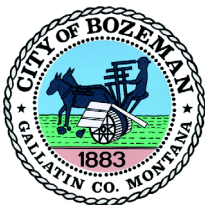


EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



REDACTED VERSION

2022



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

EXECUTIVE SUMMARY

Welcome to our 2022 Emergency Management Plan. This document is intended to identify roles and responsibilities that agencies and individuals have during emergencies, as well as their roles in preparing for emergencies. We have also worked hard to include information on the tools and resources available to our community.

Contrary to some assumptions, this plan does not create "game plans" for certain types of incidents or address tactical activities that responders may utilize. Instead it focuses on responsibilities and overall structure of our community's response to ensure there aren't conflicts and oversights. This aligns with our philosophy of an all hazard response, which basically means that we utilize the same system and resources for any incident. This is because we only have the local resources that we have and if you operate the same way every time, then you know how to operate during a large event (compared to dusting off a special way of doing something that you've never done).

This plan is modular in design and consists of a Basic Plan that outlines how we operate at a high level. Then it consists of numerous function specific Annexes. Each Annex will start off with identifying the primary responsible agencies, legal references, and key definitions. It will then talk about assumptions, which are factors we expect to exist and need to be taken into consideration. Then it talks about Concept of Operations which are the functions that need to be done. Next it will cover Roles and Responsibilities for those associated with the function. After this each Annex will have Attachments that provide quick references for available resources or tools. Many people will find the Attachments of great value to their decision process.



Patrick Lonergan, Chief of Emergency Management & Fire
Gallatin County



REDACTED VERSION

2022



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y



City of Belgrade

91 E. Central Ave.
Belgrade, MT 59714
Phone: 406-388-3760
Fax: 406-388-4996

By action of the Belgrade City Council at their regular meeting held November 7, 2022, these documents are hereby approved and adopted, effective immediately pursuant to 10-3-401, MCA. All previous editions are superseded by these editions.

Revision Date	Title
November, 2022	Basic Plan
November, 2022	Annex A: Warning
November, 2022	Annex B: Communications
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November, 2022	Annex S: Transportation
November, 2022	Annex U: Legal
November, 2022	Annex V: Terrorism

As the Principal Executive Officer for the City of Belgrade, I accept and approve for distribution pursuant to my responsibilities in 10-3-401(a), MCA.

A handwritten signature in blue ink, reading "Russel C. Nelson", is written over a horizontal line.

Russel C. Nelson, Mayor
with support of
The Belgrade City Council

12-19-2022

Date

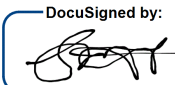


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As the Principal Executive Officer for the City of Bozeman, I accept and approve for distribution pursuant to my responsibilities in 10-3-401(a), MCA.

DocuSigned by:



B5588C7C1BB14E6...

Cyndy Andrus, Mayor
City of Bozeman



1/10/2023

Date



GALLATIN COUNTY

311 West Main, Rm. 306 • Bozeman, MT 59715
commission@gallatin.mt.gov

County Commission

Zach Brown
Scott MacFarlane
Jennifer Boyer

Phone (406) 582-3000
FAX (406) 582-3003

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As the Principal Executive Officer Gallatin County, I accept and approve for distribution pursuant to my responsibilities in 10-3-401(a), MCA.


Zach Brown, Chairman
Gallatin County Commission

3/14/23
Date

REDACTED VERSION

MADISON COUNTY BOARD OF COMMISSIONERS

P.O. BOX 278

VIRGINIA CITY, MT 59755

Commissioners

Dan W. Allhands
Ronald E. Nye
William A. Todd

e-mail: madco@madisoncountymt.gov
www.madisoncountymt.gov

Phone: (406)843-4277
Fax: (406) 843-5517

February 7, 2023

Per the Interlocal Agreement between Gallatin County and Madison County for Interjurisdictional Disaster and Emergency Services, Madison County adopts the use of Gallatin County's Emergency Operations Plan to use within the defined service area:

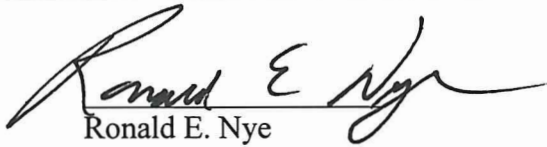
Commencing at the intersection of the Gallatin-Madison County line and Township line between Township 7 South and Township 8 South, thence due west along said Township line to the east boundary of Range 1 East, thence north along said Range boundary line to the south boundary line of Township 5 South, thence east along said Township line to the Gallatin-Madison county line, thence due south to the Point of Beginning.

These documents are now approved and adopted, effective immediately pursuant to 10-3-401, MCA. These editions supersede all previous editions.

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Dan W. Allhands, Chairman
District 1 Commissioner
Board of Commissioners
Madison County



Ronald E. Nye
District 2 Commissioner



William A. Todd
District 3 Commissioner



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As the Principal Executive Officer for the Town of Manhattan, I accept and approve for distribution pursuant to my responsibilities in 10-3-401(a), MCA.


Glen Clements, Mayor
Town of Manhattan

11/14/22
Date

Town of Manhattan, P.O. Box 96, Manhattan MT 59741, 207 S 6th St, (406) 284-3235
townofmanhattan@gmail.com



City of Three Forks
PO Box 187
Three Forks, MT 59752
Phone/Fax (406) 285-3431



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As the Principal Executive Officer for the City of Three Forks, I accept and approve for distribution pursuant to my responsibilities in 10-3-401(a), MCA.


Randy Johnston, Mayor
City of Three Forks


11/8/2022
Date

TOWN OF WEST YELLOWSTONE

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As the Principal Executive Officer for the Town of West Yellowstone, I accept and approve for distribution pursuant to my responsibilities in 10-3-401(a), MCA.



Dan Walker, Town Manager
Town of West Yellowstone

12/6/22
Date

440 Yellowstone Avenue * PO Box 1570 * West Yellowstone, MT 59758 * (406) 646-7795
www.townofwestyellowstone.com





Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

BASIC PLAN

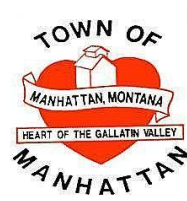
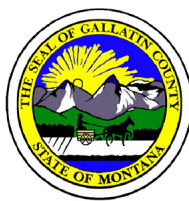
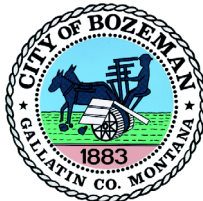
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

RECORD OF CHANGES

BASIC PLAN

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BASIC PLAN

I. PRIMARY AGENCIES

Gallatin County Emergency Management

II. SUPPORTING AGENCIES

III. AUTHORITY

A. FEDERAL

Name	Description	Legal
Congressional Charter of 1905	Creation of the American Red Cross	36 USC 300101-300111
Emergency Planning and Community Right-to-Know Act	Emergency planning for hazardous substances requiring AHAD	42 USC 11001-11050
Federal Fire Prevention and Control Act	Firefighting cost reimbursement on federal lands	PL 93-498, 44 CFR 151
Fire Management Assistance Grant	Firefighting cost reimbursement	44 CFR 204
Hazardous Waste Operations & Emergency Response	HazMat Response Standards (HAZWOPER)	29 CFR 1910.120
Homeland Security Presidential Directive 3, Homeland Security Advisory System	Establishes the Homeland Security Advisory System	HSPD-3
Homeland Security Presidential Directive 5, Management of Domestic Incidents	Establishes authorities and creates National Incident Management System (NIMS)	HSPD-5
National Flood Insurance Act/ Flood Disaster Protection Act	National Flood Insurance Program	42 USC 4001-4129
Robert T. Stafford Disaster & Emergency Assistance Act	Federal assistance to state and local governments	PL93-288 42 USC 5121-5206
Superfund Amendment and Reauthorization Act	Amended CERCLA (SARA), Establishes spiller liability & cleanup funding (superfund)	42 USC 116 40 CFR 300

B. STATE

Name	Description	Legal
Clean Air Act of Montana	Air Quality	75-2, MCA
Disaster and Emergency Services	DES Program/ Hazmat/ MA	10-3, MCA
Fire Protection	Fire Protection Authority	7-33, MCA
Intergovernmental Cooperation	Mutual Aid	10-3-2, MCA
Mutual Aid Agreements	Fire Mutual Aid - RFD	7-33-2108, MCA
Mutual Aid Agreements	Fire Mutual Aid - FSA	7-33-2405, MCA
Mutual Aid Agreements	Fire Mutual Aid - Muni	7-33-4112, MCA
Mutual Aid Agreements	Fire Mutual Aid - Rural Fire	7-33-2202, MCA
Mutual Assistance rights of Assisting Officers	Law Enforcement - Mutual Aid	44-11, MCA
Waste and Litter Control	Hazardous Waste Cleanup	75-10, MCA
	Duties of Undersheriff and Succession of Sheriff	7-32-2121-22, MCA
Authority of Principal Executive Officer	Evacuation and Access Control	10-3-406, MCA

C. LOCAL

Name	Description	Legal
Absence of Mayor	Three Forks Mayoral Succession	TCC 1-6-12
Belgrade City Charter	Line of Succession for CM	BCC 3.02
Belgrade City Charter	Line of Succession for Mayor	BCC 2.03
Bozeman	Line of Succession for CM	
Bozeman Administrative Code	Assistant CM Duties	BAC 2.10.010 , BCO 1643
Chain of Command for Emergency Situation	Line of succession for Commission and CM	GCR 2007-066
Flood Damage Prevention	Three Forks Flood District	TCC 12-1
Gallatin County Personnel Manual	Employee Work Requirements	GCPM 308.50
Line of Succession for Bozeman CM		BAO 2008-03
Qualifications of council members	Manhattan mayor succession	MTC 1-5-3-1,
West Yellowstone City Charter	Line of Succession for CM	Resolution 585

D. AGREEMENTS

Name	Description	Legal
Emergency Management Coordinator and HazMat Contract	Provides authority for Emergency Management Coordinator	GCC 2008-062
Gallatin County Fire Protection Mutual Aid Agreement - 1997	Fire Mutual Aid	Agreement
General Agreement between NPS & GCSO	Mutual Aid and Legal Authority for Yellowstone NP	GCC 2008-144
MTWARN	Public Works Mutual Aid	
South Central Zone Annual Operating Plan	Wildland Coordination	
Big Sky EM Agreement	Agreement for services in Madison County	Interlocal 2784744

E. REFERENCES

Name	Description	Legal
Cooperative Fire Control Agreement	Gallatin County/ DNRC Wildland Agreement	GCC 2008-174
Gallatin County Community Wildfire Protection Plan		GCC 2009-177
Gallatin County Fire Council Standard Operating Procedures		
IMAS		
Local Government disaster Information Manual		
Montana Disaster and Emergency Coordination Plan		
Montana Hazardous Materials Response Plan		
National Incident Management System		HSPD-5
National Response Framework		FEMA

F. KEY

BAC	Bozeman Administrative Code
BAO	Bozeman Administrative Order
BCC	Belgrade City Charter
BCO	Bozeman City Ordinance
CFR	Code of Federal Regulation
GCC	Gallatin County Contract
GCPM	Gallatin County Personnel Manual
HSPD	Homeland Security Presidential Directive
MCA	Montana Code Annotated

MTC	Manhattan Town Code
MTO	Manhattan Town Ordinance
PL	Public Law
TCC	Three Forks City Code
USC	United States Code

IV. PURPOSE

- 1) This Emergency Management Plan (EMP) outlines our approach to emergency operations and is applicable to Gallatin County, Big Sky Service Area and the cities within Gallatin County. The plan provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery.
- 2) This plan also describes our emergency response organization and assigns responsibilities for various emergency tasks. It is intended to provide a framework for more specific functional annexes that describe in detail who does what, when, and how. This plan applies to all local officials, departments, and agencies.
- 3) The primary audience for this document includes our Principal Executive Officers (PEO) and other elected officials, emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

V. EXPLANATION OF TERMS

A. ACRONYMS

AAR	After Action Review
ARC	American Red Cross
CFR	Code of Federal Regulations
DHS	Department of Homeland Security
EMP	Emergency Management Plan
EOC	Emergency Operations Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
GCCC	Gallatin County Coordination Center (aka EOC)
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office

JIS	Joint Information System
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PEO	Principal Executive Officer
PIO	Public Information Officer
SOP	Standard Operating Procedures

B. DEFINITIONS

Area Command (Unified Area Command)

An organization established to (1) oversee the management of multiple incidents that are each being managed by an Incident Command System (ICS) or (2) to oversee the management of large or multiple incidents to which several incident management teams have been assigned. The Area Command sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met, and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

Big Sky Service Area

The Madison County portion of the Big Sky community contained within the legal boundaries of the Big Sky Resort Area Tax District boundaries. Gallatin County provides services within this area through an interlocal with Madison County.

Gallatin County Coordination Center

Specially equipped facilities, also known as an Emergency Operations Center (EOC), from which government officials exercise direction and control as well as coordinate necessary resources.

Public Information

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

Principal Executive Officer

Head elected official for a given jurisdiction such as a mayor or chairman of a commission. Individual must be an elected official to be capable of meeting state legal opinions. This is defined in [MCA 10-3-103\(11\)](#) as, "Principal Executive Officer means the mayor, presiding officer of the county commission, or other chief executive officer of a political subdivision."

Emergency Situations

This term, as used in this plan, is intended to describe a range of occurrences from a minor incident to a catastrophic disaster. It includes the following:

Incident

An incident is a situation that is limited in scope and potential effects. Incidents are outlined in [10-3-310, MCA](#) and is not specifically defined in MCA.

Characteristics of an incident include:

- a) Involves a limited area and/or limited population
- b) Evacuation or in-place sheltering is typically limited to the immediate area of the incident
- c) Warning and public instructions are provided in the immediate area, not community-wide
- d) One or two local response agencies or departments, acting under an Incident Commander, normally handle the incident
- e) Requests for resource support are normally handled through agency and/or departmental channels
- f) May require limited external assistance from other local response agencies or contractors
- g) For the purposes of the National Response Framework (NRF), incidents include the full range of occurrences that require an emergency response to protect life or property.
- h) An emergency or disaster has not been declared. The incident may grow to a level where a declared emergency or disaster is necessary to continue managing the incident.

Emergency

An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Emergencies are defined in [10-3-103, MCA](#) as, "...means the *imminent threat* of a disaster causing immediate peril to life or property that timely action can avert or minimize." The function of declaring an emergency is outlined in [10-3-402, MCA](#). Characteristics include:

- a) Involves a large area, significant population, or important facilities
- b) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations
- c) May require community-wide warning and public instructions
- d) Requires a sizable multi-agency response operating under an incident management structure

- e) May require some external assistance from other local response agencies and contractors as well as limited assistance from state or federal agencies
- f) The Gallatin County Coordination Center (GCCC) may be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident
- g) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property, public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”

Disaster

A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Disasters are defined in [10-3-103, MCA](#) as, “...the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or artificial cause, including tornadoes, windstorms, wind-driven water, high water, floods, wave action, earthquakes, landslides, mudslides, volcanic action, fires, explosions, bioterrorism, or incidents involving weapons of mass destruction.” The function of declaring a disaster is outlined in [10-3-403, MCA](#). Characteristics include:

- a) Involves a large area, a sizable population and/or important facilities
- b) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations
- c) Requires community-wide warning and public instructions
- d) Requires a response by all local response agencies operating under one or more incident commanders
- e) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance
- f) The GCCC may be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations
- g) For the purposes of the NRF, a major disaster (as defined by the Stafford Act) is “any catastrophe, regardless of the cause, which in the determination

of the President causes damage of sufficient severity and magnitude to warrant major federal disaster assistance."

Catastrophic Incident

For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time and would immediately overwhelm local and state capabilities. All catastrophic incidents are Incidents of National Significance. Gallatin County does not utilize this term.

Hazard Analysis

A document, published separately from this plan, that identifies the local hazards that have caused or have the potential to adversely affect public health and safety, public or private property, or the environment. This is contained in our [Hazard Mitigation and Community Wildfire Protection Plan](#).

Hazardous Material (Hazmat)

A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence, is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. The term includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

Incident of National Significance

An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities to save lives and minimize damage and to provide the basis for long-term communication recovery and mitigation activities.

Political Subdivision

Defined in [10-3-103\(10\), MCA](#) as, "Political subdivision means any county, city, town or other legally constituted unit of local government in this state."

Stafford Act

The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.

Standard Operating Procedures (SOP)

Approved methods for accomplishing a task or set of tasks. SOP are typically prepared at the department or agency level and may also be referred to as Standard Operating Guidelines (SOG).

VI. SITUATION & ASSUMPTIONS

A. SITUATION

Our county is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided below. More detailed information is provided in our Hazard Analysis, which is published separately.

