will go through the Fergus County Disaster and Emergency Services office will follow set procedures developed by the CISM team.

### **III.8.6. MASS CASUALTY/FATALITY MANAGEMENT**

The possibility of a Mass Casualty Incident exists within any area of Fergus County. The road, rail and air corridors, that penetrate the county boundaries, carry the mechanisms to create a Mass Casualty Incident, at any time, day or night. Building failure or fires within the communities in the county also provide the possibility of a Mass Casualty Incident.

Within the county exists the personnel, equipment and supplies to minimally manage a Mass Casualty Incident. The level of management depends upon location of the incident, how much accurate information is obtained at the time of the incident, proper initial size-up, how quickly the resources can get to the scene, and how well this equipment is put to use once at the incident.

A major difficulty faced by responders to a Mass Casualty Incident is the possibility of remote locations in the county and the potential for extremely adverse weather conditions. Response to the scene and the logistical requirements to support on scene activities may be delayed and complicated.

All responding Emergency Medical Personnel will be working with a standard set of Protocols that has been agreed upon. The Incident Commander and Operations Section will need to add a Medical Branch which will handle the triage, transportation, treatment of the injured and identification of the deceased. The Central Montana Medical Center or the closest medical center will be informed as quickly as possible of the number of casualties, type of incident and anticipated time of arrival of the first transporting unit. Other resources which could be requested at the scene or at the medical center include medical air support from either Billings or Great Falls. The decision for requesting these resources resides with the Medical Branch. Tracking casualties will rest with the Emergency Medical Personnel.

Mass Fatality management will also be part of the Operations Section. Local mortuary services will be enlisted to assist in handling bodies. Although the possibility exists for a large number of fatalities within the county, the decision making process involved in a mass fatality event will include the appropriate handling and interment of fatalities. Identification and notification of families will be part of the duties of the County Coroner.

### **ESF #8 – CHECKLIST OF ACTIONS BY PHASE**

Because of the diverse nature of this Essential Support Function a check list cannot be provided. Each response organization within this ESF should have in place protocols and procedures which will assist them in carrying out their ESF. Coordination of these plans takes place between Central Montana Health District – Public Health, Central Montana Medical Center and Fergus County Disaster and Emergency Services.

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### **III.9. SEARCH AND RESCUE/SPECIALIZED SEARCH AND RESCUE**

**ESF Coordinator:** Fergus County DES

**Primary Agencies:** Fergus County Sheriff  
Central Montana Search and Rescue  
Lewistown Fire Rescue

**Support Agencies:** Montana Wing Civil Air Patrol  
Montana Aeronautics  
Area Fire Departments

**State and Federal Agencies:** Border Patrol  
Fish, Wildlife and Parks  
Charles Russell Wildlife Preserve  
BLM

The goal of search and rescue operations is to save the lives of people who are unable to ensure their own survival without assistance. Search and rescue activities include, but are not limited to:

- Locating, extricating and providing immediate medical assistance to victims trapped in collapsed or damaged structures
- Locating and assisting missing or trapped persons, vehicles, boats, and downed aircraft

#### **III.9.1. SEARCH & RESCUE OPERATIONS**

The Sheriff is designated Incident Commander for Search and Rescue Operation. Central Montana Search and Rescue can be activated by Fergus County Sheriff. Central Montana Search and Rescue has resources which enable them to respond to remote areas of the county. Procedures and guidelines have been set by the group. If needed, additional assistance can be requested through the Incident Commander or Disaster and Emergency Services.

#### **III.9.2. SPECIALIZED RESCUE**

Lewistown Fire Rescue has trained for a specialized rescue and should be called when rescue is required for: trench rescue, ice rescue, swift water rescue, confined space rescue. Also, as part of the Lewistown Fire Rescue training is high and low angle rope rescues. In the event of this type of incidents occurring any place in Fergus County, Lewistown Fire Rescue will respond if requested for these types of rescues.

Vehicle extrication can be accomplished by Lewistown Fire Rescue, Denton Fire Department, and Grass Range Fire Department. Roy Rural Fire Department can assist in a basic vehicle extrication should the situation warrant it. For all other Fire District areas, Lewistown Fire Rescue maybe called through mutual aid agreements in place.