HAZARD SUMMARY

(From the Hazard Mitigation & Community Wildfire Protection Plan)

Table 4-1. Gallatin County Hazard Summary

Hazard	Probability of Occurrence	Property Impact	Population Impact	Economic Impact	Relative Overall Risk (Score)
Wildfire	High	High	Moderate	Moderate	High (39)
Drought	High	Moderate	Moderate	Moderate	High (34)
Earthquake	Moderate	Moderate	High	Moderate	High (32)
Critical Infrastructure Disruption	Moderate	Moderate	High	Moderate	High (32)
Severe Weather	Moderate	Moderate	Moderate	Moderate	High (31)
Environmental Hazards	Moderate	Moderate	Moderate	Moderate	Moderate (26)
Flooding	Moderate	Moderate	Moderate	Moderate	Moderate (26)
Communicable Disease and Bioterrorism	Moderate	Low	Moderate	Moderate	Moderate (25)
Hazardous Materials Release	Moderate	Low	Moderate	Moderate	Moderate (23)
Ground Transportation Accident	High	Low	Low	Low	Moderate (23)
Urban Conflagration	Moderate	Moderate	Moderate	Moderate	Moderate (21)
Avalanche and Landslide	Moderate	Low	Low	Low	Moderate (16)
Civil Unrest	Moderate	Low	Moderate	Moderate	Moderate (16)
Violence	Moderate	Low	Moderate	Moderate	Moderate (16)
Dam Failure	Low	Moderate	Moderate	Moderate	Low (15)
Terrorism	Low	Low	Moderate	Moderate	Low (15)
Aviation Accident	Moderate	Low	Low	Low	Low (15)
Volcano	Low	Moderate	Moderate	Moderate	Low (13)
Railroad Accident	Moderate	Low	Low	Low	Low (13)

Table 4-2. Belgrade Hazard Summary

Hazard	Probability of Occurrence	Property Impact	Population Impact	Economic Impact	Relative Overall Risk (Score)
Drought	High	Moderate	High	Moderate	High (38)
Severe Weather	High	Moderate	High	Moderate	High (36)
Critical Infrastructure Disruption	Moderate	Moderate	High	High	High (36)
Earthquake	Moderate	High	High	High	High (33)
Environmental Hazards	High	Moderate	Moderate	Moderate	High (33)
Wildfire	High	Moderate	Moderate	Moderate	High (30)
Flooding	High	Moderate	Moderate	Moderate	High (30)
Communicable Disease and Bioterrorism	Moderate	Low	High	Moderate	Moderate (19)
Railroad Accident	Moderate	Low	Moderate	Low	Moderate (18)
Hazardous Materials Release	Moderate	Low	Moderate	Moderate	Moderate (18)
Aviation Accident	Moderate	Low	Low	Moderate	Moderate (16)
Ground Transportation Accident	Moderate	Low	Low	Low	Moderate (16)
Community Resilience	Low	Moderate	Moderate	High	Moderate (13)
Violence	Moderate	Low	Low	Low	Moderate (13)
Avalanche and Landslide	Moderate	Low	Low	Low	Low (12)
Dam Failure	Low	Moderate	Moderate	Moderate	Low (12)
Volcano	Low	Moderate	Moderate	Moderate	Low (12)
Civil Unrest	Low	Low	Moderate	Moderate	Low (10)
Urban Conflagration	Low	Low	Low	Moderate	Low (7)
Terrorism	Low	Low	Low	Low	Low (6)

Table 4-3. Big Sky Hazard Summary

Hazard	Probability of Occurrence	Property Impact	Population Impact	Economic Impact	Relative Overall Risk (Score)
Wildfire	High	High	High	High	High (52)
Limited Access	High	Moderate	High	High	High (35)
Critical Infrastructure Disruption	Moderate	Moderate	High	Moderate	High (35)
Ground Transportation Accident	High	Low	Moderate	Moderate	High (32)
Mass Casualty Incident	High	Low	Moderate	Moderate	High (30)
Hazardous Materials Release	High	Low	Moderate	Moderate	High (30)
Drought	Moderate	Moderate	Moderate	Moderate	Moderate (29)
Earthquake	Moderate	Moderate	Moderate	Moderate	Moderate (28)
Urban Conflagration	Moderate	Moderate	Moderate	Moderate	Moderate (28)
Severe Weather	Moderate	Moderate	Moderate	Moderate	Moderate (28)
Avalanche and Landslide	High	Low	Moderate	Low	Moderate (27)
Communicable Disease and Bioterrorism	Moderate	Low	High	Moderate	Moderate (23)
Environmental Hazards	Moderate	Moderate	Moderate	Moderate	Moderate (21)
Flooding	Moderate	Low	Moderate	Moderate	Moderate (20)
Civil Unrest	Moderate	Low	Moderate	Moderate	Moderate (20)
Volcano	Low	High	Moderate	High	Low (15)
Dam Failure	Moderate	Low	Low	Moderate	Low (14)
Aviation Accident	Moderate	Low	Low	Low	Low (12)
Violence	Moderate	Low	Low	Low	Low (12)
Terrorism	Low	Low	Low	Moderate	Low (7)

Table 4-4. Bozeman Hazard Summary

Hazard	Probability of Occurrence	Property Impact	Population Impact	Economic Impact	Relative Overall Risk (Score)
Drought	High	Moderate	High	Moderate	High (42)
Severe Weather	High	Moderate	High	Moderate	High (37)
Wildfire	High	Moderate	Moderate	Moderate	High (36)
Critical Infrastructure Disruption	Moderate	Moderate	High	Moderate	High (34)
Environmental Hazards	High	Moderate	High	Moderate	High (34)
Earthquake	Moderate	High	High	High	High (34)
Flooding	High	Moderate	Moderate	Moderate	High (33)
Communicable Disease and Bioterrorism	Moderate	Low	High	High	High (28)
Cyber Security	Moderate	Low	Moderate	Moderate	Moderate (24)
Hazardous Materials Release	Moderate	Low	Moderate	Moderate	Moderate (22)
Ground Transportation Accident	High	Low	Low	Low	Moderate (20)
Urban Conflagration	Moderate	Moderate	Moderate	Moderate	Moderate (20)
Civil Unrest	Moderate	Low	Moderate	Moderate	Moderate (20)
Avalanche and Landslide	High	Low	Low	Low	Moderate (18)
Dam Failure	Low	High	High	Moderate	Moderate (17)
Railroad Accident	Moderate	Low	Low	Low	Moderate (16)
Channel Migration	Moderate	Low	Low	Low	Moderate (15)
Mass Casualty Incident	Moderate	Low	Moderate	Low	Moderate (15)
Violence	Moderate	Low	Low	Low	Moderate (15)
Volcano	Low	Moderate	Moderate	Moderate	Low (12)
Aviation Accident	Moderate	Low	Low	Low	Low (12)
Active Killer	Low	Low	Low	Low	Low (11)
Terrorism	Low	Low	Moderate	Moderate	Low (10)

Table 4-5. Manhattan and Three Forks Hazard Summary

Hazard	Probability of Occurrence	Property Impact	Population Impact	Economic Impact	Relative Overall Risk (Score)
Drought	High	Moderate	Moderate	Moderate	High (37)
Severe Weather	High	Moderate	Moderate	Moderate	High (37)
Wildfire	High	Moderate	Moderate	Moderate	High (36)
Flooding	High	Moderate	Moderate	Moderate	High (30)
Environmental Hazards	High	Moderate	Moderate	Moderate	Moderate (28)
Earthquake	Moderate	Moderate	High	Moderate	Moderate (28)
Critical Infrastructure Disruption	Moderate	Moderate	Moderate	Moderate	Moderate (25)
Communicable Disease and Bioterrorism	Moderate	Moderate	Moderate	Moderate	Moderate (24)
Opioid Addiction	High	Low	Moderate	Low	Moderate (24)
Hazardous Materials Release	Moderate	Moderate	Moderate	Moderate	Moderate (23)
Violence	Moderate	Low	Moderate	Low	Moderate (23)
Mental Health	High	Low	Low	Low	Moderate (22)
Ground Transportation Accident	High	Low	Low	Low	Moderate (21)
Urban Conflagration	Moderate	Moderate	Low	Low	Moderate (18)
Aviation Accident	Moderate	Low	Low	Low	Moderate (17)
Active Shooter	Moderate	Low	Low	Low	Moderate (16)
Dam Failure	Low	Moderate	Moderate	Moderate	Moderate (15)
Railroad Accident	Moderate	Low	Low	Low	Moderate (14)
Volcano	Low	Moderate	Moderate	Moderate	Low (13)
Civil Unrest	Moderate	Low	Low	Low	Low (12)
Terrorism	Low	Low	Moderate	Low	Low (9)
Avalanche and Landslide	Low	Low	Low	Low	Low (6)

B. ASSUMPTIONS

- 1) Our county will continue to be exposed and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.
- 2) It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- 3) Outside assistance will be available in most emergency situations affecting our county. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
- 4) Proper mitigation actions, such as floodplain management and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

VII. CONCEPT OF OPERATIONS

A. OBJECTIVE

The objective of our emergency management program is to protect public health and safety and to preserve public and private property.

B. GENERAL

- 1) It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for, responding to, and managing the recovery from emergency situations that affect our community.
- 2) It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.

- 3) Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. State and federal governments offer programs that provide some assistance with portions of these responsibilities.
- 4) To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
- 5) This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
- 6) Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring that the training and equipment necessary for an appropriate response are in place.
- 7) This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
- 8) We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive 5 (HSPD-5). Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
- 9) This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent and reduce America's

vulnerability to terrorism, major disasters, and other emergencies, to minimize the damage, and improve recovery from attacks, major disasters and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

C. OPERATIONAL GUIDANCE

- 1) We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment D provides further details on the NIMS. All political subdivisions promulgating this plan recognize the National Incident Management System and have adopted NIMS by acceptance of this plan. Many jurisdictions in Gallatin County have also adopted NIMS by formal resolution.
- 2) Initial Response: Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or until others, who have the legal authority to do so, assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
- 3) Implementation of ICS: The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander unless relieved by a more senior or more qualified individual. The Incident Commander will establish an Incident Command Post (ICP), provide an assessment of the situation to local officials, identify the required response resources, and direct the on-scene response from the ICP.
- 4) Source and Use of Resources: We will use our own resources, which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchase supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. If additional resources are required, we will:
 - a) Summon those resources available to us pursuant to Mutual Aid statutes as outlined in the table Authority Summary.
 - b) Summon emergency service resources for which we have agreements as outlined in the Authority Summary table of this document.
 - c) Request assistance from Community Organizations Active in Disasters (COAD).

- d) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- 5) When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our Incident Commander, which will be in accordance with the NIMS.

D. INCIDENT COMMAND SYSTEM (ICS)

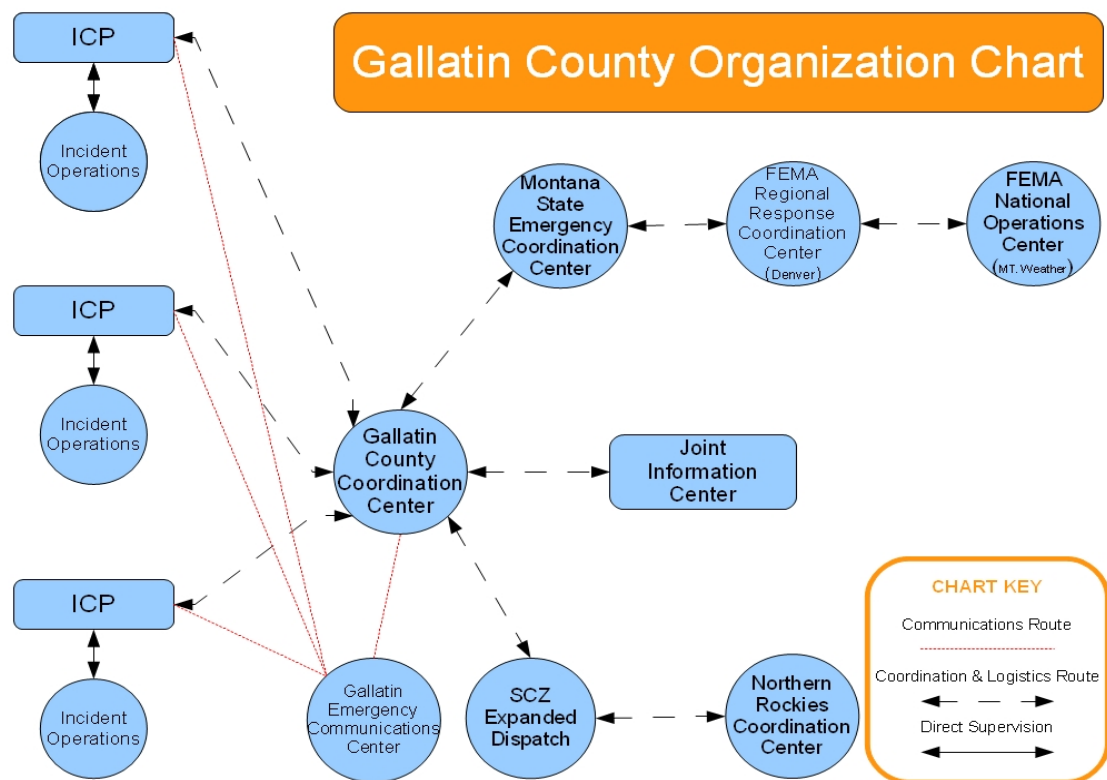
- 1) We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for coordinating field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
- 2) The Incident Commander is responsible for carrying out the ICS function of command and for managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may perform those functions.
- 3) An Incident Commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
- 4) In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

E. ICS-GCCC INTERFACE

- 1) For major emergencies and disasters, the Gallatin County Coordination Center (GCCC) will be activated. When the GCCC is activated, it is essential to establish a division of responsibilities between the Incident Command Post (ICP) and the GCCC. A general division of responsibilities is outlined below.

It is essential that a precise division of responsibilities be determined for specific emergency operations.

- 2) The Incident Commander is generally responsible for field operations, including:
 - a) Isolating the scene
 - b) Coordinating the on-scene response to the emergency situation and managing the emergency resources committed there
 - c) Warning the population in the area of the incident and providing emergency instructions to them
 - d) Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene
 - e) Implementing traffic control arrangements in and around the incident scene
 - f) Requesting additional resources from the GCCC
- 3) The GCCC is generally responsible for:
 - a) Providing resource support for the incident command operations
 - b) Issuing community-wide warning
 - c) Issuing instructions and providing information to the general public
 - d) Organizing and implementing large-scale evacuation
 - e) Organizing and implementing shelter and mass arrangements for evacuees
 - f) Coordinating traffic control for large-scale evacuations
 - g) Requesting assistance from the state and other external sources
- 4) In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations can be coordinated through the GCCC.



F. FEDERAL, STATE & OTHER ASSISTANCE

State & Federal Assistance

- 1) If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts, and should not substitute for such resources.
- 2) Requests for state assistance should be made to the Montana Disaster and Emergency Services Duty Officer. A request for state assistance must be made by the Principal Executive Officer (PEO) of the affected jurisdiction and may be made by telephone, fax, or Teletype. Verbal requests for assistance must be followed by a written request including the emergency or disaster declaration.

Other Assistance

- 1) If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states

pursuant to (EMAC), interstate compacts, or from the federal government through the Federal Emergency Management Agency (FEMA).

- 2) For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The National Response Framework (NRF) describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The Nuclear/Radiological Incident Annex of the NRF addresses the federal response to major incidents involving radioactive materials.
- 3) FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA does have limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration. The Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J (Recovery) for additional information on assistance that may be available during disaster recovery.
- 4) The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

G. EMERGENCY AUTHORITIES

- 1) Key federal, state, and local legal authorities pertaining to emergency management are outlined in section (III) Authority.
- 2) Montana statutes relating to emergency management provide local government, principally the PEO, with a number of powers to control emergency situations (refer to Annex U for details). If necessary, we can utilize these powers during emergency situations. These powers include:
 - a) Emergency Declaration: In the event of an emergency, the PEO may issue an emergency declaration for their jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex T (Legal).
 - b) Disaster Declaration: When an emergency situation has caused severe damage, injury, or loss of life, or it appears likely to do so, the PEO may (by declaration or proclamation through an order or resolution) declare a local state of disaster. The affected jurisdictions

subsequently issue orders or resolutions referencing that declaration to invoke certain emergency powers granted to the PEO in order to cope with the disaster. These powers include:

- i. Levy of an emergency tax not to exceed 2 mills
 - ii. Direct and compel the evacuation of all or parts of the population
 - iii. Control the ingress and egress to and from an area
- c) A local disaster declaration activates this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U (Legal) for further information on disaster declarations and procedures for invoking emergency powers.
- d) Authority for Evacuations: State law provides that the PEO may direct and compel the evacuation of all, or parts of the population as outlined in referenced (III) Authority.

H. PHASES OF MANAGEMENT

- 1) This plan addresses emergency actions that are conducted during all four phases of emergency management.
- 2) Mitigation: We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P (Hazard Mitigation).
- 3) Preparedness: We will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. The preparedness activities included in our emergency management program include:
 - a) Providing emergency equipment and facilities
 - b) Emergency planning, including maintaining this plan, its annexes, and appropriate SOP
 - c) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies

- d) Conducting periodic drills and exercises to test our plans and training
- 4) Response: We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.
- 5) Recovery: If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J (Recovery).

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes an executive group, emergency services, and support services.
- 2) Executive Group: The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the County Commission, Mayor(s), City/County Manager(s), and Emergency Manager(s). The Executive Group is responsible for setting priorities. They should be available at a single location to make policy decisions.
- 3) Emergency Services: Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency

response actions. The Incident Commander is the person in charge at an incident site.

- 4) **Emergency Support Services:** This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.
- 5) **Volunteer and Other Services:** This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

B. ASSIGNMENT OF RESPONSIBILITIES

- 1) For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, officials and personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions.
- 2) The individual having primary responsibility for an emergency function is also typically responsible for preparing and maintaining the portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment E. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional responsibilities can be found in the functional annexes that accompany this plan.
- 3) **Executive Group Responsibilities**
 - a) The Principal Executive Officer (PEO) will:
 - i. Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program
 - ii. Monitor the emergency response during disaster situations and provide direction, where appropriate, on policy decisions
 - iii. With the assistance of the Public Information Officer (PIO), keep the public informed during emergency situations

- iv. With the assistance of legal staff, declare a local state of emergency or disaster, request the Governor declare a state of emergency or disaster, or invoke emergency powers of government when necessary.
- v. Request assistance from other local governments or the state when necessary
- vi. Direct activation of the GCCC

b) The County Administrator/City Manager will:

- i. Implement the policies and decisions of the governing body relating to emergency management
- ii. Assign emergency management program tasks to departments and agencies
- iii. Ensure that departments and agencies participate in emergency planning, training, and exercise activities
- iv. Coordinate the operational response of local emergency services
- v. Coordinate activation of the GCCC

c) The Emergency Manager will:

- i. Serve as the staff advisor to the PEO on emergency management matters
- ii. Keep the elected governing body apprised of our preparedness status and emergency management needs
- iii. Coordinate local planning and preparedness activities and the maintenance of this plan
- iv. Prepare and maintain a resource inventory
- v. Arrange appropriate training for local emergency management personnel and emergency responders
- vi. Coordinate periodic emergency exercises
- vii. Manage the GCCC, develop procedures for its operation, and conduct training for those who staff it

- viii. Liaison with the state emergency management staff and other local emergency personnel
- ix. Coordinate with organized volunteer groups and businesses regarding emergency operations

4) Common Responsibilities

- a) All emergency services and support services will:
 - i. Provide personnel, equipment, and supplies to support emergency operations upon request.
 - ii. Develop and maintain SOP for emergency tasks
 - iii. Provide trained personnel to staff the incident command post and GCCC and conduct emergency operations
 - iv. Provide current information on emergency resources for inclusion in Annex M (Resource & Donations Management)
 - v. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the GCCC.

5) Emergency Services Responsibilities

- a) The Incident Commander will:
 - i. Manage emergency response resources and operations at the incident site command post to resolve the emergency situation
 - ii. Determine and implement required protective actions for response personnel and the public at an incident site

6) Annexes

- a) Annex A (Warning): Primary responsibility for this function is assigned to the Emergency Manager, who will prepare and maintain Annex A (Warning) and supporting SOP. Emergency tasks to be performed include:
 - i. Receive information on emergency situations
 - ii. Alert key local officials of emergency situations

- iii. Disseminate warning information and instructions to the public through available warning systems
 - iv. Disseminate warning and instructions to special facilities such as schools and hospitals
- b) Annex B (Communications): Primary responsibility for this function is assigned to the 911 Director, who will prepare and maintain Annex B (Communications) and supporting SOP. Emergency tasks to be performed include:
- i. Identify the communications systems available with the local area, determine the connectivity of those systems and ensure their interoperability
 - ii. Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies
 - iii. Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations
- c) Annex C (Shelter & Mass Care): Primary responsibility for this function is assigned to American Red Cross, who will prepare and maintain Annex C (Shelter and Mass Care) and supporting SOP. Emergency tasks to be performed include:
- i. Perform emergency shelter and mass care planning
 - ii. Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups
- d) Annex D (Radiological): Primary responsibility for this function is assigned to the Fire Protection Agencies Having Jurisdiction who will prepare and maintain Annex D (Radiological) and supporting SOP. Emergency tasks to be performed include:
- i. Maintain inventory of radiological equipment
 - ii. Ensure response forces include personnel with current training in radiological monitoring and decontamination
 - iii. Respond to radiological incidents and terrorist incidents involving radiological materials

- iv. Make notification concerning radiological incidents to state and federal authorities
- e) Annex E (Evacuation): Primary responsibility for this function is assigned to the Law Enforcement Agencies Having Jurisdiction who will prepare and maintain Annex E (Evacuation) and supporting SOP. Emergency tasks to be performed include:
 - i. Identify areas where evacuation has been or may in the future and determine of population at risk
 - ii. Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements
 - iii. Develop simplified planning procedures for ad hoc evacuations
 - iv. Determine emergency public information requirements
 - v. Perform evacuation planning for special needs facilities (schools, hospitals, nursing homes, and other institutions)
- f) Annex F (Firefighting): Primary responsibility for this function is assigned to the Fire Protection Agencies having Jurisdiction who will prepare and maintain Annex F (Firefighting) and supporting SOP. Emergency tasks to be performed include:
 - i. Fire prevention, detection, and control
 - ii. Hazardous material and oil spill response
 - iii. Terrorist incident response
 - iv. Evacuation support
 - v. Post-incident reconnaissance and damage assessment
 - vi. Fire safety inspection of temporary shelters
 - vii. Prepare and maintain fire resource inventory
- g) Annex G (Law Enforcement): Primary responsibility for this function is assigned to the Law Enforcement Agencies Having Jurisdiction who will prepare and maintain Annex G (Law Enforcement) and supporting SOP. Emergency tasks to be performed include:

- i. Maintenance of law and order
 - ii. Traffic control
 - iii. Terrorist incident response
 - iv. Provision of security for vital facilities, evacuated areas, and shelters
 - v. Access control for damaged or contaminated areas
 - vi. Warning support
 - vii. Post-incident reconnaissance and damage assessment
 - viii. Prepare and maintain law enforcement resource inventory
 - ix. Coordinate collection, identification, and interment of deceased victims
- h) Annex H (Health & Medical Services): Primary responsibility for this function is assigned to the Public Health Officer who will prepare and maintain Annex H (Health & Medical Services) and supporting SOP. Emergency tasks to be performed include:
- i. Coordinate health and medical care and EMS support during emergency situations
 - ii. Public health information and education
 - iii. Inspection of food and water supplies
 - iv. Develop emergency public health regulations and orders
- i) Annex I (Public Information): Primary responsibility for this function is assigned to the Agency Having Jurisdiction, who will prepare and maintain Annex I (Public Information) and supporting SOP. Emergency tasks to be performed include:
- i. Establish a Joint Information Center (JIC), as needed
 - ii. Conduct on-going hazard awareness and public education programs
 - iii. Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during

emergency situations and respond to questions relating to emergency operations

- iv. Provide information to the media and the public during emergency situations
- v. Arrange for media briefings
- vi. Compiles print and photo documentation of emergency situations

j) Annex J (Recovery): Primary responsibility for this function is assigned to the Emergency Manager, who will prepare and maintain Annex J (Recovery) and supporting SOP. Emergency tasks to be performed include:

- i. Establishes assessment team and coordinates its efforts

k) Annex K (Community Infrastructure): Primary responsibility for this function is assigned to the City/County Engineer and the Public Works Director, who will prepare and maintain Annex K (Community Infrastructure) and supporting SOP. Emergency tasks to be performed include:

- i. Protect government facilities and vital equipment where possible
- ii. Arrange for the provision of emergency power sources where required
- iii. Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care
- iv. Provide specialized equipment to support emergency operations
- v. Direct temporary repair of vital facilities
- vi. Monitor recovery activities of privately owned utilities
- vii. Assess damage to streets, bridges, traffic control devices, and other public facilities
- viii. Restore damaged roads and bridges

- ix. Restore waste treatment and disposal systems
- x. Arrange for debris removal
- xi. General damage assessment support
- xii. Building inspection support
- xiii. Support traffic control and search and rescue operations

l) Annex M (Resource & Donations Management): Primary responsibility for this function is assigned to the Emergency Manager, who will prepare and maintain Annex M (Resource & Donations Management) and supporting SOP. Emergency tasks to be performed include:

- i. Maintain an inventory of emergency resources
- ii. During emergency operations, locates supplies, equipment, and personnel to meet specific needs
- iii. Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency
- iv. Establish emergency purchasing procedures and coordinate emergency procurements
- v. Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation
- vi. Compile resource requirements identified by the Resource Management staff
- vii. Solicit donations to meet known needs

m) Annex N (Coordination): Primary responsibility for this function is assigned to the Emergency Manager, who will prepare and maintain Annex N (Coordination) and supporting SOP. Emergency tasks to be performed include:

- i. Coordinate our local operating forces
- ii. Maintain coordination with neighboring jurisdictions and partner agencies

- iii. Maintain the GCCC in an operating mode or be able to convert the designated facility space into an operable GCCC rapidly
 - iv. Assigns representatives, by title, to report to the GCCC and develops procedures for crisis training
 - v. Develops and identifies the duties of the staff, use of displays and message forms, and procedures for GCCC activation
 - vi. Coordinates the evacuation of areas at risk
- n) Annex O (Human Services): Primary responsibility for this function is assigned to the Volunteer Organizations Active in Disaster, who will prepare and maintain Annex O (Human Services) and supporting SOP. Emergency tasks to be performed include:
- i. Identify emergency feeding sites
 - ii. Identify sources of clothing for disaster victims
 - iii. Secure emergency food supplies
 - iv. Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross
 - v. Coordinate special care requirements for disaster victims such as the aged, special needs individuals, and others
 - vi. Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster
- o) Annex P (Hazard Mitigation): Primary responsibility for this function is assigned to the Emergency Manager, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOP. Emergency tasks to be performed include:
- i. Maintain the local Hazard Analysis
 - ii. Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects
 - iii. In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions

- iv. Coordinate and carry out post-disaster hazard mitigation program

p) Annex Q (Hazardous Materials): Primary responsibility for this function is assigned to the Fire Protection Agency Having Jurisdiction supported by the Gallatin County HazMat Team, who will prepare and maintain Annex Q (Hazardous Materials) and supporting SOP. In areas not covered by a recognized Fire Protection Agency, the Gallatin County Sheriff's Office is considered to have jurisdiction for hazardous materials incidents. Emergency tasks to be performed include:

- i. In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents
- ii. Establish the hazmat incident functional areas (e.g., Hot Zone, Warm zone, Cold Zone, etc.)
- iii. Determine and implement requirements for personal protective equipment for emergency responders
- iv. Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOP
- v. Determine areas at risk and which public protective actions, if any, should be implemented
- vi. Apply appropriate firefighting techniques if the incident has, or may, result in a fire
- vii. Determines when affected areas may be safely reentered

q) Annex R (Search & Rescue): Primary responsibility for this function is assigned to the Law Enforcement Agency Having Jurisdiction, who will prepare and maintain Annex R (Search and Rescue) and supporting SOP. Emergency tasks to be performed include:

- i. Coordinate and conduct search and rescue activities
- ii. Identify requirements for specialized resources to support rescue operations
- iii. Coordinate external technical assistance and equipment support for search and rescue operations

- r) Annex S (Transportation): Primary responsibility for this function is assigned to the Transportation Director and the School Superintendent, who will prepare and maintain Annex S (Transportation) and supporting SOP. Emergency tasks to be performed include:
- i. Identifies local public and private transportation resources and coordinates their use in emergencies.
 - ii. Coordinates deployment of transportation equipment to support emergency operations.
 - iii. Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
 - iv. Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.
- s) Annex U (Legal): Primary responsibility for this function is assigned to the City and/ or County Attorney, who will prepare and maintain Annex U (Legal) and supporting SOP. Emergency tasks to be performed include:
- i. Advise local officials on emergency powers of local government and procedures for invoking those measures
 - ii. Review and advise our officials on possible legal issues arising from disaster operations
 - iii. Prepare and/or recommend resolutions to implement the emergency powers that may be required during and emergency
 - iv. Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers
 - v. Department and agency heads that are not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our Principal Executive Officers

- t) Annex V (Terrorist Incident): Primary responsibility for this function is assigned to the Law Enforcement Agency Having Jurisdiction, who will prepare and maintain Annex V (Terrorist Incident) and supporting SOP. Emergency tasks to be performed include:
- i. Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities
 - ii. Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities
 - iii. Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property
 - iv. Ensure required notification of terrorist incidents is made to state and federal authorities
 - v. Support services responsibilities

VII. COORDINATION

A. GENERAL

- 1) The Principal Executive Officers are responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, they may carry out these responsibilities from the GCCC.
- 2) The County Administrator/City Manager will provide overall direction of the response activities of all their departments. During major emergencies and disaster, s/he will normally carry out these responsibilities from the GCCC.
- 3) The Emergency Manager will manage the GCCC.
- 4) The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
- 5) During emergency operations, department heads retain administrative control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Incident Commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.

- 6) If our resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting state or federal assistance is covered in this plan in section (V) Concept of Operations; see also the Request for Assistance form in Annex M (Resource & Donations Management). External agencies are expected to conform to the general guidance and direction provided by our senior decision-makers.

B. EMERGENCY FACILITIES

- 1) Incident Command Post: An incident command post(s) will be established in the vicinity of the incident site(s), except when an emergency situation threatens but has not yet occurred or there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage). As noted previously, the Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene.
- 2) Gallatin County Coordination Center: When major emergencies and disasters have occurred or appear imminent, we will activate our GCCC, which is located at [REDACTED].
 - a) The following individuals are authorized to activate the GCCC:
 - i. Principal Executive Officer.
 - ii. Agency Executive (Fire, Law, Health, etc.)
 - b) The general responsibilities of the GCCC are to:
 - i. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
 - ii. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
 - iii. Provide logistical support for emergency operations.
 - iv. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
 - v. Organize and activate large-scale evacuation and mass care operations.

- vi. Provide emergency information to the public.
- c) Representatives of those departments and agencies assigned emergency functions in this plan will staff the GCCC. GCCC operations are addressed in Annex N (Coordination). The interface between the GCCC and the incident command post is described in section (V) Concept of Operations.
- d) The alternate coordination centers are located at:
 - i. [REDACTED]
Belgrade 59714
 - ii. [REDACTED]
Big Sky 59716
 - iii. [REDACTED] West
Yellowstone, 59758
 - iv. These facilities will be used if the primary GCCC becomes unusable.
- e) In addition, we have a mobile command trailer operated by Gallatin County Fire and a mobile command vehicle operated by Gallatin County Sheriff, both of which may be used as an incident command post.

C. LINE OF SUCCESSION

- 1) Chair of the Gallatin County Commission: The line of succession for the Chair of the Gallatin County Commission is ([GRC 2007-066](#)):
 - a) Chairperson
 - b) Commission Members by seniority
 - c) County Administrator
 - d) Health Officer
- 2) Madison County Commission:
 - a. Vacancy is to be filled by remaining county commissioners.
Reference: MCA 7-4-2106
 - b. If a quorum of remaining county commissioners cannot be established, the county compensation board may appoint enough

commissioners to allow for a quorum to be established. Reference: MCA 7-4-2106

- c. During or following an enemy attack, new commissioners are appointed by the judge(s) of the judicial district in which the vacancy occurs. Reference: MCA 10-3-603
 - d. If the judge(s) are not available from the judicial district where the vacancy occurs, the district judge who holds court in the county seat closest to the county seat where the vacancy is makes the appointment. Reference: MCA 10-3-603
- 3) City Manager, Belgrade: The line of succession for the City Manager of Belgrade is ([BCC 3.02](#)) is the Financial Director.
- 4) City Manager, Bozeman: The line of succession for the City Manager of Bozeman is ([BAO 2008-03](#)):
- a) Assistant City Manager ([BAC 2.10.010](#), Ord. 164351)
 - b) Director of Public Services
 - c) Finance Director
 - d) Director of Planning
 - e) Police Chief
 - f) Fire Chief
- 5) Gallatin County Administrator: The line of succession for the County Administrator is ([GCR 2007-066](#)):
- a) Health Officer
 - b) Finance Director
- 6) Department/Agency Head: The lines of succession for each department and agency head shall be in accordance with the SOP established by those departments and agencies.
- 7) Emergency Manager: The line of succession for the Emergency Manager is Deputy Coordinators by seniority.
- 8) Mayor, Belgrade: The line of succession for the Mayor of Belgrade is ([BCC 2.03 1-6-3-1](#), Ord. 08-003) is the Deputy Mayor.

- 9) Mayor, Bozeman: The line of succession for the Mayor of Bozeman is the Deputy Mayor.
- 10) Mayor, Manhattan: The line of succession for the Mayor of Manhattan is ([MTC 1-5-3-1](#), MTO 08-003) is the Chair of Council.
- 11) Mayor, Three Forks: The line of succession for the Mayor of Three Forks is (TCC 1-6-12):
 - a) President of Council
 - b) Vice President of Council
- 12) Gallatin County Sheriff: The line of succession for the Sheriff is [7-32-2122](#), [MCA](#)
 - a) Undersheriff
 - b) Senior Captain

VIII. ADMINISTRATION & SUPPORT

A. AGREEMENTS & CONTRACTS

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

B. REPORTS

Hazardous Materials Spill Reporting

If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, (Hazardous Materials) for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.

Situation Report

A daily situation report should be prepared and distributed by the GCCC during major emergencies or disasters. See Annex N (Coordination) for the format and instructions for this report.

Other Reports

Several other reports covering specific functions are described in the annexes to this plan.

C. RECORDS

Record Keeping for Emergency Operations

Our county/city is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

Activity Logs

The Incident Command Post and the GCCC shall maintain accurate logs recording key response activities, including:

- a) Activation or deactivation of emergency facilities
- b) Emergency notifications to other local governments and to state and federal agencies
- c) Significant changes in the emergency situation
- d) Major commitments of resources or requests for additional resources from external sources
- e) Issuance of protective action recommendations to the public
- f) Evacuations
- g) Casualties
- h) Containment or termination of the incident

Incident Costs

All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

Emergency or Disaster Costs

For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed records of costs for emergency operations to include:

- a) Personnel costs, especially overtime costs
- b) Equipment operations costs (mileage, hours, fuel, damage)
- c) Costs for leased or rented equipment
- d) Costs for contract services to support emergency operations
- e) Costs of specialized supplies expended for emergency operations
- f) Volunteer hours and donated resources

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

D. PRESERVATION OF RECORDS

- 1) In order to continue normal government operations following an emergency situation, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOP.
- 2) If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

E. TRAINING

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

F. CONSUMER PROTECTION

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Montana Department of Consumer Protection.

G. POST-INCIDENT & EXERCISE REVIEW

The Emergency Management Coordinator is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

IX. PLAN DEVELOPMENT AND MAINTENANCE

A. PLAN DEVELOPMENT

The County and City Commissions are responsible for approving and promulgating this plan.

B. DISTRIBUTION OF PLANNING DOCUMENTS

- 1) The County Commission shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the GCCC and other emergency facilities.
- 2) The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

C. REVIEW

The Basic Plan and its Annexes shall be reviewed annually by local officials. The County Commission will establish a schedule for annual review of planning documents by those tasked in them.