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### ESF #9 – CHECKLIST OF ACTIONS BY PHASE

The following table provides examples of tasks to be accomplished in all phases of emergency management. *\*\*Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only.\*\**

PHASE	ACTIONS
<p><b>Prevention/Mitigation:</b> <i>Activities designed to prevent or lessen the effects of a hazard</i></p>	<ul style="list-style-type: none"> <li>○ Review the hazards most likely to affect the County and identify potential vulnerabilities in the search and rescue function.</li> <li>○ Develop plans to overcome these deficiencies (i.e., new equipment, training, mutual aid procedures).</li> </ul>
<p><b>Preparedness:</b> <i>Activities designed to improve readiness capabilities</i></p>	<ul style="list-style-type: none"> <li>○ Maintain this ESF Annex as well as supporting operating procedures and guidelines.</li> <li>○ Ensure personnel receive appropriate emergency operations training.</li> <li>○ Ensure mutual aid agreements are in place with surrounding jurisdictions.</li> <li>○ Develop and maintain mutual aid agreements with private area resources that could be useful during search and rescue operations</li> <li>○ Participate in Emergency Management training and exercises.</li> </ul>
<p><b>Response:</b> <i>Activities designed to save lives protect property and contain the effects of an event.</i></p>	<ul style="list-style-type: none"> <li>○ Respond as required on a priority basis.</li> <li>○ Activate mutual aid if needed.</li> <li>○ Coordinate activities with other responding agencies.</li> <li>○ Coordinate with search and rescue elements responding from outside the jurisdiction.</li> <li>○ Alert or activate off-duty personnel as required by the emergency.</li> <li>○ Conduct other specific response actions as dictated by the situation.</li> </ul>
<p><b>Recovery:</b> <i>Activities designed to ensure continued public safety and return the community to pre-disaster levels.</i></p>	<ul style="list-style-type: none"> <li>○ Continue all activities in coordination with the EOC based on the requirements of the incident.</li> <li>○ Participate in after action briefings and develop after-action reports.</li> <li>○ Make necessary changes in this ESF Annex and supporting plans and procedures.</li> </ul>

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### **III.10. HAZARDOUS MATERIAL**

<b>ESF Coordinator:</b>	<b>Fergus County DES</b>
<b>Primary Agencies:</b>	<b>Fire Agency/District with appropriate training</b>
<b>Support Agencies:</b>	<b>Law Enforcement Public Works EMS Central Montana Health District</b>
<b>State and Federal: Agencies</b>	<b>Department of Environmental Quality Environmental Protection Agency Montana Disaster and Emergency Services Regional Hazmat Teams National Guard – Civil Support Team (CST)</b>

#### **III.10.1. RESPONSE**

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 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.

ESF #10 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.

If the event is an environment hazard, Central Montana Health District and Department of Environmental Quality will be consulted and will determine the type and scope of clean-up needed.

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.

#### **III.10.2. ENVIRONMENTAL CLEAN-UP**

Environmental Clean-up is determined by Central Montana Health District and Department of Environmental Quality. Cost of the clean-up is the responsibility of the property owner, or a determined responsible party. If there is an incident of an orphan hazardous material incident (owner cannot be determined) clean up will still take place but coordination and costs will be worked through MT DES, DEQ and Snowy Mountain Development (Brownsfield Fund).

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### ESF #10 – CHECKLIST OF ACTIONS BY PHASE

The following table provides examples of tasks to be accomplished in all phases of emergency management. *\*\*Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only.\*\**

PHASE	ACTIONS
<b>Prevention/Mitigation:</b> <i>Activities designed to prevent or lessen the effects of a hazard</i>	<ul style="list-style-type: none"> <li>○ Participate in the hazard identification process and identify and correct vulnerabilities.</li> <li>○ Develop emergency preparedness programs for hazardous materials incidents.</li> </ul>
<b>Preparedness:</b> <i>Activities designed to improve readiness capabilities</i>	<ul style="list-style-type: none"> <li>○ Maintain this ESF Annex.</li> <li>○ Ensure personnel are appropriately trained and equipped to deal with hazardous material incidents.</li> <li>○ Develop and maintain standard operating guides and checklists for hazardous materials incidents.</li> <li>○ Ensure notification and call-up lists are current.</li> <li>○ Participate in Emergency Management training and exercises.</li> </ul>
<b>Response:</b> <i>Activities designed to save lives protect property and contain the effects of an event.</i>	<ul style="list-style-type: none"> <li>○ Deploy appropriately trained personnel to the incident.</li> <li>○ Deploy a representative to the County EOC or notify County DES.</li> <li>○ Request for mutual aid as needed. Request for Regional Hazmat Team should be made through the the Disaster and Emergency Services Coordinator.</li> <li>○ Request assistance from appropriate clean-up crew.</li> <li>○ Coordinate the activities of all responding agencies.</li> <li>○ Conduct other specific response actions as dictated by the situation.</li> </ul>
<b>Recovery:</b> <i>Activities designed to ensure continued public safety and return the community to pre-disaster levels.</i>	<ul style="list-style-type: none"> <li>○ Continue to coordinate the activities of all responding agencies.</li> <li>○ Support community recovery activities</li> <li>○ Participate in after-action briefings and develop after-action reports.</li> <li>○ Develop and implement mitigation strategies.</li> <li>○ Make necessary changes to this ESF Annex and supporting plans and procedures to improve future operations.</li> </ul>

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### **III.11. AGRICULTURE AND NATURAL RESOURCES**

**ESF Coordinator:** Disaster and Emergency Services

**Primary Agencies:** Central Montana Health District  
MSU Extension Service  
City of Lewistown Preservation Officer

**Support Agencies:** Fergus County Sheriff's Department  
Fergus County Fair Grounds  
Area Veterinarians

**State and Federal Agencies:** Department of Agriculture  
Department of Livestock  
Fish, Wildlife and Parks  
Department of Health and Human Services  
Department of Environmental Quality  
USDA/APHIS (Animal & Plant Health Inspection Services)  
Department of Natural Resources  
Montana DES  
Department of Homeland Security  
BLM  
Forest Service  
Montana Historical Society  
MT VOAD Agencies – ASPCA Montana Chapter

Emergency Support Function (ESF) #11 identifies and organizes the resources available to Fergus County to address animal care which includes coordinating animal evacuation, sheltering, and health care.

A Foreign Animal Disease (FAD) outbreak could result in unprecedented economic consequences locally and for the Nation. As such, specific response procedures are required to control the spread of FAD. ESF #11 also supports pet evacuation in ESF #6.

Specialized facilities (i.e., animal shelters, veterinary hospitals & clinics, boarding facilities, etc.) are responsible for making their own arrangements for emergency energy sources to provide proper environmental conditions, food & water to highly vulnerable animal populations. To the extent possible, Fergus County Disaster and Emergency Services will coordinate efforts to meet any additional or unforeseen resource requirements.

#### **III.11.1. ANIMAL/PLANT/FOOD SAFETY**

Because of the complexity and importance of ESF11 functions, Fergus County will rely 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 Fergus County Commissioners, Ag producers and state agencies. This coordination will occur at the Emergency Operations Center and a Public Information Officer will be appointed to provide community education and updates. It will be imperative to

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make sure all Ag producers know of the threat, are aware of movement restrictions, possible quarantine of animals and crops and other available information.

Verifying, tracking, and reporting on any plant or animal disease which would devastate the agricultural community will require numerous resources. The magnitude of an agriculture disaster of any kind is hard to predict. All Agriculture Producer Associations would also be called upon to assist during this type of event.

As part of an animal disease event, there may be a need to dispose of contaminated carcasses and other materials using expedient burial operations. The land used for such burials must meet environmental requirements and should be as close as possible to the exposed area. Central Montana Health District Sanitarian will assist in locating sites for disposal of carcasses.

In addition, the ESF #11 Coordinator will:

- Work with the EOC Team to arrange for transportation for food supplies
- Ensure procedures are in place to inspect the food supply and ensure food safety
- Provide surveillance for food-borne disease
- Coordinate disposal of contaminated food products

The Central Montana Health District will inspect food supplies, intended for both human & animal consumption that might have been contaminated.

### ➤ **Embargo**

Central Montana Health District will issue directions for food embargo and/or destruction.

### ➤ **Advisories**

Food related advisories and water advisories will be issued by Central Montana Health in conjunction with the Department of Environmental Quality and Department of Health and Human Services.

The County Extension Office, which serves as the county's technical advisor on agricultural matters and animal health issues related to livestock, will issue advisories for the protection of feed, livestock, and wells.

## **III.11.2. NATURAL RESOURCES**

Depending on the event, there may be cultural or historic preservation and restoration issues to address, as well as natural resources issues such as potential contamination of the water and/or soil, as well as plants and animal life. If the emergency causes damage to historical sites, the County will work with the state and federal government to help ensure appropriate measures are taken to preserve and protect them.

Structures registered in the national or state historical registries, or those structures eligible for inclusion in those registries, are subject to special considerations. City of Lewistown Preservation Officer maintains a list of those structures within the City on the national and state registries. A list of properties within Fergus County which are on the national or state registries can be accessed by the City Preservation Officer. On Public Land within Fergus County there may be historical sites. Agencies which oversee these lands, i.e. BLM, Forest Service, maintain this information.

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The ESF #11 Natural Resources Coordinator will:

- Coordinate natural resources and cultural and historic properties damage assessments
- Facilitate and implement appropriate protective measures
- Assist in ensuring compliance with relevant Federal environmental laws, such as emergency permits for natural resources use or consumption
- Assist with response and recovery actions to minimize damage to natural resources
- Coordinate with ESF #3 (Public Works) and ESF #10 (Oil and Hazardous Materials Response) on the removal of debris affecting any natural and/or cultural and historic resources
- Coordinate with ESF #3 to manage, monitor, or provide technical assistance on emergency stabilization of hillsides, etc. to protect natural resources and cultural and historic properties.