D. UPDATE

- 1) This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
- 2) The Basic Plan and its annexes must be revised or updated by a formal change at least every five years. Responsibility for revising or updating the Basic Plan is assigned to the Emergency Manager. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex.
- 3) Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Basic Plan	X					X					X				
Warning		X					X					X			
Communications		X					X					X			
Shelter & Mass Care			X					X					X		
Radiological				X					X					X	
Evacuation			X					X					X		
Firefighting					X					X					X
Law Enforcement					X					X					X
Health & Medical Services			X					X					X		
Public Information					X					X					X
Recovery	X					X					X				
Community Infrastructure		X					X					X			
Resource & Donation Management				X					X					X	
Coordination	X					X					X				
Human Services			X					X					X		
Hazard Mitigation	X					X					X				
Hazardous Materials				X					X					X	
Search and Rescue					X					X					X
Transportation		X					X					X			
Legal	X					X					X				
Terrorism					X					X					X

ATTACHMENT A

DISTRIBUTION LIST

911
American Red Cross
Auditor
City Managers
Commissioners
Coroner
County Sheriff
County/City Animal Control
County/City Attorney
County/City Health Official
Emergency Management
Finance Directors
Fire Departments
Hospitals
Human Resource Director
Media/Broadcasters
Police Chiefs
Public Works & Engineering
RACES Officer
School Districts
Utilities
VOAD
Weather Service

ATTACHMENT B

EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES

	Warning	Communication	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical Services	Public Information	Recovery	Community Infrastructure	Resource Management	Coordination	Human Services	Hazard Mitigation	Hazmat & Oil Spill	Search & Rescue	Transportation	Legal	Terrorist Incident
County/ City Manager	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
VOAD			P									P		P						
Elected Official	S								S	S					S					
County/City Attorney's Office							S								S				P	
GCEM	P	P	S	P	S	S	S	S	P	P	S		P		P	P				S
Finance Director/ Auditor										S		S			S					
Fire Service	S	S		S	S	P									S		P			S
EMS	S														S					
Health Department			S					P						S	S	S				
Health Care Providers								S												
911	P	P																		
Law Enforcement	S	S	S	S	P		P								S		P			P
Public Works							S				P				S			P		
Search & Rescue											S						P			
Media/ Broadcasters	S								S						S					
Utilities											P				S					
MSU			S												S					
HazMat				P											S	P				
Coroner								P							S					

ATTACHMENT C

ANNEX ASSIGNMENTS

ANNEX	ASSIGNED TO
Annex A: Warning	911, GCEM
Annex B: Communications	911, GCEM
Annex C: Shelter & Mass Care	VOAD
Annex D: Radiological	Hazardous Materials, GCEM
Annex E: Evacuation	Law Enforcement
Annex F: Firefighting	Fire Service
Annex G: Law Enforcement	Law Enforcement
Annex H: Health & Medical Services	Health Department, Coroner
Annex I: Public Information	GCEM
Annex J: Recovery	GCEM
Annex K: Community Infrastructure	Public Works, Utilities
Annex M: Donations & Resource Management	VOAD
Annex N: Coordination	GCEM
Annex O: Human Services	VOAD
Annex P: Hazard Mitigation	GCEM
Annex Q: Hazardous Materials	Hazardous Materials, GCEM
Annex R: Search & Rescue	Law and Fire
Annex S: Transportation	Road, Public Works
Annex U: Legal	City/County Attorney
Annex V: Terrorist Incident	Law Enforcement

ATTACHMENT D

NATIONAL INCIDENT MANAGEMENT SYSTEM

A. BACKGROUND

- 1) The NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
- 2) The NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.
- 3) By adoption of this plan, all jurisdictions in Gallatin County have adopted the National Incident Management System.

B. COMPONENTS

- 1) Command and Management: The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
- 2) Incident Management System: A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

C. FEATURES OF ICS

- 1) ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:
 - a) Common Terminology: ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
 - b) Organizational Resources: All resources including personnel, facilities, major equipment, and supply items used to support incident

management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.

- c) Manageable Span of Control: Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities: Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.
- e) Use of Position Titles: All ICS positions have distinct titles.
- f) Reliance on an Incident Action Plan: The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when State and/or Federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications: Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability: ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

D. UNIFIED COMMAND

- 1) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which State and/or Federal agencies have regulatory responsibility or legal requirements.
- 2) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to

achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

- 3) The proper selection of participants to work within a unified command structure will consist of:
 - a) Any agency, jurisdiction or discipline whose safety of a responder is affected
 - b) Any agency, jurisdiction or discipline who has customers affected by the event
 - c) Any agency, jurisdiction or discipline whose workload is affected by the event
 - i) Money already spent
 - ii) Resources already committed
 - iii) Committed to spend money
 - iv) Committed to providing additional resources

The criteria can and should be reviewed and verified periodically throughout the incident. Consider using C.A.N. (Conditions, Actions, and Needs) reports as an initial means of exchanging information between agencies.

- 4) It is the responsibility of the participants in the unified command group to represent their individual jurisdictions, responders, or customers' needs. These needs will be the basis for identifying strategic goals and tactical objectives to mitigate the incident at hand.
 - a) Participants must have either:
 - i) Direct "decision making authority" for the agency
 - ii) Ability to commit money and/or resources

OR -

 - iii) Immediate access to someone within your agency who does have that authority

Participants are responsible for ensuring that a cohesive, single voice is obtained for all incident public information allowing for individual agency specific information to be incorporated.

E. AREA COMMAND

- 1) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.
- 2) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
- 3) Multiagency Coordination Systems: Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications, all of which are integrated into a common framework for coordinating and supporting incident management.
- 4) Public Information: The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the Department of Homeland Security (DHS) National Incident Management System (NIMS) Plan, dated March 2004.
- 5) Preparedness: Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
- 6) Resource Management: All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.

- 7) Communications and Information Management: Adherence to NIMS standards by all agencies ensures interoperability and compatibility in communications and information management.
- 8) Supporting Technologies: This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
- 9) Ongoing Management and Maintenance: The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

WARNING

Annex A

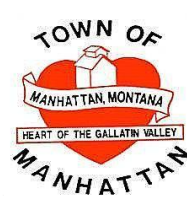
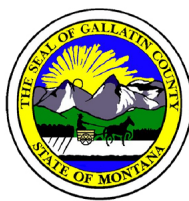
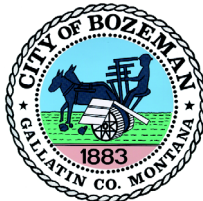
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

RECORD OF CHANGES

ANNEX A: WARNING

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ANNEX A: WARNING

I. PRIMARY AGENCIES

Gallatin County Emergency Management, Gallatin County 911 Communications

II. SUPPORTING AGENCIES

Broadcasters, EMS, Fire, Law Enforcement, Local Elected Officials, National Weather Service

III. AUTHORITY

A. FEDERAL

Name	Description	Legal
FCC Rules & Regulations	Emergency Alert System	47 USC 151 , 154 (i) and (o), 303 (r), 527 (g) and 606; 47 CFR Part 1
Robert T. Stafford Disaster & Emergency Assistance Act	National Warning System	42 USC 5121 et seq.
Federal Civil Defense Act of 1950		
FEMA Manual	National Warning System Manual	FEMA Manual 1550.2

B. STATE

Name	Description	Legal
Montana Emergency Telephone System	911	10-4, MCA
Montana Emergency Alert System State Plan		

C. LOCAL

Name	Description	Legal
Gallatin County 911 Communications & Advisory Board		GCR 2007-067

IV. PURPOSE

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to disseminate timely and accurate warnings to government officials and the public in the event of, during, and after an emergency situation.

V. EXPLANATION OF TERMS

A. ACRONYMS

ADM	Administrative Message
AHJ	Authority Having Jurisdiction
CEM	Civil Emergency Message
CNS	Community Notification System
CJIN	Criminal Justice Information Network
DHS	Department of Homeland Security
EAS	Emergency Alert System
ECC	Emergency Communications Center
EMDO	Emergency Management Duty Officer
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
GCCC	Gallatin County Coordination Center (aka EOC)
GCEM	Gallatin County Emergency Management
INWS	Interactive National Weather Service
LWP	Local Warning Point
LWS	Local Warning System
NOAA	National Oceanic Atmospheric Administration
NAWAS	National Warning System
NWS	National Weather Service
PEO	Principal Executive Officer
PIO	Public Information Officer
PNG	Public Notification Guide
SECC	State Emergency Coordination Center
SWP	State Warning Point
WEA	Wireless Emergency Alerts

B. DEFINITIONS

Administrative Message (ADM)

A message that will be sent to TV and radio stations but will NOT override TV and radio broadcasting and will NOT activate NOAA Weather Radio.

Civil Emergency Message (CEM)

A Civil Emergency Message is a message that provides critical and time-sensitive information that the public can use to take appropriate protective behavior in the event of an emergency. Designated officials should issue a CEM when they believe there is a risk to life and property that warrants immediate notification of the general public. A CEM will override all TV and radio broadcasting and alert/activate NOAA weather radios.

Community Notifications System (CNS)

Gallatin County's mass notification system provided by Everbridge. CNS provides alerting to landline data, registered individuals and both EAS and WEA through IPAWS.

Designated Officials

The following officials are the only "designated officials" who may approve activation of the EAS under the Montana EAS State Plan:

- a) Incident Commanders from public safety agencies
- b) Emergency Management

Local Warning Point (LWP)

A facility in a city, town, or community that receives warnings and activates the public warning system in its jurisdictional area of responsibility. Gallatin County 911 is the regional LWP for NAWAS. It relays to Madison, Broadwater, and Jefferson Counties.

State Warning Point (SWP)

Each state has a primary and alternate SWP. The primary SWP is staffed 24 hours a day and exercises operational control over NAWAS within the state. Montana Highway Patrol staffs the primary and the alternate SWP is located in the SECC.

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) Our county is exposed to many hazards; all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property.

- 2) Our county can expect to experience emergency situations that could threaten public health and safety, both private and public property, and necessitate the implementation of protective actions for the public at risk.
- 3) Emergency situations can occur at any time. Therefore, equipment and procedures to warn the public of impending emergency situations must be in place and ready to use at any time.
- 4) Power outages may disrupt radio and television systems that carry warning messages and provide public instructions.

B. ASSUMPTIONS

- 1) Timely warnings to the public of impending emergencies or those that have occurred may save lives, decrease injuries, and reduce some types of property damage.
- 2) Electronic news and social media are the primary source of emergency information for the general public.
- 3) Some people directly threatened by a hazard may ignore, not hear, or not understand warnings issued by government.
- 4) Provision must be made to provide warnings to special needs groups such as the hearing-and sight-impaired, and the institutions that serve them (e.g., nursing homes and correctional facilities).
- 5) Local radio and television stations will broadcast Emergency Alert System (EAS) messages when requested by local government officials. To effectively utilize EAS, local governments and broadcasters must coordinate the procedures used to transmit warning messages and instructions from local government to broadcasters.
- 6) The local National Oceanic and Atmospheric Administration (NOAA) Weather Radio station will broadcast EAS weather watches and warnings issued by the National Weather Service (NWS). Weather radios are activated when such messages are broadcast.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) The primary objective of the warning system is to notify key officials of emergency situations in order to disseminate timely and accurate warnings and

instructions to the population at risk from the threat or occurrence of an emergency situation. Rapid dissemination and delivery of warning information and instructions may provide time for citizens to take action to protect themselves and their property.

- 2) The focal point of the county's warning function is the Local Warning Point (LWP), which operates around the clock. The LWP is operated by Gallatin County 911 Communications and is located in the Emergency Communications Center.
- 3) The LWP receives warning of actual or potential emergency situations from a variety of sources, including federal and state agencies, local officials, businesses, industry, the news media, and the general public. The systems by which warnings may be received by the LWP are described below.
- 4) The LWP will verify warning information, where necessary, and disseminate pertinent information to specific local officials and departments.
- 5) For certain types of time-sensitive warnings, the LWP may be authorized to activate the local warning system and warn the public immediately. In other situations, local officials must approve activation of the warning system and determine appropriate instructions to accompany the warning before it is disseminated to the public.
- 6) For other types of emergency situations, the Gallatin County Coordination Center (GCCC) may be activated and assume responsibility for formulating warning messages and public instructions, which may be disseminated through available tools.
- 7) Once warnings are received and, where necessary, verified, warnings that affect the local area and appropriate public instructions are disseminated by the Emergency Management Duty Officer or Agency Having Jurisdiction. The specific systems used to disseminate warnings and provide information to the public within the local area are described below.

B. RECEIVING WARNINGS

- 1) Warning of actual emergency situations or the threat of such situations may be received from the following:
 - a) Business and Industry: Companies that suffer a major fire, explosion, hazardous materials spill, or another emergency situation that may pose a threat to public health and safety and/or public and other private property have a general duty to notify local officials of such occurrences. Such notifications are generally made through the 911 system. Companies reporting emergency situations that may pose a

risk to the public are expected to recommend to local government appropriate actions to protect people and property.

- b) Citizen Warning: Citizens may also provide warning of emergency situations, generally by calling 911. It is always advisable to confirm information on emergency situations reported by citizens before issuing public warnings.
- c) Emergency Alert System (EAS): EAS is intended to provide a means for government to provide emergency warning and instructions to the public. See Section D. Dissemination of Warnings below and Attachment I. for further information of EAS. This jurisdiction may receive EAS messages that contain warning information broadcast by:
 - i. Federal authorities or agencies
 - ii. State government
 - iii. Other local governments
- d) Civil emergency warnings issued through NAWAS directly from federal and state officials.
- e) Federal, State or Local Agencies: Warning of specific types of emergency situations may be received directly from specialized government agencies, including river authorities, dam operators, military installations, airport authorities, or other agencies which operate specialized facilities.
- f) Local Officials: Government employees may provide warning of emergency situations they have discovered or that have been reported to their departments and been confirmed. Such situations should be reported to the LWP through any available means of communications.
- g) Montana AMBER Alert Program: The Montana Department of Justice's Missing Persons Clearinghouse administers the Montana America's Missing Broadcast Emergency Response (AMBER) Alert Program. AMBER Alert serves as an early, special-purpose warning system available for use by law enforcement to alert the public when a child has been kidnapped, and the police believe the child is in danger. Individuals and broadcasters can register to receive AMBER Alerts via email and text messages from the AMBER Alert Portal. The LPW will receive notification via the CJIN terminal.

- h) Montana Warning System:
 - i. The Montana Warning System is a state level extension of NAWAS. It consists of a dedicated telephone warning system linking the State Warning Point at the Montana Highway Patrol with local agencies located in safety offices around the state and with four National Weather Service (NWS) offices in Montana.
 - ii. The State Warning Point relays national emergency warnings received on NAWAS to the LWP using the Montana Warning System. Warnings may be disseminated by telephone or radio to those agencies in the Gallatin County fan out.
- i) National Warning System: The National Warning System (NAWAS), a 24-hour, nationwide, dedicated, multiple-line, terrestrial warning system linking federal agencies and the states, is used to disseminate civil emergency warnings. NAWAS is a voice communications system operated by the Federal Emergency Management Agency (FEMA) under the Department of Homeland Security (DHS) and is controlled from the FEMA Operations Center (FOC) in Washington, D.C., and the FEMA Alternate Operations Center (FAOC) in Olney, Maryland. NAWAS is used to disseminate three types of civil emergency warnings to state and local governments:
 - i. Attack warnings.
 - ii. Fallout warnings.
 - iii. Natural and technological emergency warnings.
- j) Warnings from the FOC or FAOC are coordinated with the Homeland Security Operations Center (HSOC) and relayed through the FEMA Regional Communications Center in Lakewood (Denver), CO to the State Warning Point at the Montana Highway Patrol Dispatch in Helena. The State Warning Point further disseminates the civil emergency warnings throughout Montana.
- k) Specific formats and handling instructions have been established for certain national civil emergency messages disseminated by NAWAS. Attachment C provides guidance on handling national warning messages.
- l) As NAWAS is a “voice only” system that is not particularly suited for disseminating lengthy messages, this system is generally not used for warning on a daily basis.

- m) National Weather Service (NWS) Weather Products: Weather warning messages are issued by NWS Weather Forecast Offices and various NWS specialized weather centers, such as the River Forecast Center in Kansas City, MO. NWS disseminates weather forecasts, watches, and warnings via the NOAA Weather Wire, CJIN, INWS and NWR. Among the weather messages that are provided are:
 - i. Flood and flash flood watches and warnings.
 - ii. Severe weather watches and warnings.
 - iii. Tornado watches and warnings.
- n) Many local radio and television stations subscribe to the NOAA Weather Radio and have installed terminals to receive weather products directly from NWS.
- o)
- p) NOAA Weather Radio: The County also receives NWS weather warnings disseminated by NOAA Weather Radio on tone-alert radios located in many government facilities.
- q) State Government: The State Emergency Coordination Center (SECC) may occasionally issue warning messages to local governments in specific regions of the state. For example, an advisory may be issued to jurisdictions along major evacuation routes when large-scale evacuations begin in rural areas due to a wildfire. Warnings issued by the SECC are typically transmitted by CJIN, NAWAS and by telephone to the Local Warning Point.

C. NOTIFICATION OF LOCAL OFFICIALS

When the Emergency Management Duty Officer receives warning of an emergency situation, s/he shall notify key local officials so they can determine appropriate actions to deal with the situation. The Emergency Notification Matrix, provided in Attachment B, indicates which departments and officials should be notified of various types of emergency situations. Notification will be made by telephone, radio, pager/sms, email or any other means available.

D. DISSEMINATION OF WARNINGS TO THE PUBLIC

- 1) In the initial stages of an emergency situation, the AHJ will, within the limits of the authority delegated to it, determine if a warning needs to be issued and formulate a warning (using a pre-scripted message where possible included in Attachment C), and disseminate it thru the EMDO. When the GCCC has been activated, it will normally determine, with feedback from the Incident Commander, who needs to be warned and how. The GCCC will normally formulate the warning messages and public instructions. The LWP or the GCCC will execute the warnings by activating the warning system. The Public Information Officer (PIO) or the GCCC may disseminate emergency public information directly to the media.
- 2) The systems described below will be used to issue warnings and instructions to the public. To facilitate dissemination of warning and public instructions, a set of pre-scripted warning messages and public information messages suitable for use in likely emergency situations has been developed. They are included in Attachment C to this annex. These pre-scripted messages may be used as written or tailored as needed for specific circumstances.
 - a. 211/988Service: 211/988 Service is operated by the Bozeman Help Center and is staffed 24/7. It provides access to social services for people who call 211/988. The intent of 211/988 is not to be a primary emergency information source, but they are more than willing to provide current information to their callers when they are provided the information by an official source. See Attachment D further information and activation procedures.
 - b. 511: The Montana Department of Transportation operates a traveler advisory system accessible by calling 511. This system can be used to advise motorists on state highways of travel impacts or other pertinent information. See Attachment E for further information and activation procedures.
 - c. AMBER Alert: The Montana Department of Justice's Missing Persons Clearinghouse administers the Montana America's Missing Broadcast Emergency Response (AMBER) Alert Program. AMBER Alert serves as an early, special-purpose, warning system available for use by law enforcement to alert the public when a child has been kidnapped, and the police believe the child is in danger. Individuals and broadcasters can register to receive AMBER Alerts from the AMBER Alert Portal via email and text message. See Attachment F for further information and activation procedures.
 - d. Emergency Alert System (EAS): As a condition of licensing, all

commercial radio and television stations and cable television companies must participate in EAS and use their facilities to relay warning and instructions from government to the public. Broadcasters and cable companies must carry national security warnings and messages initiated by the President; they may broadcast alerts and messages initiated by state and local governments. The FCC encourages licensees to broadcast state and local warning and instruction messages, but the final decision on broadcasting such messages rests with the broadcaster.