### ESF #11 – CHECKLIST OF ACTIONS BY PHASE

The following table provides examples of tasks to be accomplished in all phases of emergency management. *\*\*Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only.\*\**

PHASE	ACTIONS
<p><b>Prevention/Mitigation:</b> <i>Activities designed to prevent or lessen the effects of a hazard</i></p>	<ul style="list-style-type: none"> <li>○ Provide surveillance for foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.</li> <li>○ Provide for surveillance of plant pests or unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.</li> <li>○ Create outreach educational programs for the agri-businesses in the area.</li> </ul>
<p><b>Preparedness:</b> <i>Activities designed to improve readiness capabilities</i></p>	<ul style="list-style-type: none"> <li>○ Develop standard operating guides and checklists to support activities in this ESF.</li> <li>○ Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.</li> <li>○ Develop mutual aid agreements with government agencies, professional associations and private agencies and organizations with personnel and equipment to support this ESF.</li> <li>○ Develop and/or review procedures for crisis augmentation of personnel.</li> <li>○ Participate in and or/conduct drills and exercises.</li> </ul>
<p><b>Response:</b> <i>Activities designed to save lives protect property and contain the effects of an event.</i></p>	<ul style="list-style-type: none"> <li>○ Support the disaster response and recovery with all available resources.</li> <li>○ Restrict movement, detain or move animals, equipment, products and personnel as necessary to control and eradicate animal or plant disease.</li> <li>○ Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.</li> <li>○ Provide and/or receive appropriate mutual aid.</li> <li>○ Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans</li> </ul>

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	associated with animal health or any act of agro terrorism.
<b>Recovery:</b> <i>Activities designed to ensure continued public safety and return the community to pre-disaster levels.</i>	<ul style="list-style-type: none"><li>○ Continue to support disaster operations as needed.</li><li>○ Participate in after action reports and meetings.</li><li>○ Make changes to plans and procedures based on lessons learned.</li><li>○ As permitted by the situation, return operations to normal.</li></ul>

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### III.12. ENERGY

**ESF Coordinator:** Disaster and Emergency Services

**Primary Agencies:** City Water Department  
City Wastewater Department  
City Public Works  
Fergus County Road Department

**Support Agencies:** Northwestern Energies  
Fergus Electric Cooperative

Emergency Support Function (ESF) #12 provides guidance to help ensure the continued operation of essential utility services in the County. Specifically, ESF #12 addresses:

- Energy system assessment, repair and restoration
- Assessment and restoration of water services (drinking water, sewer and sanitation systems)
- Coordination with public and private utilities
- Energy forecasting

Public and private utilities and government agencies assigned responsibilities in this ESF Annex have existing emergency plans and procedures. ESF #12 is not designed to take the place of these plans, rather it is designed to complement and support the emergency staffing and procedures already in place.

#### III.12.1. INFRASTRUCTURE ASSESSMENT, REPAIR AND RESTORATION

Since the County has no regulatory responsibilities over private utility providers, close coordination will be required to help ensure emergency response and recovery decisions regarding system restoration are based on shared information.

Energy and utilities field personnel will work within the Incident Command System (ICS) structure. Although they will remain under the direct control of their sponsoring organization, they will work directly with the Incident Commander.

#### III.12.2. UTILITY COORDINATION

- Work closely with private energy and utility organizations to maintain current information regarding damage to supply and distribution systems, as well as estimates for restoration
- Coordinate with private utility and energy representatives to identify government actions needed to help obtain resources to repair or restore damaged systems
- Assess the needs of private utility companies, help them obtain resources and help ensure required system restoration and protection tasks can be accomplished as quickly as possible
- Work with the EOC Team to establish priorities for restoring critical customers and coordinate the provision of temporary, alternate, or interim sources of emergency fuel and power

## Fergus County Emergency Operations Plan

- Recommend actions to conserve water, fuel, electric power, natural gas and if necessary, make plans for energy rationing
- Work with the designated Public Information Officer to coordinate the dissemination of energy and utility supply and restoration information to the public
- Work with the Department of Energy (DOE) to provide timely and credible energy supply assessments and restoration forecasts.

### ESF #12 – CHECKLIST OF ACTIONS BY PHASE

The following table provides examples of tasks to be accomplished in all phases of emergency management. *\*\*Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only.\*\**

PHASE	ACTIONS
<b>Prevention/Mitigation:</b> <i>Activities designed to prevent or lessen the effects of a hazard</i>	<ul style="list-style-type: none"> <li>○ Based on known hazards, identify and correct vulnerabilities in the energy and utilities function.</li> <li>○ Implement a public awareness campaign regarding energy and utilities safety in emergencies.</li> </ul>
<b>Preparedness:</b> <i>Activities designed to improve readiness capabilities</i>	<ul style="list-style-type: none"> <li>○ Develop a list of facilities which are considered priorities for repairs and restoration.</li> <li>○ Maintain this ESF Annex as well as supporting operating procedures and guidelines.</li> <li>○ Ensure personnel receive emergency operations training.</li> <li>○ Develop guides and checklists to support emergency energy and utilities operation.</li> <li>○ Participate in emergency exercises.</li> </ul>
<b>Response:</b> <i>Activities designed to save lives protect property and contain the effects of an event.</i>	<ul style="list-style-type: none"> <li>○ Deploy trained individuals to the EOC or ICP.</li> <li>○ Alert or activate personnel as required by the emergency.</li> <li>○ Coordinate activities with other responding agencies.</li> <li>○ Conduct specific response actions as dictated by the situation.</li> </ul>
<b>Recovery:</b> <i>Activities designed to ensure continued public safety and return the community to pre-disaster levels.</i>	<ul style="list-style-type: none"> <li>○ Continue all activities in coordination with the Incident Commander or the EOC based on the requirements of the incident.</li> <li>○ Support restoration activities.</li> <li>○ Participate in after-action briefings and develop after-action reports.</li> <li>○ Make necessary changes in this ESF Annex and supporting plans and procedures.</li> </ul>

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### **III.13. LAW ENFORCEMENT/PUBLIC SAFETY**

<b>ESF Coordinator:</b>	<b>Disaster and Emergency Services</b>
<b>Primary Agencies:</b>	<b>Fergus County Sheriff's Office Lewistown Police Department</b>
<b>Support Agencies:</b>	<b>Central Montana Search and Rescue All Emergency Services in Fergus Co</b>
<b>State and Federal Agencies:</b>	<b>Montana Highway Patrol Department of Criminal Investigation Department of Corrections Department of Justice U.S. Fish and Wildlife (CMR) BLM (Law Enforcement) Department of Livestock Fish, Wildlife and Parks (Game Wardens) Mt National Guard United State Marshal's Service Federal Bureau of Investigation Alcohol, Firearms, Tobacco and Explosives Department of Homeland Security MT Disaster and Emergency Services</b>

This ESF Annex provides guidance for the organization of law enforcement resources in the County to respond to emergency situations exceeding normal law enforcement capabilities. Specifically, ESF #13 – Public Safety and Security discusses:

- Emergency law enforcement and security activities
- Operational and personnel security
- Augmentation of local law enforcement resources
- Law enforcement command and control structure
- Coordination with State and Federal law enforcement resources
- Liaison between response operations and criminal investigation activities

Fergus County Sheriff Department has full jurisdiction with all law enforcement duties within Fergus County. Lewistown Police Department retains responsibility for law enforcement within the City of Lewistown. A unified command would be established during a multijurisdictional situation. The Montana Highway Patrol and other Federal and State agencies maintain a daily presence in Fergus County and will support local law enforcement, as required.

When the EOC is activated, ESF #13 will provide support to the Incident Commander. Public safety and security requirements during emergencies will vary greatly on the event, but may include:

- Providing traffic and crowd control
- Controlling access to operational scenes and evacuated areas
- Preventing and investigating crimes
- Providing security for critical facilities and supplies

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The National Incident Management System (NIMS) is utilized throughout the county for coordinating activities among local law enforcement agencies and other first responders.

### **III.13.1. PUBLIC SAFETY AND SECURITY**

In incidents originating as a public safety and security related emergency, the Incident Commander will keep Fergus County Disaster and Emergency Services informed of escalating situations with the potential to require activation of the Emergency Operations Center (EOC).

Law enforcement resources from outside the county will be controlled by the procedures outlined in mutual aid agreements. They will remain under the direct control of the sponsoring agency but will be assigned by the Incident Commander.

State and Federal Law Enforcement resources will be requested through the Incident Commander. The requested resources will be coordinated with the Emergency Operations Center and accounted for as described in ESF #5 – Emergency Management.

### **III.13.2. FACILITY RESOURCE SECURITY**

Emergency Operations Center will provide security and personnel registration/ check-in support at the EOC for full-scale activations. Similar types of support for partial EOC activations will be provided upon request of the DES Coordinator.

The Incident Commander will direct law enforcement agencies in establishing security for staging/reception areas.

Local law enforcement may be asked to provide security at facilities used for emergency purposes (emergency shelters, family assistance centers, neighborhood distribution sites, hospitals, etc.).

### **III.13.3. SCENE ACCESS**

The Incident Commander will direct law enforcement agencies in establishing perimeter security at the scene of an emergency or disaster.

The Incident Commander will direct law enforcement agencies in establishing security for evacuated areas.

The Fergus County Coroner is the appropriate individual to direct the security of the deceased body and any personal effects needed for identification and/or determination of cause and manner of death.

### **III.13.4. TRAFFIC AND CROWD CONTROL**

Law enforcement agencies have the major responsibility for providing traffic control. The Montana Highway Patrol will assist local law enforcement if requested. Rerouting of traffic on state highways will be in accordance with the Montana Department of Transportation and Montana Highway Patrol. Public works departments (city & county) and Montana

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Department of Transportation will provide materials for closing streets and signage for rerouting traffic.