- i. The Montana Broadcasters Association coordinates the Montana EAS. Activation of the EAS for Gallatin County is directly to broadcasters through the Community Notification System. As a backup, it can also be initiated through the National Weather Service (NWS) in Great Falls. The actual message is then transmitted over the NWS Weather Radio System to local broadcasters, which then relay it to other broadcasters in a daisy chain manner.
- ii. For obvious reasons, EAS should be used prudently. The Montana EAS State Plan governs the activation of EAS by local governments. The general guidelines for local activation of EAS include:
 - a) Severity of Situation - EAS warning will aid in reducing loss of life or substantial loss of property.
 - b) Timeliness - Immediate public knowledge is required to avoid adverse impact.
 - c) Alternatives - Other means of disseminating information are inadequate to ensure rapid delivery.
- iii. The EMDO has two standard options in Gallatin County for EAS messages:
 - a) An Administrative Message (ADM) is a message that will be sent to TV and radio stations but will NOT override TV and radio broadcasting and will NOT activate NOAA weather radios.
 - b) Designated Officials should issue a Civil Emergency Message (CEM) when they believe there is a risk to life and property that warrants immediate notification of the general public. A CEM will override all TV and radio broadcasting and will not activate weather radios. NWS

should be contacted directly to broadcast alerts over weather radio.

- iv. The local EAS stations are listed in Attachment I. The county has coordinated with these stations to establish backup procedures for accessing the EAS directly through the local primary stations. Authority to release EAS messages for broadcast is restricted to those local officials named in Attachment G. The following methods will be used to transmit emergency messages to local primary stations for broadcast:
 - a) By telephone, with the station generally recording our verbal message and then broadcasting it.
 - b) By fax, with the station receiving our written message and reading it on the air.
- v. Pre-scripted emergency messages have been prepared for use with those warning systems that can deliver a verbal or written message. As EAS messages are limited to two minutes, the pre-scripted messages include short warning and instructional messages that may be transmitted by EAS and amplifying messages that will be distributed to the media as Special News Advisories.
- vi. See Attachment G for further information.
- e. Community Notification System (CNS): The Community Notification System is Gallatin County's primary public warning tool. CNS can provide rapid notification to a wide variety of devices in a short amount of time. See Attachment H for further information and activation procedures.
- f. Gallatin County Information Line: The Gallatin County Information Line, (406) 582-3175, is a recorded message system that can accept 46 simultaneous callers. It is available to government agencies for providing updated information to the public during an incident. This is the default caller number displayed by CNS. See Attachment I for further information and activation procedures.
- g. Gallatin County Media Center Website: Gallatin County Emergency Management maintains an incident website, www.gallatinmedia.org, in which incident information can be posted for the public. The site is configured to provide creation of an incident, along with unlimited incident updates. This is achieved through a web-based interface that

does not require programming skills. See Attachment J for further information and activation procedures.

- h. Highway Advisory Radio Portables (HARP): Gallatin County Emergency Management operates three Highway Advisory Radio Portables (HARP). These units are trailer mounted AM radios that broadcast on either 1600 or 1700 kHz with a maximum range of 3-5 miles. The HARPs are solar powered with battery backup. Each unit can be updated remotely by telephone. These units are in the process of being phased out as they fail.
- i. Variable Message Sign (VMS): Gallatin County Emergency Management maintains one Variable Message Sign for incident use. This unit provides a large LED powered message sign mounted on a trailer that can be quickly moved and operate independently. See Attachment K for further information and activation procedures.
- j. NOAA Weather Radio: NOAA weather radios can be purchased inexpensively at many stores and programmed to set off an alert when warnings are issued for your area. These devices require weather radio coverage to operate, which is not present in all of Gallatin County. Please see Attachment I for further information on EAS.
- k. Route Alerting & Door- to-Door Warning: The public may be warned by route alerting using vehicles equipped with sirens and public address systems. Route alerting may not work well in some areas, including rural areas where residences are some distance from the road or for large buildings with few external windows. Response personnel going door-to-door may also deliver warnings. Both methods are effective in delivering warnings, but they are labor-intensive and time-consuming and may be infeasible for large areas.

E. WARNING SPECIAL FACILITIES & POPULATIONS

- 1) Special populations and facilities will be warned of emergency situations by available methods. These include:
 - a) Hearing-impaired: Captioned EAS messages on television, NWR and CNS.
 - b) Special Facilities: EAS messages on radio/television, NOAA Weather Radio, and CNS.
 - c) Visually Impaired: EAS messages on radio, NOAA Weather Radio, and CNS.

F. WARNINGS TO OTHER GOVERNMENTS & AGENCIES

The EMDO is responsible for warning adjacent or nearby jurisdictions that may be affected by emergency situations originating within this jurisdiction.

G. PHASES OF MANAGEMENT

1) Mitigation

- a) Establish an effective public warning system and appropriate operating procedures.
- b) Extend the system to keep up with growth.
- c) Adopt new methods of warning that increase the ability to reach citizens not well served by current systems.
- d) Conduct public education designed to prevent citizens from taking unnecessary risks during an emergency situation. An example may be implementing a public information effort to discourage people from driving on flooded roads.

2) Preparedness

- a) Test the Local Warning System on a regular basis.
- b) Prepare pre-scripted warning and public instruction messages for known hazards. See Attachment C.
- c) Brief local media on local warning systems and coordinate procedures for transmitting EAS messages to radio and television stations and cable television providers.
- d) Conduct public education on warning systems and the actions that should be taken for various types of warnings.
- e) Establish a Joint Information System (JIS) and identify suitable facilities for a Joint Information Center (JIC), if required.

3) Response

- a) Activate Local Warning System to alert the public of the emergency situation and provide appropriate instructions.
- b) Conduct media monitoring to determine the need to clarify issues and

distribute updated public instructions.

c) Discontinue warnings when no longer required.

4) Recovery

a) Advise the public when the emergency situation has been terminated.

b) If necessary, provide instructions for return of evacuees and safety information relating to the reoccupation of damaged homes and businesses.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. GENERAL

- 1) Gallatin County and the incorporated cities establish general policies for emergency warning and fund personnel and equipment to operate the warning system.
- 2) The 911 Director is responsible for operating the LWP and coordinating operation of the Local Warning System.

B. ASSIGNMENT OF RESPONSIBILITIES

- 1) The Principal Executive Officer (PEO) will:
 - a) Outline general policies on warning and emergency public information.
 - b) Approve emergency public information to be released to the public through the news media or other mean.
- 2) The 911 Director will:
 - a) Staff and operate the Local Warning Point.
- 3) The Gallatin County Emergency Communication Center will serve as the LWP and will:
 - a) Receive and, if necessary, verify and acknowledge warnings of emergency situations.

- b) Make notification to local officials of emergency situations or of conditions that could cause such situations, as required.
- c) In accordance with SOP, or when directed, activate the warning system.
- d) Develop and maintain hazard specific warning procedures covering warning receipt, verification, and dissemination.
- e) Perform fan out for NAWAS calls.

4) The EMDO will:

- a) In coordination with the LWP, develop operating procedures for the warning system, coordinating as necessary with other departments and agencies, the NWS, local radio and television stations, cable television companies, and other organizations.
- b) Assist in the development of pre-scripted warning messages and Special News Advisories. See Attachment D.
- c) When the GCCC is activated, assist in the development of warning messages and Special News Advisories.
- d) In coordination with the PIO, educate the public regarding the use of the warning system.

5) The PIO will:

- a) In coordination with the EMDO, develop pre-scripted warning messages and public instructions for known hazards.
- b) When an emergency has occurred, develop warning messages and public instructions for the specific situation at hand.
- c) Develop procedures to facilitate the release of coordinated emergency public information to amplify basic information provided in warning messages.
- d) Maintain a media briefing area.
- e) Periodically brief the media on local warning systems and warning procedures.
- f) Develop and disseminate educational materials relating to emergency

warning to the public.

6) Law Enforcement will:

- a) Provide units and personnel for route alerting and door-to-door warning when needed.

7) Fire Protection Agencies will:

- a) Provide units and personnel for route alerting and door-to-door warning when needed.

8) All local government departments and agencies will:

- a) Report emergency situations to the Local Warning Point that merit warning local officials or the public.
- b) When requested, provide personnel and equipment to assist in route alerting or door-to-door warning

9) Media companies are asked to:

- a) Disseminate warning messages and Special News Advisories provided by local government to the public as rapidly as possible.
- b) Participate in periodic tests of the EAS and other warning systems.

10) Institutions, businesses, and places of public assembly are expected to:

- a) Encourage employees, clients, and visitors to enroll in the Community Notification System.
- b) Monitor radio and television and/or NOAA Weather Radio receivers for warnings and take appropriate actions to protect their patients, students, customers, and employees.

IX. COORDINATION

A. GENERAL

- 1) The PEO shall provide general guidance for warning activities.
- 2) The 911 Director shall provide specific guidance for the operation of the LWP.
- 3) For specific, time-sensitive, emergency situations, the LWP has been delegated authority to determine if a warning needs to be issued, formulate a warning if necessary (using pre-scripted messages where possible), and disseminate it. For other situations, the LWP must coordinate with one of a designated set of key officials, who will determine if a warning should be issued and approve the general content of any warning message that will be disseminated.
- 4) When the GCCC has been activated, the GCCC staff will normally determine who needs to be warned and how. The EMDO, PIO, and other members of the staff will formulate warning messages and public instructions. The LWP will normally execute such warnings by activating the warning system. Although, the PIO may disseminate emergency public information to the media directly.

B. LINE OF SUCCESSION

The line of succession for the Emergency Management Director is to an Emergency Management Duty Officer.

X. ADMINISTRATION & SUPPORT

A. AGREEMENTS & CONTRACTS

Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.

B. REPORTS & RECORDS

The LWP shall maintain activity logs recording:

- a) Warnings received.
- b) Key personnel notified, and the actions they directed to be taken.

- c) Warnings disseminated to the public and the means of that dissemination.

C. MAINTENANCE OF EQUIPMENT

All warning systems owned by Gallatin County will be maintained in accordance with the manufacturer's instructions for those systems.

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT

The GCEM is responsible for working with other agencies in the development, maintenance, and improvement of this annex. Each agency tasked will develop SOP that address assigned tasks.

B. MAINTENANCE

This annex will be reviewed annually and updated in accordance with the schedule outlined in the Emergency Management Plan.

ATTACHMENT A

EMERGENCY NOTIFICATION MATRIX

	Wildfire	Earthquake	HazMat	Flooding	Communicable Disease	Agricultural Incident	Severe Weather	Utility Issues	Transportation Issues	Dam Failures	Aviation Incidents	Terrorism & Civil Unrest	Railroad Incident	Volcanic	Avalanche & Landslide	Evacuation					
City/ County Administrator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
VOAD		X								X				X		X					
PEO	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
County/City Attorney's Office										X		X		X		X					
Emergency Management	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
911	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X					
Auditor						X				X				X							
Fire Service	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X					
Public Health		X	X	X	X					X				X							
Medical Services		X	X		X				X	X		X		X							
Human Resources					X					X				X							
Finance Department			X			X				X				X							
Law Enforcement	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X					
Public Works	X	X	X	X			X	X	X	X			X	X	X	X					
Engineering & Planning		X		X						X				X	X						
Search & Rescue		X								X				X	X						
Utilities	X	X		X			X	X	X	X				X	X						
Information Technologies		X					X	X		X				X							
Weather Service							X							X							

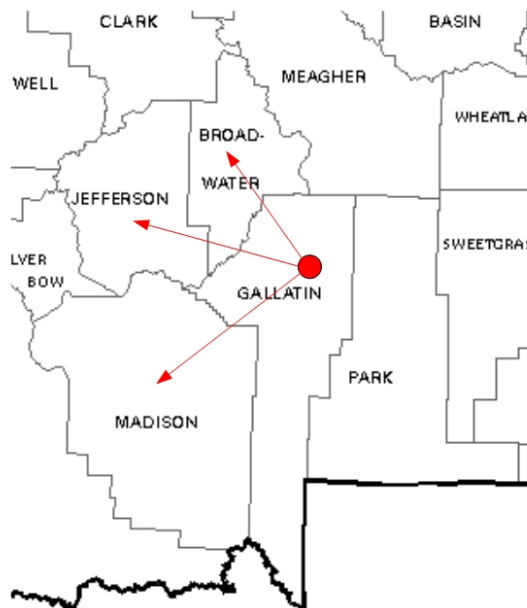
**** This is a guide for notification. Actual notification will be determined by location and scale of the actual event.**

ATTACHMENT B

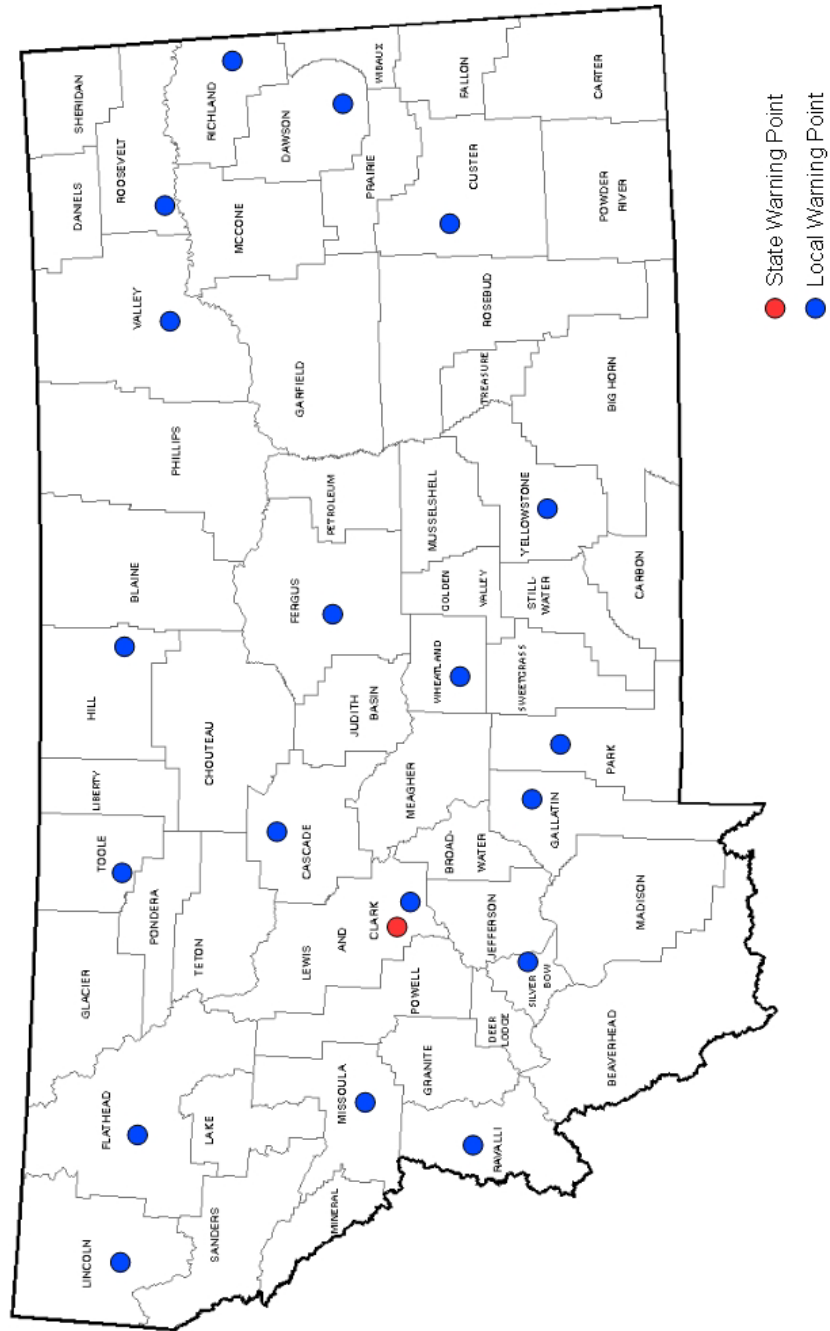
NATIONAL WARNING MESSAGES

- 1) The State Warning Point will ring all stations on the Montana Warning System.
- 2) Following the ring down, the originating warning point will identify themselves, such as "Montana Warning Point."
- 3) This will be followed by which warning points the message applies to and instructions to standby for the message. This could be all warning points or specific affected warning points.
- 4) The message will then be disseminated by the originating warning point.
- 5) The calling warning point will then conduct a roll call to confirm receipt of the message. This will consist of, "Bozeman Sheriff, this is Montana Warning Point, did you receive the message?"
- 6) The Gallatin Warning Point should acknowledge the message, and preferably, summarize the message back to confirm proper understanding of the intended message. This could consist of, "Montana Warning Point, this is Bozeman Sheriff, we copied that a railroad derailment with hazmat has occurred next to the Toston Dam. We will relay to Broadwater County."
- 7) The originating warning point should acknowledge and confirm the accuracy of your read back, then move on to the next warning point.
- 8) The Gallatin Warning Point should carry out the appropriate fan out procedures for the message. Gallatin County is responsible for relaying NAWAS messages to Madison, Jefferson, and Broadwater Counties.

Gallatin County National Warning System Fanout



Montana NAWAS Circuit



ATTACHMENT C

PRE-SCRIPTED MESSAGES

A. GENERAL INCIDENT ([Click for Form](#))

- 1) The [City of/ Gallatin County] has issued the following warning for those who live, work, or are visiting in the area of [specify affected area].
- 2) An emergency situation involving [affected jurisdiction] is currently in progress at [specify location using common place name, streets, or other geographic references. Should be recognizable to the general public.]
- 3) A [specify type of incident] has occurred in this area. The incident is currently [give some brief detail of incident. Size, direction of travel, hazards, etc.].
- 4) The public is asked to [provide instructions on what people are to do].
- 5) Please do not call 911 for information about this incident. Instead, you may obtain information from [specify activated tools]:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | local media outlets (radio, television, newspaper, online) |
| <input type="checkbox"/> | 582-3175 Information Line |
| <input type="checkbox"/> | readygallatin.com website |
| <input type="checkbox"/> | 211 service |
| <input type="checkbox"/> | 511 service |
| <input type="checkbox"/> | Coordination Center Public Inquiry Phones (548-0123) |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |

B. ROAD/FACILITY CLOSURE ([Click for Form](#))

1. The [City of/ Gallatin County] has issued the following warning for those who live, work, or are visiting [specify affected area].