### III.13.5. TERRORIST EVENTS

Fergus County Sheriff's Office and Lewistown Police Departments will work closely with the Federal Bureau of Investigation (FBI) through the Joint Terrorism Task Force (JTTF) regarding credible terrorist threat assessments and issuing public warnings.

In the event of terrorist incident, the FBI will serve as the Lead Agency for criminal investigation and the ESF #13 Coordinators will work closely with the FBI Joint Operations Center.

#### ESF #13 – CHECKLIST OF ACTIONS BY PHASE

The following table provides examples of tasks to be accomplished in all phases of emergency management. *\*\*Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only.\*\**

PHASE	ACTIONS
<p><b>Prevention/Mitigation:</b> <i>Activities designed to prevent or lessen the effects of a hazard</i></p>	<ul style="list-style-type: none"> <li>o Participate in hazard identification process and identify and correct vulnerabilities in the public safety and security function.</li> <li>o Develop safety programs, to include disaster situations, and present them to the public.</li> </ul>
<p><b>Preparedness:</b> <i>Activities designed to improve readiness capabilities</i></p>	<ul style="list-style-type: none"> <li>o Maintain this ESF Annex as well as supporting Operating Procedures and Guidelines.</li> <li>o Ensure law enforcement personnel receive appropriate emergency operations training.</li> <li>o Ensure mutual aid agreements with surrounding jurisdictions are current.</li> <li>o Develop and maintain mutual aid agreements with private area resources that could be used to augment local law enforcement capabilities.</li> <li>o Ensure emergency personnel call-up and resource lists are current and available to respond.</li> <li>o Ensure the availability of necessary equipment to support law enforcement activities.</li> <li>o Participate in Emergency Management training and exercises.</li> </ul>
<p><b>Response:</b> <i>Activities designed to save lives protect property and contain the effects of an event.</i></p>	<ul style="list-style-type: none"> <li>o Respond as required on a priority basis.</li> <li>o Activate mutual aids agreements if needed.</li> <li>o Coordinate activities with other responding agencies.</li> <li>o Coordinate law enforcement agencies responding from outside the jurisdiction.</li> <li>o Alert or activate off-duty and reserve personnel as required by the emergency.</li> <li>o Conduct other specific response actions as dictated by the situation.</li> </ul>
<p><b>Recovery:</b> <i>Activities designed to ensure continued public safety and return the</i></p>	<ul style="list-style-type: none"> <li>o Review plans and procedures with key personnel and make revisions and changes.</li> <li>o Continue all activities in coordination with the EOC/ICP</li> </ul>

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*community to pre-disaster levels.*

- based on the requirements of the incident.
- o Participate in after-action briefings and develop after action reports.

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### III.14. COMMUNITY RECOVERY

<b>ESF Coordinator:</b>	<b>Disaster and Emergency Services</b>
<b>Primary Agencies:</b>	<b>Disaster and Emergency Services</b>
<b>Support Agencies:</b>	<b>All Response Agencies in Fergus County Fergus County Public Utilities</b>
<b>State and Federal Agencies:</b>	<b>Montana Disaster and Emergency Services Federal Emergency Management Agency Small Business Administration</b>

Emergency Support Function (ESF) #14 addresses long-term disaster recovery issues. Specifically, it discusses:

- Economic assessment, protection and restoration
- Community recovery operations
- Coordination with the private sector
- Coordination with State and Federal agencies providing assistance

For the purpose of ESF #14, recovery activities are addressed based on one of two situations, pre-Stafford Act assistance and post-Stafford Act assistance. Stafford Act assistance refers to any assistance available under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended. This assistance, which is requested through the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), includes but is not limited to fire management assistance, emergency declaration assistance and/or major disaster declaration assistance.

Long-term community recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible. Timely and thorough disaster assessments will allow the jurisdiction to:

- Prioritize response operations
- Request mutual aid
- Alleviate human suffering
- Manage resources
- Minimize recovery time
- Document the need for State and/or Federal assistance
- Mitigate against future disasters
- Plan for long term recovery activities

#### **Rapid Disaster Assessment**

In most cases, a rapid assessment will be completed within a few hours of the incident, while detailed assessments may take days or weeks. As additional information becomes available updates will be made to the County EOC and passed on to Montana Disaster and Emergency Services.

A rapid assessment is a quick evaluation of what has happened and used to help prioritize response activities, allocate resources and determine the need for outside assistance.

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During rapid assessments, emphasis will be placed on collecting and organizing information in a manner that will facilitate timely decision-making. This will allow the Incident Commander and the EOC to:

- Make informed operational decisions regarding public safety
- Set response priorities
- Allocate resources and personnel to the areas of greatest need
- Identify trends, issues and potential problem areas
- Plan for ongoing operations.

It is anticipated that most rapid assessment information will be forwarded to the EOC from the field by phone and radio. In most cases, information will come from first responders already in the field; but if the situation dictates and with approval of the Incident Commander, personnel may be deployed specifically to conduct damage assessments and to report back to the EOC as quickly as possible. If the nature of the incident dictates, rapid assessments will include structural safety evaluations to determine building integrity and ensure the safety of emergency responders. This type of technical guidance will be provided to first responders as long as necessary.

If necessary, rapid assessments will also include safety inspections of critical facilities and infrastructure, such as hospitals, the EOC, potential shelters, evacuation routes, and others as needed. Rapid assessments will also include utility safety checks for electric hazards and combustible gas.

Based on information gathered during the rapid assessment phase, Chief Elected/Executive Officials, Incident Commander and Disaster and Emergency Services Coordinator will decide when and where to conduct detailed disaster assessments.

Both rapid and detailed disaster assessments will consider private property damage (i.e., losses by persons and damage to residences and small businesses), as well as public damage (i.e., damage to infrastructure, including but not limited to roads, bridges, utilities, government facilities and private not-for-profit entities).

The rapid assessment will include information found in Form 209 (Attachment 16) either hard copy or on line. Fergus County, through the EOC, will work closely with Montana Disaster and Emergency Services throughout the disaster assessment process.

The American Red Cross (ARC) will also conduct assessments to determine the immediate needs of people affected by the disaster. Assessment information will be shared with ARC through the EOC. Depending on the event, ARC and members of the private sector may partner with the County to conduct joint disaster assessments.

In rare cases, the scope and magnitude of the event may dictate an expedited disaster assessment to gather enough information to justify a request for a major disaster declaration. If a Federal declaration is made before detailed disaster assessments are conducted, the detailed damage assessment will become a part of the ongoing recovery process.

### **Detailed Disaster Assessment**

A detailed disaster assessment is needed to document the magnitude of public and private damage for planning recovery activities and to justify the need for State and Federal assistance. A detailed disaster assessment is also necessary to meet the information needs of the public, elected officials and the media. During detailed disaster assessments,

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emphasis will be placed on collecting and organizing information in a manner that will allow the EOC to:

- Evaluate the overall total scope, magnitude and impact of the incident
- Prioritize recovery activities
- Plan for ongoing recovery and restoration activities
- Project the total costs of long-term recovery
- Document the need for supplemental assistance

Detailed disaster assessments will generally begin following the completion of response activities to protect life and property or will be completed as additional disaster assessment information becomes available. Depending on the magnitude of the disaster, a detailed disaster assessment could last for days or even weeks. The Incident Commander will work with the Emergency Operations Center Manager to decide when the situation allows for detailed disaster assessments. In most cases, field assessment teams will be deployed to the damaged areas to gather information and report it to the EOC Manager for analysis and reporting. In addition to field assessments, it may be necessary to assign personnel to estimate projected disaster costs to determine the need for State and Federal assistance. For example, the total cost of a large debris removal and disposal operation may be projected based on formulas applied to data already gathered from the field.

### County Declaration Issued

#### *Private Property*

Detailed assessments on homes, apartment dwellings and businesses are needed to document the extent of damage to individuals, families and business. The number of private property damage assessment teams and team members required will be based on the scope and magnitude of the damage.

The ESF #14 Coordinator will work with ESF #15 (Public Information and External Communications) Coordinator to ensure information regarding the meanings of inspection tags and markings are made available to the public. In addition to documenting the locations and extent of damage, the private property damage assessment teams should attempt to determine the socio-economic impact of the disaster on the affected community. For example, the loss of a major business or industry that creates a temporary unemployment situation.

#### *Public Property*

Public property damage assessments are used to document the extent of damage to public facilities, roads, bridges, utilities and other publicly owned structures. Public property damage assessment teams should be comprised of individuals with construction estimating skills who are familiar with determining damage to public buildings, roads, bridges and other infrastructure. The number of public property disaster assessment teams and team members required will be based on the scope and magnitude of the damage. Public property damage assessment team leaders will be assigned based on the type of damage to be assessed. Depending on the type of disaster, teams will be organized by expertise to document damage.

Both private property and public property damage assessment teams will collect detailed information and document it on the forms provided (Attachment 17) To the extent possible, photographs and video will be taken to provide documentation and historical references.

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Depending on the nature of the disaster, a team of engineers and architects may be needed to assess the structural integrity of one or several buildings, as well as provide advice to emergency crews during initial rescue and recovery operations. In many cases, technical teams will be required to confirm initial damage assessments and determine the best course of action for repairs, demolition and/or rebuilding strategies. Assistance of this type can be requested through the EOC to Montana Disaster and Emergency Services

### **Joint Preliminary Damage Assessments (PDAs)**

Based on the extent of the damages, Montana Disaster and Emergency Services may initiate a Preliminary Damage Assessment (PDA). PDAs are joint local, State and Federal damage assessments used to document the need for supplemental Federal assistance. PDAs may be conducted to document the need for Individual Assistance (IA) Programs and/or Public Assistance (PA) Programs.