2. It has been necessary to close [streets, facilities, etc.] due to:

- | | |
|--------------------------|------------------------------|
| <input type="checkbox"/> | Flooding |
| <input type="checkbox"/> | Snow |
| <input type="checkbox"/> | Ice |
| <input type="checkbox"/> | Fire |
| <input type="checkbox"/> | Explosion |
| <input type="checkbox"/> | Hazardous Materials Incident |
| <input type="checkbox"/> | Law Enforcement Incident |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |

3. As of [enter date and time], the following [roads or facilities] have been closed by officials:

4. Please avoid these [roads or facilities].

5. If you must travel, use alternate routes, such as:

6. We recommend that you refrain from driving and remain at home due to the travel conditions.

7. Please do not call 911 for information about this incident. Instead, you may obtain information from [specify activated tools]:

<input type="checkbox"/>	local media outlets (radio, television, newspaper, online)
<input type="checkbox"/>	582-3175 Information Line
<input type="checkbox"/>	readygallatin.com website
<input type="checkbox"/>	211 service
<input type="checkbox"/>	511 service
<input type="checkbox"/>	Coordination Center Public Inquiry Phones (548-0123)
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

C. SHELTER IN PLACE ([Click for Form](#))

1) The [City of/ Gallatin County] has issued the following warning for those who live, work, or are visiting [specify affected area].

2) There has been a release of a hazardous material [specify if known] that is affecting a portion of the local area. People in the following area must take protective measures:

3) If you are located in this area, do the following immediately in order to protect yourself:

- a) Go inside your home, workplace, or the nearest building that appears to be reasonably airtight and stay there. Take your pets with you.
- b) Close all doors, windows, and any fireplace dampers.
- c) Turn off any heating or cooling systems that draw air from outside.
- d) Keep your radio on and turned to receive emergency announcements and instructions.
- e) Gather items that you may need to take with you if you are advised to evacuate.

4) People traveling in vehicles should seek shelter in the nearest airtight structure. If a suitable structure is not immediately available, travelers should roll up car windows, close air vents, and turn off the heater or air conditioner until they reach a suitable building.

5) If shelter is not immediately available, keep a handkerchief, towel, or damp cloth snugly over your nose and mouth until you get indoors.

6) (If school is in session):

- a) ☐ Students in the following school(s) are taking shelter at their school(s):

b) Parents should not attempt to pick up students at school until the hazardous situation is resolved and they are advised it is safe to do so.

- c) ☐ Students at the following school(s) [have been/ are being] evacuated to other facilities:

- d) Parents should not attempt to pick up students from schools that have been evacuated. Local officials will provide information on where to pick up children as soon as it is available.
- 7) Please do not call 911 for information about this incident. Instead, you may obtain information from **[specify activated tools]**:

<input type="checkbox"/>	local media outlets (radio, television, newspaper, online)
<input type="checkbox"/>	582-3175 Information Line
<input type="checkbox"/>	readygallatin.com website
<input type="checkbox"/>	211 service
<input type="checkbox"/>	511 service
<input type="checkbox"/>	Coordination Center Public Inquiry Phones (548-0123)
<input type="checkbox"/>	<hr/>
<input type="checkbox"/>	<hr/>
<input type="checkbox"/>	<hr/>

D. WARNING ([Click for Form](#))

- 1) The [City of/ Gallatin County] has issued the following warning for those who live, work, or are visiting [specify affected area].
- 2) Due to a threat of [specify], it may become necessary for people who live, work or are visiting in certain areas to evacuate in the near future. The area(s) that may be at risk include:

- 3) Evacuation orders are NOT being issued at this time. Local officials will advise you if evacuation is necessary. However, you should be prepared to evacuate if needed. To prepare, you should:

a) Assemble the following emergency supplies:

- i. Clothing for your family for several days
- ii. Bedding, pillows, and towels
- iii. Prescription medicines & spare glasses
- iv. Soap and toiletries
- v. Baby food and diapers
- vi. Your address book or list of important phone numbers
- vii. Your driver's license and identification cards
- viii. A portable radio and flashlight
- ix. Supplies for your pets

b) You should also:

- i. Gather suitcases, boxes, or bags to hold your emergency supplies
- ii. Be prepared to secure your home or office and your property before you depart
- iii. Ensure your car is in good shape and you have adequate fuel
- iv. Decide where you will go if you have to evacuate. Make arrangements with relatives or friends or consider making hotel reservations. Make sure any pets can go with you.

- 1) ☐ Potential evacuation routes from the area(s) at risk include:

- 2) If you know of any neighbors that could use assistance, please assist them.
- 3) We want to emphasize that this is a precautionary message about possible evacuation. Evacuation orders are NOT being issued at this time.

- 4) Please do not call 911 for information about this incident. Instead, you may obtain information from [specify activated tools]:

<input type="checkbox"/>	local media outlets (radio, television, newspaper, online)
<input type="checkbox"/>	582-3175 Information Line
<input type="checkbox"/>	readygallatin.com website
<input type="checkbox"/>	211 service
<input type="checkbox"/>	511 service
<input type="checkbox"/>	Coordination Center Public Inquiry Phones (548-0123)
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

E. EVACUATION MESSAGE ([Click for Form](#))

1) The [City of/ Gallatin County] has issued the following warning for those who live, work, or are visiting [specify affected area].

2) Due to [specify] an evacuation order has been issued. People in the following area should evacuate immediately to protect their health and safety. These areas are:

3) Recommended evacuation routes from these area(s) are:

4) ☐ Emergency shelters are available at:

5) Be sure to take essential items such as:

- a. Prescription medicines
- b. Eyeglasses
- c. Identification cards
- d. Checkbooks
- e. Credit cards
- f. Valuable papers

5) Do not delay your departure to collect other belongings.

6) Take your pets with you, but make sure you bring a leash, crate, or cage for them. Most shelters will not accept pets.

7) If you need assistance evacuating, ask a neighbor to assist you.

8) If you know of a neighbor that could use assistance evacuating, please help them.

9) Please do not call 911 for information about this incident. Instead, you may obtain information from [specify activated tools]:

- ☐ local media outlets (radio, television, newspaper, online)
- ☐ 582-3175 Information Line
- ☐ readygallatin.com website
- ☐ 211 service
- ☐ 511 service
- ☐ Coordination Center Public Inquiry Phones (548-0123)
- ☐ _____

ATTACHMENT D

211 SERVICE ACTIVATION PROCEDURES

211 Service is operated by the Bozeman Help Center and is staffed 24/7. It provides access to social services for people who call 211. The intent of 211 is not to be a primary emergency information source, but they are more than willing to provide current information to their callers when they are provided the information by an official source.



Activation Criteria

211 can be utilized by any official agency

Authorization

Any agency can utilize 211 directly. If 211 receives conflicting information from multiple sources, and cannot resolve it, they will contact the Emergency Management Duty Officer to put them in touch with the Information Officer for the Agency Having Jurisdiction.

Activation Procedure

The Agency Having Jurisdiction, or their delegate, may contact 211 [REDACTED]
[REDACTED]

ATTACHMENT E

511 SERVICE ACTIVATION PROCEDURES

Montana Department of Transportation operates a traveler advisory system accessible by calling 511. This system could be utilized to advise motorists on state highways of travel impacts, or other pertinent information.



Activation Criteria

511 can be requested by any government agency.

Authorization

Utilization of the 511 system for emergency information should be approved by the Bozeman Area Maintenance Chief or his delegate.

Activation Procedure

The Agency Having Jurisdiction may contact the Bozeman MDT Office at [REDACTED]

- 1) [REDACTED] Maintenance Chief [REDACTED]

ATTACHMENT F

AMBER ALERT ACTIVATION PROCEDURES

The Montana America's Missing Broadcast Emergency Response (AMBER) Alert Program is administered through the Montana Department of Justice's Missing Persons Clearinghouse. AMBER Alert provides law enforcement a method of rapid dissemination of information during child abductions. Individuals and broadcasters can register to receive AMBER Alerts directly from the AMBER Alert Portal via email and text messaging.



Activation Criteria

In order for an AMBER Alert to be initiated the following criteria must be met:

- 1) The child must be 17 years old, or younger, or have a proven mental or physical disability.
- 2) The child must be in imminent danger of serious injury or death
- 3) There must be enough descriptive information available to believe that broadcasting it will assist law enforcement in recovering the child.
- 4) The alert must be recommended by the local law enforcement agency of jurisdiction.

Authorization

In order to be issued, an AMBER Alert must be authorized per the law enforcement agency having jurisdiction's policies and then approved by the Montana Department of Justice.

Activation Procedure

- 1) AMBER Alert must be requested and approved by the Law Enforcement Agency Having Jurisdiction.
- 2) The AMBER Alert request, with as much detail as possible, must be submitted to the Montana Department of Justice. This can be achieved in two ways:
 - a. Through Gallatin County Dispatch [REDACTED] using the Montana Criminal Justice Information Network (CJIN).
 - b. By telephone to Montana Department of Justice (DOJ) at [REDACTED]
- 3) Once approved by Montana DOJ, DOJ will issue the AMBER Alert through [Montana's](#) Emergency Communications Network (Onsolve) account directly. As a backup they can also utilize the Amber Alert Portal from the National Center for Missing and Exploited Children.

- 4) Once entered into the Montana CodeRed system the message is automatically relayed to broadcasters, wireless carriers, and AMBER Alert Subscribers.

ATTACHMENT G

EMERGENCY ALERT SYSTEM (EAS) ACTIVATION PROCEDURES

The Montana Emergency Alert System (EAS) is coordinated by the Montana Broadcasters Association. Activations of the EAS is conducted through the Community Notification System. CNS can directly distribute EAS messages directly to broadcasters through IPAWS as well as to cellular phones via WEA. As a backup, EAS can also be initiated through the National Weather Service in Great Falls.

Activation Criteria

- 1) Must have an identified risk to life and/ or property
- 2) Must be classified as one of two message categories
 - a. Civil Emergency Message (CEM) – Messages that provide critical and time-sensitive information that the public can use to take appropriate protective behavior in the event of a Civil Emergency.
 - b. Administrative Message (ADM) – Messages that will be sent to TV and Radio Stations but will NOT override TV and Radio broadcasting and will NOT activate NOAA weather Radios.
- 3) Identify a source of additional information

Authorization

Activation of the Emergency Alert System requires approval by one of the approved Designated Officials per the Montana Emergency Alert System Plan. These individuals are:

- 1) State Disaster and Emergency Services Duty Officer
- 2) Gallatin County Emergency Management Duty Officer
- 3) National Weather Service (weather related events)
- 4) Montana Department of Justice
- 5) IC from AHJ via Gallatin County 911

Activation Procedure

- 1) Incident Commander requests activation of the EAS based on meeting the criteria and requests activation through Gallatin County Emergency Management Duty Officer (via LWP @ 4 [REDACTED]).
- 2) Gallatin County Dispatch will contact the EMDO with the request.
- 3) The EMDO will contact the Incident Commander and confirm the message to be transmitted.
- 4) The EMDO will then initiate the message and distribute using CNS.
 - a. As a backup: The EMDO can then complete the EAS Activation Form and send it to the Great Falls Weather Service Office [REDACTED], followed by a phone call to the Great Falls Weather Service Office [REDACTED].

- i. The EAS can also be activated by calling KGLT or KMMS directly.
- b. The EAS Activation Form should also be sent to Gallatin County Dispatch, or to Emergency Management, depending on where it originates. By protocol, the NWS will call a Designated Official from the requesting county to confirm the authenticity of the message. By making sure everyone is on the same page it will minimize any delay.
- c. After confirmation, the NWS will then broadcast the EAS Message.

ANNEX E: EAS Activation Form for a Civil Emergency Message (CEM)

This message will override TV and Radio Station Broadcasting. Keep message to no more than 2 minutes of airtime.

Date\Time _____

Person Making _____

Request _____

Agency of Person Making _____

Request _____

Specific Type of Emergency (HazMat, etc.) _____

Affected Counties _____

Specific Affected Area (if available) _____

Duration of _____

Emergency _____

Phone Number to Verify or Contact for More _____

Information _____

Name of Person Completing This _____

Form _____

Further Instructions or **Exact Message for
broadcast** _____

ATTACHMENT H

COMMUNITY NOTIFICATION SYSTEM (CNS) ACTIVATION PROCEDURES

The Community Notification System is operated by Everbridge. The Community Notification System (CNS) is activated via a web interface (manager.everbridge.net), or by ManageBridge app. CNS then calls the phone lines within the targeted area identified in the 911 Database, plus public phone listings and registered recipients. CNS is an IPAWS enrolled system that can also distribute messages directly to the Emergency Alert System and initiate Wireless Emergency Alerts. In addition, CNS can create event specific update groups and distribute messages directly to social media and other platforms.



Activation Criteria

In order for the CNS to be activated, the following considerations should be addressed:

- 1) Defined message delivery area
 - a. Radius of given location
 - b. Polygon
 - c. Pre-loaded GIS Shape File
 - d. Pre-defined Call List
- 2) Message to be delivered
 - a. If it is not clear to us, it will not be clear to the public.
 - i. Who does the message apply to?
 - ii. What and Where is the incident?
 - iii. What actions should people take?
 - iv. Where can they get more information?

Authorization

Use of the CNS must be requested by a command staff member of the agency having jurisdiction. After the request has been made by the agency having jurisdiction. The CNS Operating Plan authorizing Command Staff of local public safety agencies, Principal Executive Officers, to activate the CNS.

Activation Procedure

- 1) Agency having jurisdiction makes a request for activation of the CNS to the Emergency Management Duty Officer via Gallatin County 911 [REDACTED]

- 2) Gallatin County Dispatch will page the EMDO for activation.
- 3) The individual activating CNS will then contact the Incident Commander to obtain the following
 - a. Obtain message the IC wants distributed
 - i. Always include additional information source in message
 - ii. Provide instructions on what people are to do
 - iii. Always instruct people not to call 911 for additional information
 - b. Identify specific area to be notified
 - i. This can be:
 - Specific Address
 - Radius from an address (including, or excluding, specific address)
 - Intersection
 - Lat/ Long
 - Polygon physically drawn on a map
 - Pre-loaded GIS Shape File
 - c. Try to be as specific as possible
 - d. Be cautious of overestimating a radius
- 4) Message must then be entered into the CNS at manager.everbridge.net or via the ManageBridge App. In an emergency, messages can also be launched by Everbridge by calling [REDACTED]

ATTACHMENT I

GALLATIN COUNTY INFORMATION LINE ACTIVATION PROCEDURES

The Gallatin County Information Line, (406) 582-3175, is a recorded message system that can accept 46 simultaneous callers listening to the message. It is available to government agencies for providing recorded update information to the public during an incident.

Activation Criteria

The Gallatin County Information Line is available for government agencies for public safety uses.

Activation Procedure

- 1) Government agencies must request use of the Information Line from Gallatin County Emergency Management through Gallatin County Dispatch, [REDACTED]
- 2) Gallatin County Dispatch will contact Gallatin County Emergency Management Duty Officer.
- 3) The EM Duty Officer will then contact the requesting agency to obtain the following
 - a. Specific message to be recorded
 - b. How often the message will be updated
 - c. How will updates will be obtained
- 4) EM Duty Officer will then activate the information line

ATTACHMENT J

GALLATIN COUNTY MEDIA CENTER WEBSITE ACTIVATION PROCEDURES

Gallatin County Emergency Management maintains a Media Release website, www.gallatinmedia.org, in which incident information can be posted for the public. The site is configured to provide creation of an incident, along with unlimited incident updates primarily focused on media outlets. This is achieved through a web-based interface that does not require programming skills.



Activation Criteria

The Gallatin County Media Center Website is available for government agencies for public safety uses.

Activation Procedure

- 1) Government agencies must request the use of the Media Center Website from Gallatin County Emergency Management through Gallatin County Dispatch [REDACTED]
- 2) Gallatin County Dispatch will contact the Emergency Management Duty Officer.
- 3) The EM Duty Officer will then contact the requesting agency to obtain the following
 - a. Specific information to be posted
 - b. How often the information will be updated
 - i. Method for obtaining updates
- 4) The EM Duty Officer will then create a release on the website
 - a. For extended events, or events with PIOs, an account can be created so agencies can update their own information.

ATTACHMENT K

VARIABLE MESSAGE SIGN ACTIVATION PROCEDURES

Gallatin County Emergency Management operates one variable message sign. The sign can be field programmed with any text message and is self-sufficient. The sign is stored in Big Sky for primary use in that area but can be used anywhere.

Activation Criteria

Variable Message Signs are available to government agencies for public safety use.

Authorization

Variable Message Signs are available through the Gallatin County Emergency Management Duty Officer.

Activation Procedure

- 1) Government agencies must request deployment of a VMS from Gallatin County Emergency Management through Gallatin County Dispatch [REDACTED]
- 2) Gallatin County Dispatch will contact the Emergency Management Duty Officer.
- 3) EM Duty Officer will then contact the requesting agency directly and obtain the following:
 - a. Location for sign deployment
 - b. Message for the sign
 - i. Must provide a complete message that makes sense.
- 4) EM Duty Officer will then work on deployment of the VMS



COMMUNICATIONS

Annex B

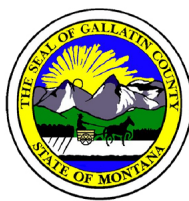
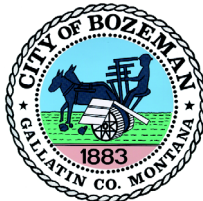
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

ANNEX B: COMMUNICATIONS

[illegible]

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ANNEX B: COMMUNICATIONS

I. PRIMARY AGENCY

Gallatin County 911 Communications

II. SUPPORTING AGENCY

Gallatin County Fire Protection Agencies, Gallatin County Law Enforcement Agencies, Gallatin County Emergency Management

III. Authority

A. FEDERAL

Name	Description	Legal

B. STATE

Name	Description	Legal

C. LOCAL

Name	Description	Legal

IV. PURPOSE

This annex provides information about our communications equipment and capabilities available during emergency operations. Our entire communications system is discussed and procedures for its use are outlined in the annex.

V. EXPLANATION OF TERMS

A. ACRONYMS

EAS	Emergency Alert System
FEMA	Federal Emergency Management Agency
GCCC	Gallatin County Coordination Center
IC	Incident Commander
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
SOP	Standard Operating Procedures

B. DEFINITIONS

State Warning Point

Warning Point for the state operated by the Montana Highway Patrol.

VI. SITUATIONS & ASSUMPTIONS

A. SITUATION

- 1) As noted in the general situation statement in the basic plan, we are at risk from a number of hazards that could threaten public health and safety and personal and government property. A reliable and interoperable communications system is essential to obtain the most complete information on emergency situations and to coordinate our resources responding to those situations.
- 2) The 911 Communications Center is staffed on a 24-hour basis. Equipment is available to provide communications necessary for emergency operations.

B. ASSUMPTIONS

- 1) Adequate communications are available for effective and efficient warning, response, and recovery operations.
- 2) Any number of natural or manmade hazards may neutralize or severely reduce the effectiveness of communications currently in place for emergency operations.
- 3) Additional communications equipment required for emergency operations will be made available from citizens, business, volunteer organizations, and/or other governmental agencies.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) A common operating picture within our jurisdiction and across other jurisdictions provides the framework of our communications capabilities. This framework is made possible by interoperable systems. Extensive communications networks and facilities are in existence throughout Gallatin County to provide coordinated capabilities for the most effective and efficient response and recovery activities.
- 2) Our existing communications network consisting of telephone, computer, teletype, and radio facilities will serve to perform the initial and basic communications effort for emergency operations.
- 3) During emergency operations, all county/city departments will maintain their existing equipment and procedures for communicating with their field operations units. They will keep the GCCC informed of their operations and status at all times.
- 4) To meet the increased communications needs created by an emergency, various state and regional agencies, amateur radio operators, and business/industry/volunteer group radio systems will be asked to supplement communications capabilities. These resource capabilities will be requested through local and regional mutual-aid agreements and/or Montana DES, as required.

B. PHASES OF MANAGEMENT

- 1) Prevention
 - a) Maintain a current technology-based, reliable, interoperable, and sustainable communications system.
 - b) Ensure warning communications systems meet jurisdictional needs.
 - c) Ensure CJIN and other vital information networks are operational.
 - d) Ensure integrated communications procedures are in place to meet the needs and requirements of Gallatin County.
- 2) Prevention
 - a) Review and update this communications annex.

- b) Develop communications procedures that are documented and implemented through communications operating instructions (including connectivity with private-sector and nongovernmental organizations).
- c) Thoroughly and continually review the system for improvement, including the implementation and institutionalized use of information management technologies.
- d) Ensure communications requirements for the GCCC and potential Joint Information Center (JIC) are regularly reviewed.
- e) Review After Action Reports of actual occurrences, exercises, and other sources of information for lessons learned.
- f) Ensure the integration of mitigation plans and actions into all phases of emergency management, as applicable.
- g) Acquire, test, and maintain communications equipment.
- h) Ensure replacement parts for communications systems are available and make arrangement for rapid resupply in the event of an emergency.
- i) Train personnel on appropriate equipment and communication procedures, as necessary.
- j) Conduct periodic communications drills and make communications a major element during all exercises.
- k) Review assignment of all personnel.
- l) Review emergency notification list of key officials and department heads.
- m) Provide CenturyLink Communications with a list of circuit restoration priorities for essential governmental systems.

3) Response

- a) Select communications personnel required for emergency operations according to the incident.
- b) Incident communications will follow ICS standards and will be managed by the IC using a common communications plan and an

incident-based communications center.

- c) All incident management entities will make use of common language during emergency communications. This will reduce confusion when multiple agencies or entities are involved in an incident.
- d) Ensure emergency equipment repair on a 24-hour basis.
- e) Initiate warning procedures as outlined in Annex A (Warning), if required.

4) Recovery

All activities in the emergency phase will continue until such time as emergency communications are no longer required.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) Our emergency communications system is operated by Gallatin County 911 Communications and includes a variety of government owned and operated equipment, as well as equipment owned and operated by certain volunteer groups and commercially provided solutions.
- 2) The 911 Director will ensure that warning information received at the warning point is disseminated to county/city officials and, where appropriate, to the public. The responsibility of ensuring the communications system is operational and incorporates all available resources also rests with the 911 Director.

B. ASSIGNMENT OF RESPONSIBILITIES

- 1) The 911 Director will:
 - a) Be responsible for all activities enumerated in this annex in Phases of Management.
 - b) Coordinate common communications procedures.
 - a) Develop and maintain a communications resource inventory. See Annex M (Resource Management) for additional information.
 - b) Ensure a communications capability exists between the

Communications Center and the GCCC.

- c) Ensure communication restoration procedures are developed.
 - d) Ensure that the local telephone company is forwarded a list of circuit restoration priorities.
 - e) Ensure procedures are in place for dissemination of message traffic.
 - f) Develop and maintain SOP to include message-handling procedures and recall rosters for essential personnel.
 - g) Responsible for proper use and maintenance of the equipment and for correct message handling procedures, including routing of all incoming messages, and logging all incoming and out-going messages.
- 2) The Public Information Officer will be:
- a) Responsible for monitoring commercial radio and telephone broadcasts for accuracy of public information.

IX. COORDINATION

A. GENERAL

- 1) The 911 Director establishes general policies for emergency communications.
- 2) The 911 Director is under the supervision of the County Administrative Officer and is directly responsible for facilities, equipment, and operation of the Communications Center.
- 3) Communications personnel from individual departments and support agencies, while under control of their own department or agency and operating their own equipment, are responsible for knowing and following the procedures outlined in this annex.
- 4) During emergency situations, communications will be maintained between the Communications Center and the GCCC.

B. CONTINUITY OF GOVERNMENT

Each department or agency with communications responsibilities shall establish

a line of succession for communications personnel.

X. ADMINISTRATION & SUPPORT

1) Maintenance of Records

All records generated during an emergency will be collected and filed in an orderly manner, so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

2) Preservation of Records

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

3) Communications Protection

a) Radio

- i. Electromagnetic Pulse (EMP). One of the effects of a nuclear detonation that is particularly damaging to radio equipment is EMP. Plans call for the disconnection of radios from antennas and power sources when a Nuclear Attack Warning is issued. A portable radio unit will then be employed as a backup to maintain limited communications with field units. This procedure will be used until an All Clear is announced. Telephones will also be used while operable.
- ii. Lightning, Wind, and Blast. Standard lightning protection is used including arrestors and the use of emergency power during severe weather. Damaged antennas can be replaced quickly with spare units maintained by vendors.
- iii. Mobile repeaters kept with the Fire Council, Search & Rescue and the Sheriff's Office can be quickly positioned at predetermined locations to resume radio communications in the event of damage to radio towers.

b) Telephone (Common Carrier)

- i. Overloaded Circuits. To avoid overloaded circuits during emergencies, citizens will be advised to listen to EAS for

information and to use telephones only if they have a genuine emergency. If overloaded circuits do become a problem, coordinate with CenturyLink to begin immediate restoration of priority circuits.

4) Computer Equipment and Facilities

The physical protection of computer equipment and facilities will be maintained under normal and emergency operations to help ensure continuity of communications.

5) Security

- a) Measures will be taken to ensure that only authorized personnel will have access to the Dispatch/Communications Center.
- b) Communications security will be maintained in accordance with national, state, and local requirements.

6) Training

- a) Each organization assigning personnel to the GCCC for communication purposes is responsible for making certain those persons are familiar with operating procedures.
- b) The 911 Director will provide additional training on emergency communications equipment and procedures, as necessary.

7) Support

If requirements exceed the capability of local communications resources, the PEO will request support from nearby jurisdictions or state resources from the EMDO.

XI. ANNEX DEVELOPMENT & MAINTENANCE

- 1) The 911 Director will be responsible for maintaining this annex. Each agency will develop SOP that address assigned tasks.
- 2) This annex will be updated in accordance with the schedule outlined in the Basic Plan.

ATTACHMENT A

COMMUNICATIONS TABLE

	Wireline Circuits	Fax	Internet Connections	Public Wireless	Private Wireless	Gov't WAN Connections	Cellular Phone	Satellite Phone	Femtocell	CUM/ NLETS	ILeads	CAD	PS Radio	RACES	HF Radio	ENDEC	HAZCollect	Paging Terminal
Emergency Communications Center		2	1	no	no	2	yes	no	no	yes	yes	yes	yes	yes	no	no	no	yes
Coordination Center	46	2	3	yes	yes	4	yes	yes	no	yes	yes	yes	yes	yes	yes	no	no	yes
Law and Justice Center	46		1	no	no	2	no	yes	no	no	yes	yes	no	no	no	no	no	no
Court House	46		1	yes	no	2	no	no	no	no	no	yes	no	no	no	no	no	no
Central Valley Fire District Training Center					yes	0		yes	no	no	no	no	no	no	no	no	no	no
Big Sky Fire Department Meadow Station					yes	0			no	no	no	no	yes	no	no	no	no	no
Hebgen Basin Fire District Station 1						0			no	no	no	no	yes	no	no	no	no	no
Bridger Canyon Fire Station			1			0	no	no	no	no	no	no		no	no	no	no	no
Gallatin Gateway Fire Station 1			1			0	no	no	no	no	no	no		no	no	no	no	no
Bozeman City Hall	46								no	no	no	no	no	no	no	no	no	no
Belgrade City Hall						0			no	no	no	no	no	no	no	no	no	no
6CV			1	no	yes	1	yes	yes	yes	no	yes	yes	yes	yes	no	no	no	no
Command Trailer			1			1	yes	yes	no	no	no	no	yes	no	no	no	no	no
Bozeman Deaconess Hospital						0	no		no	no	no	no	yes	yes	no	no	no	no
Gallatin County Expo Center	46		1			2	no	no	no	no	no	no	no	no	no	no	no	no
County Road Building									no	no	no		no	no	no	no	no	no
Bozeman City Shops	46		1	yes	yes	1	no	no	no	no	no	yes	yes	no	no	no	no	no
National Weather Service									no	yes	no	no	no	yes	yes	yes	yes	no
Gallatin Field Airport						0	no	no	no	no	no	no	yes	yes	no	no	no	no
State Emergency Coordination Center											no	no	no	no	yes	yes	no	no

ATTACHMENT B

FREQUENCY LIST

Name	RX Freq	RX PL	TX Freq	TX PL	Fire	Law	EMS	Notes
Fire North					X		X	Dispatch for Fire (North County)
Law North						X		Dispatch for Law (North County)
South Eaglehead					X	X	X	Dispatch for Law and Fire (Canyon)
South Big Sky					X	X	X	Dispatch for Law and Fire (Big Sky Resort)
Bozeman Fire					X		X	Dispatch for Bozeman Fire
Bozeman Police						X		Dispatch for Bozeman Police
WY Police						X		Dispatch for Law (Hebgen Basin) **New
Hebgen Basin Fire					X		X	Dispatch for Fire (Hebgen Basin)
MSU Police						X		Dispatch for MSU Police
GTAC 1					X	X	X	Interdisciplinary Gallatin County Tactical
GTAC2					X	X	X	Interdisciplinary Gallatin County Tactical
GTAC3					X	X	X	Interdisciplinary Gallatin County Tactical
GOLD					X	X	X	Gallatin County Incident Check In Frequency
VTAC36					X	X	X	Operational Area Repeater

							(portable)
VTAC37				X	X	X	Operational Area Repeater (portable)
Fire East				X	X	X	Operational Area Repeater (Bozeman Pass)
Fire Central				X	X	X	Operational Area Repeater (MSU)
Fire West				X	X	X	Operational Area Repeater (Nixon Ridge)
SAR-High Flat				X	X	X	SAR Operational Area, same as Horse Butte
SAR-Buck Ridge				X	X	X	SAR Operational Area
SAR-Horse Butte				X	X	X	SAR Operational Area, same as High Flat
Big Sky Fire Tac				X		X	Big Sky Fire Operational Area
BLUE					X		Tone added 10/12, State Mutual Aid
SILVER					X		Tone added 10/12, State Mutual Aid
BLACK					X		Tone added 10/12, State Mutual Aid
RUBY				X			State Mutual Aid Repeater (High Flat, Port.)
RED				X			State Mutual Aid
MAROON				X			State Mutual Aid

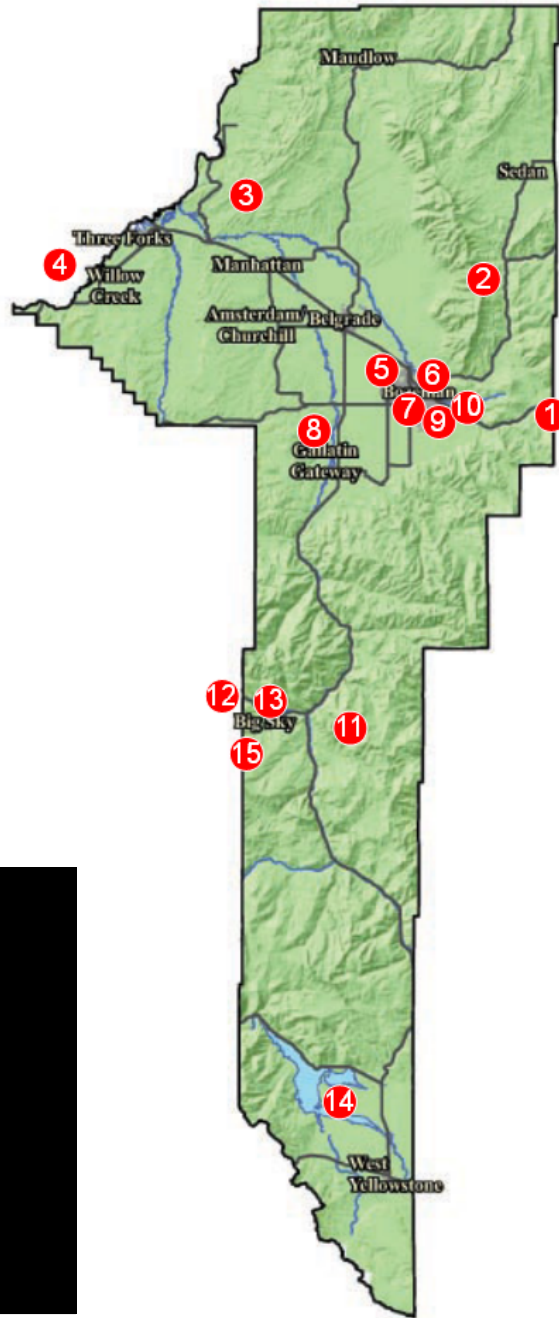
CORAL			X			State Mutual Aid	
SCARLET			X			State Mutual Aid	
COPPER			X			State Mutual Aid	
BURGUNDY			X			State Mutual Aid	
CRIMSON			X			State Mutual Aid	
YELLOW			X			DNRC Air-to-Ground	
ORANGE			X			DNRC Air-to-Ground	
WHITE			X	X		EMS Coordination w/ BDH, State Mutual Aid	
TAN			X	X		State EMS Air-to-Ground, State Mutual Aid	
GRAY				X		State Mutual Aid	
PINK				X		State Mutual Aid	
NEON				X		State Mutual Aid	
VIOLET			X	X	X	National SAR, State Mutual Aid	
PURPLE			X	X	X	State SAR, State Mutual Aid	
VCALL10				X	X	X	Montana Mutual Aid Bank, National Freq.
VTAC11			X	X	X		Montana Mutual Aid Bank, National Freq.
VTAC12			X	X	X		Montana Mutual Aid

							Bank, National Freq.
VTAC13			X	X	X		Montana Mutual Aid Bank, National Freq.
VTAC14			X	X	X		Montana Mutual Aid Bank, National Freq.

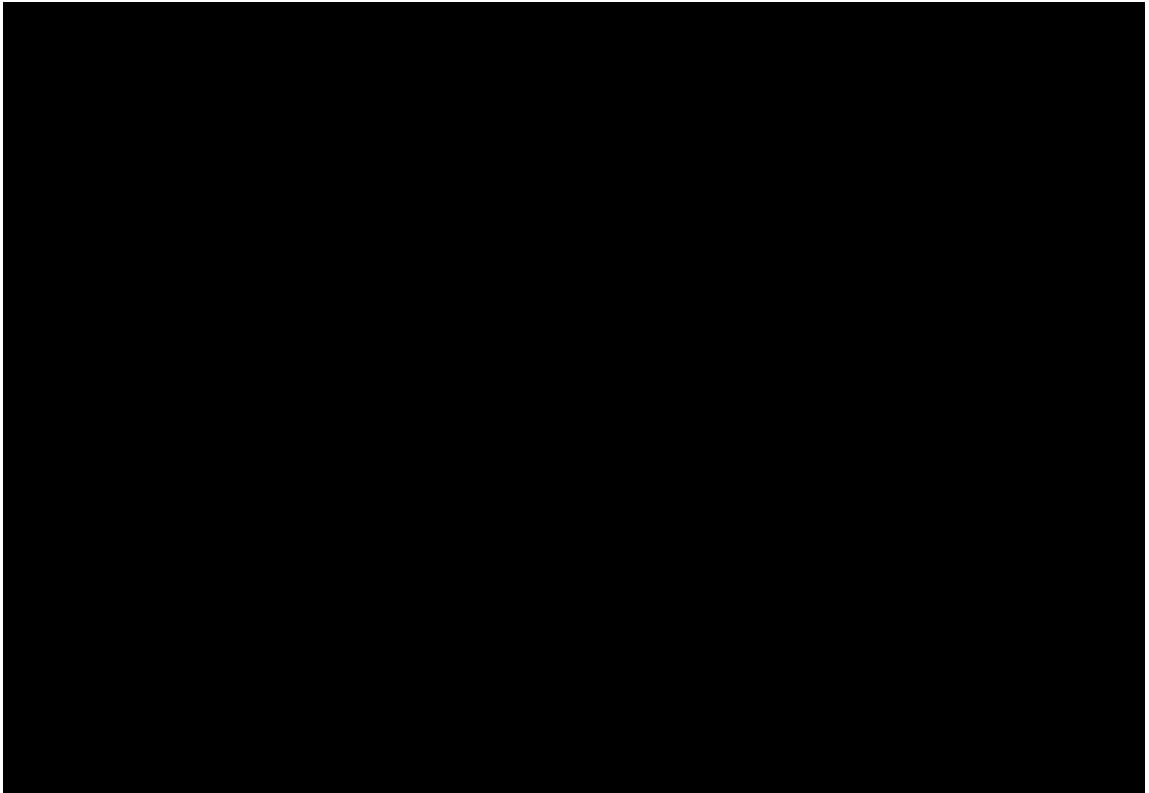
ATTACHMENT C


COMMUNICATIONS SITES

Gallatin County Communications Sites



Gallatin County Critical Facility Redundancy Map



- Wireless Bridge
- Fiber Optic
- Copper
- Microwave
-  Internet Point of Presence



[REDACTED]

[REDACTED]

[REDACTED]

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ATTACHMENT D

Radio Amateur Communications Emergency Service (RACES)

Founded in 1952, the [Radio Amateur Civil Emergency Service](#) (RACES) is a public service provided by a reserve (volunteer) communications group within government agencies in times of extraordinary need. During periods of RACES activation, certified unpaid personnel are called upon to perform many tasks for the government agencies they serve. Although the exact nature of each activation will be different, the common thread is communications. The Federal Communications Commission (FCC) is responsible for the regulation of RACES operations. RACES is administered by the local, county, or state agency responsible for disaster services.