A County staff member will accompany all PDA Teams. In most cases, the staff member will have been a member of the Detailed Assessment Team and should be familiar with the damaged area(s). During a PDA, the role of the County staff member is critical, as they are to ensure all damage is observed and documented by Montana Disaster and Emergency Services, the Federal Emergency Management Agency (FEMA), the Small Business Administration (SBA) and any other agencies potentially providing assistance.

Based on the results of the PDA, Montana Disaster and Emergency Services may recommend that the Governor request a Presidential disaster declaration for Individual Assistance or Public Assistance, or both. The County will work closely with Montana Disaster and Emergency Services to ensure all types of disaster assistance are considered during the PDA process. For example, if the extent of damage does not warrant a Presidential disaster declaration, the SBA may announce a declaration to make low interest loans available to individuals and small businesses. Or if the disaster warrants, other types of Federal disaster assistance may be available to a local jurisdiction.

If the County receives a Presidential Disaster Declaration based on a request from the Governor, several programs may be made available to assist the County government, residents and businesses. Even without a Presidential disaster declaration, there are programs that may assist those affected by the disaster. In some instances, local government may request immediate assistance from Federal agencies without a damage assessment, such as assistance from the Environmental Protection Agency for Hazardous Materials incidents or the Corps of Engineers for flooding events.

### **Environmental Assessment**

Assessing damage to the environment from a chemical and/or radiological will be differentiated in the following categories:

Damage to Containment Structures – Damage to chemical or radiological containment structures will be handled by specifically trained hazardous material technicians or radiological specialists.

Contamination – Contamination of water, air, food, and exposed populations or animals will be determined by city or county environmental specialists and/or hazardous material technicians with specialized training and equipment to make those determinations.

Biological – In cooperation with Department of Health and Human Services, local hospitals, and Central Montana Health District will provide disease monitoring. In addition, the County

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Health District will coordinate the collection and testing of biological samples with Department of Health and Human Services and the Center for Disease Control (CDC).

Central Montana Health District will be responsible for inspecting food preparation and food and water supplies, and will assess the overall sanitation and living conditions in emergency facilities.

### ESF #14 – CHECKLIST OF ACTIONS BY PHASE

The following table provides examples of tasks to be accomplished in all phases of emergency management. *\*\*Checklists are not meant to take the place of departmental procedures or guidelines, nor are they all inclusive. They are a quick reminder of suggested activities only.\*\**

PHASE	ACTIONS
<b>Prevention/Mitigation:</b> <i>Activities designed to prevent or lessen the effects of a hazard</i>	<ul style="list-style-type: none"> <li>○ Participate in the hazard identification process and identify and correct vulnerabilities.</li> </ul>
<b>Preparedness:</b> <i>Activities designed to improve readiness capabilities</i>	<ul style="list-style-type: none"> <li>○ Maintain this ESF Annex.</li> <li>○ Ensure all personnel are aware of their emergency responsibilities.</li> <li>○ Develop and maintain standard operating guides and checklists to support activities in this ESF.</li> <li>○ Ensure personnel notification and call-up lists are current.</li> </ul>
<b>Response:</b> <i>Activities designed to save lives protect property and contain the effects of an event.</i>	<ul style="list-style-type: none"> <li>○ Notify and activate personnel as required by the event.</li> <li>○ Provide representative to the County EOC.</li> <li>○ Work with private sector to ensure the disaster related needs of the business community are met.</li> <li>○ Conduct other specific response actions as dictated by the situation.</li> </ul>
<b>Recovery:</b> <i>Activities designed to ensure continued public safety and return the community to pre-disaster levels.</i>	<ul style="list-style-type: none"> <li>○ Continue to work with all individuals and organizations affected by the event.</li> <li>○ Support community recovery activities.</li> <li>○ Work with the State and Federal government to administer disaster recovery programs</li> <li>○ Schedule after-action briefings and develop after-action reports.</li> <li>○ Develop and implement mitigation strategies.</li> <li>○ Make necessary changes to this ESF Annex and supporting plans and procedures.</li> </ul>

**III.15. PUBLIC INFORMATION**

**EXTERNAL AFFAIRS/PUBLIC INFORMATION**

**ESF Coordinator:** Disaster and Emergency Services

**Primary Agencies:** Emergency Response Agencies activated during an event

**Support Agencies:** KXLO-KLCM  
Lewistown News Argus

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) or Joint Information System (JIS).

Public Information Guidelines have been developed to assist any assigned PIO within Fergus County. (Attachment 13)