RACES is a special part of the amateur operation sponsored by the Federal Emergency Management Agency (FEMA). RACES was primarily created to provide emergency communications for civil defense preparedness agencies and is governed in the Code of Federal Regulations (CFR) Title 47, part 97, Subpart E, Section 97.407. Today, as in the past, RACES is employed during a variety of emergency situations where normal governmental communications systems have sustained damage, or when additional communications are required or desired. Situations where RACES can be used include, but are not limited: natural disasters, technological disasters, terrorist incidents, civil disorder, and CBRNE incidents.

The Gallatin County Search and Rescue Amateur Radio Operators are the primary source of RACES support for Gallatin County.

Montana Frequencies:

Use	Primary	Alternate
State Net	3.947	7.247
District 1	3.910	7.210
District 2	3.920	7.220
<i>District 3</i>	<i>3.930</i>	<i>7.230</i>
District 4	3.940	7.240
District 5	3.950	7.250
District 6	3.960	7.260
State EOC	3.970	7.270

ATTACHMENT F

Mobile Emergency Response Support (MERS)

The [MERS](#) system is a component of the FEMA Logistics System, managed by the Response Directorate. The mission of the MERS Detachments is to provide (air and ground transportable) mobile telecommunications, logistics, operations, security, disaster preparedness/safety, and administrative support required for the on-site management of disaster response operations.

- Telecommunications capability using satellites, high and low frequency radios, and microwave line-of-sight transmissions.
- MERS equipment specific logistical support for disaster field facilities.
- Life Support Operations for disaster responders (Meals Ready-to-Eat (MRE), water, etc.)
- Power generation including dedicated site power, power distribution, and lighting.
- Heating, ventilation, and air conditioning for up to 16,000 square feet.
- Reverse osmosis water purification unit – purifies brackish and salt water (3,000 gallons per hour for brackish water, and 300 gallons per hour for salt water).
- Water transportation and storage (6,200-gallon water tanker for potable water).
- Fuel transportation, distribution, and refueling operations.
- Quick Response System (QRS) – supports a team of 13 people with equipment for up to 72 hours, and includes satellite communications, radio communications, laptop computers, generators, and life support.
- Emergency Operations Vehicles (EOV):
 - Emergency Response Team (ERT) Command and Control Center (20 – 25 personnel)
 - Two (2) on-board 40kw generators
 - Voice-over IP switching, network server, broadcast TV reception, two-way internet service and video-teleconferencing
 - Twenty workstations consisting of landline and wireless telephones, and LAN/WAN and modem connections
 - Conventional office machine support (fax, copier, etc.)
- MERS Emergency Operation Vehicles (2 per detachment):
- Emergency Response Team (ERT) Command and Control Center (8-10 personnel) Expandable vehicle for operations area with conference table

Activation Criteria

Local Disaster

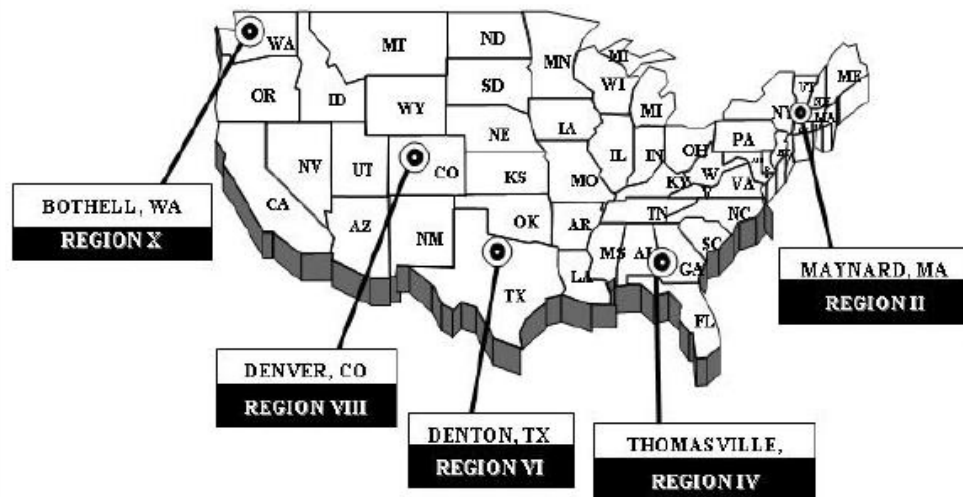
Authorization

FEMA Operations Center

Activation Procedure

- 1) Contact Gallatin County Emergency Management Duty Officer [REDACTED]
- 2) EMDO will contact MT DES Duty Officer [REDACTED]
- 3) MT DES Duty Officer will contact RRCC [REDACTED] or FEMA Operations Center [REDACTED].

MOBILE EMERGENCY RESPONSE SUPPORT (MERS) LOCATIONS



ATTACHMENT G

Government Emergency Telephone Service (GETS)

The [Government Emergency Telecommunications Service](#) (GETS) is a White House-directed emergency phone service provided by the National Communications System (NCS) in the Office of Cybersecurity and Communications Division, National Protection and Programs Directorate, Department of Homeland Security. GETS supports Federal, State, local, and tribal government, industry, and non-governmental organization (NGO) personnel in performing their National Security and Emergency Preparedness (NS/EP) missions. GETS provides emergency access and priority processing in the local and long-distance segments of the Public Switched Telephone Network (PSTN). It is intended to be used in an emergency or crisis situation when the PSTN is congested and the probability of completing a call over normal or other alternate telecommunication means has significantly decreased.

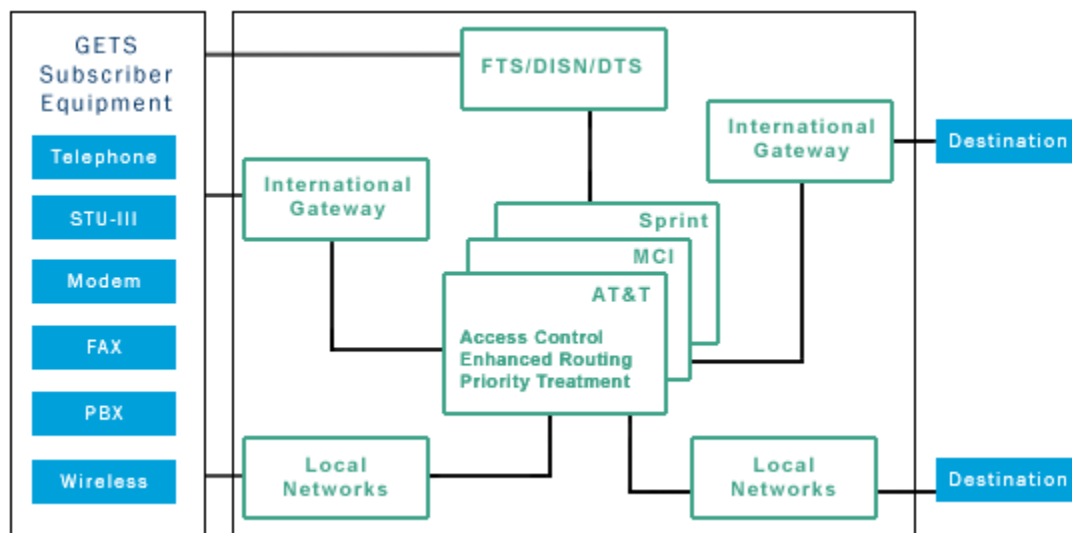
Additional information is available at gets.ncs.gov.

Activation Criteria

GETS is available to any public safety organization in Gallatin County.

Activation Procedure

- 1) To request a GETS card, contact the Gallatin County Sheriff's Office Support Services Division or Gallatin County Emergency Management. Cards requested have a processing time to be received and an activation procedure. Do not wait until an incident occurs.



ATTACHMENT H

Wireless Priority Service (WPS)

Wireless Priority Service (WPS) is a priority calling capability that greatly increases the probability of call completion during a national security and emergency preparedness (NS/EP) event while using their cellular phone. To make a WPS call, the user must first have the WPS feature added to their cellular service. Once established, the caller can dial *272 plus the destination telephone number to place an emergency wireless call.

WPS and its companion priority service, the Government Emergency Telecommunications Service (GETS), are requested through a secure on-line system. Before service can be requested, participating organizations must establish a Point of Contact (POC) account. The GETS/WPS POC serves as each organization's program administrator. Once an organization has an established POC, they can request GETS and WPS. The NCS recommends that each WPS user also have a GETS card.

WPS does charge a monthly access fee for each device. Additional information is available at wps.ncs.gov.

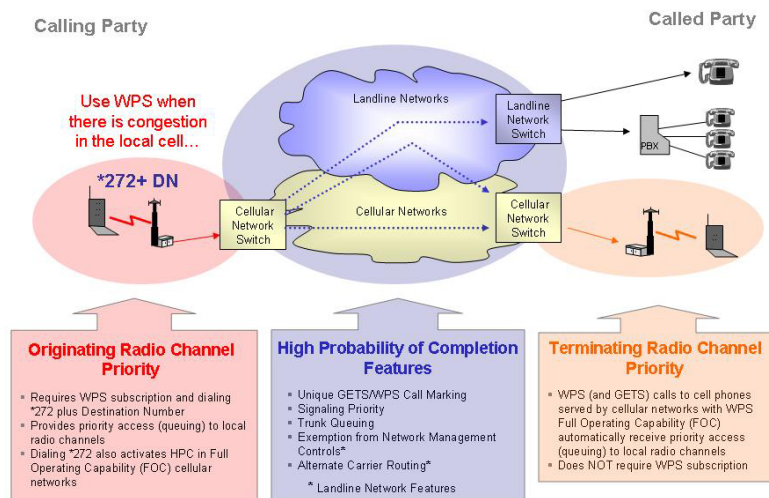
Activation Criteria

WPS is available to any public safety organization in Gallatin County.

Activation Procedure

- 1) To request a WPS service, contact the Gallatin County Sheriff's Office Support Services Division or Gallatin County Emergency Management. Cards requested have a processing time to be received and an activation procedure. Do not wait until an incident occurs.

Wireless Priority Service





Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

SHELTER & MASS CARE

Annex C

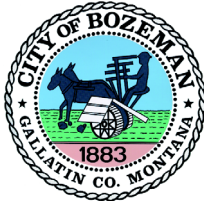
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

ANNEX C: SHELTER & MASS CARE

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ANNEX C: SHELTER & MASS CARE

I. PRIMARY AGENCIES

Gallatin County VOAD

II. SUPPORTING AGENCIES

Gallatin County Health Department, Gallatin County Emergency Management, Law Enforcement, and Montana State University

III. AUTHORITY

A. FEDERAL

Name	Description	Legal
Congressional Charter of 1905	Creation of the American Red Cross	36 USC 300101-300111
Homeland Security Presidential Directive 5, Management of Domestic Incidents	Establishes authorities and creates National Incident Management System	HSPD-5
Stafford Act	Outlines federal assistance to state and local governments	Stafford Act PL93-288 42 USC 5121-5206

B. STATE

Name	Description	Legal
Disaster Emergency Services	DES Program/Hazmat/MA	10-3, MCA

C. LOCAL

Name	Description	Legal

IV. PURPOSE

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to provide emergency shelter and mass care requirements in Gallatin County.

V. EXPLANATION OF TERMS

A. ACRONYMS

ARC	American Red Cross
DHS	Department of Homeland Security
EMDO	Emergency Management Duty Officer
FEMA	Federal Emergency Management Agency
GCCC	Gallatin County Coordination Center (aka EOC)
GCEM	Gallatin County Emergency Management
NIMS	National Incident Management System
PEO	Principal Executive Officer
PIO	Public Information Officer
SOP	Standard Operating Procedures
TSA	The Salvation Army
COAD	Community Organizations Active in Disaster
USDA	United State Department of Agriculture

B. DEFINITIONS

Mass Care

Providing assistance to those who have been displaced from their homes and others affected by a hazardous situation or the threat of such a situation. Mass care for these individuals includes providing food, basic medical care, clothing, and other essential life support services.

Welfare Inquiries

Welfare inquiries are requests from relatives, friends, employers, or others for information on the status of persons in an area affected by an emergency situation who cannot be located because they have evacuated, become separated from their families, or cannot be contacted by normal means of communication. For emergency- the American Red Cross (ARC)

Shelter

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

2) Two Basic Types of Shelters

- a) Emergency Shelter is often referred to as Congregate Care or Congregate Lodging. These are facilities, such as churches, lodges, schools, or National Guard armories, adequate to provide temporary shelter for disaster victims.
- b) Temporary Housing is a longer duration shelter coordinated by FEMA, which includes unoccupied, available, and public or federally owned housing, rental properties, mobile homes, or other readily fabricated dwellings.

Special Needs Individuals/Groups

Includes elderly, children, those who are medically fragile, as well as mentally and/or physically challenged. These groups may need to have specially trained health care providers to care for them, special facilities equipped to meet their needs, and may require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.

Voluntary Organizations Active in Disaster (VOAD)

VOAD is a collaboration of non-profit organizations that coordinate among themselves to meet requests for assistance during large incidents.

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) Our Hazard Summary in the Basic Plan identifies a number of threats that could make it necessary to evacuate some portions of the county. Evacuees from other jurisdictions may also seek refuge in our area. Each of these situations may generate a need for shelter and mass care operations.
- 2) We have the responsibility for providing shelter and mass care to protect local residents displaced from their homes and others who evacuate into our jurisdiction due to emergency situations.
- 3) Shelter and mass care needs may range from very short-term operations for a limited number of people where the primary objective is to provide protection from the weather, provide assistance to those who have been displaced from their homes, comfortable seating, and access to rest rooms. In addition, it may be necessary to provide accommodations for more lengthy operations for large numbers of evacuees where feeding, sleeping, and shower facilities are available.
- 4) The American Red Cross (ARC) has been chartered under federal law to provide mass care to victims of natural disasters. Hence, our efforts should

be coordinated with the ARC, which will normally operate shelter and mass care operations as far as its capabilities permit.

- a) The ARC signs agreements with local governments, school districts, churches, and other organizations to use their facilities for shelter and mass care operations. The ARC identifies suitable shelter facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel.
 - b) Local governments, the ARC, and other volunteer groups may also sign agreements relating to the operation of shelter and mass care and feeding facilities when needed; such agreements detail the responsibilities of both the volunteer group and the local government.
- 5) If ARC services are not available, other volunteer organizations and religious groups may open shelters. Some of these organizations and groups coordinate their efforts with the ARC, while others may operate these facilities themselves and assume full responsibility for them.

B. ASSUMPTIONS

- 1) Shelters may have to be opened with little notice. Until the ARC personnel arrive and assume responsibility for managing such shelters, local government personnel may have to manage and coordinate shelter and mass care activities.
- 2) Members of Gallatin County Community Organizations Active in Disaster (VOAD) will assist in shelter and mass care operations.
- 3) If additional resources are needed to conduct shelter and mass care operations, support may be requested pursuant to inter-local agreements and from state and federal emergency management agencies.
- 4) When evacuation is recommended during an emergency situation, the vast majority of evacuees will seek refuge with friends or relatives or go to commercial accommodations rather than a public shelter. In addition, some people, who are not at risk, may spontaneously evacuate and seek public shelter.
- 5) For hazards that are highly visible or extensively discussed in the media, people may evacuate prior to an official recommendation to do so. Hence, shelter and mass care operations may have to commence early in an emergency situation.

- 6) Essential public and private services will be continued during shelter and mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operation, normal activities at schools, community centers, churches, and other facilities used as shelters may have to be curtailed.

VII. CONCEPT OF OPERATIONS

A. SHELTER & MASS CARE POLICY

- 1) This annex is intended to outline the capabilities for mass care services, including shelter, feeding, basic first aid, bulk distribution of needed items and other related services to persons affected by the incident, including special needs populations.
- 2) For a hazard that can be anticipated, shelters are normally located away from the expected disaster area. Later, after immediate hazard conditions have lessened, shelters may be established within or in proximity to the disaster area to establish temporary housing for the people made homeless, temporarily, or otherwise, by the disaster.
- 3) Shelter Selection
 - a) The ARC publishes standards for temporary shelters. The following criteria may be useful in screening facilities to determine which merit more detailed inspection:
 - i. A safe and healthful facility reasonably near the victim's homes.
 - ii. An appropriate size for the need.
 - iii. Has suitable space for sleeping quarters (20-40 sq. ft./person).
 - iv. Has secured storage areas, separate rooms for elderly and families with children, disabled (as needed), nursing, and office space.
 - v. Has adequate supply of drinking water (5 gal/person/day for all users), toilet and bathing facilities (one toilet/20 people).
 - vi. Includes provisions for cooking, serving, and storing food (i.e., commercial kitchen, each person will need 2500 calories).
 - vii. Has fire and police protection.
 - viii. Has adequate parking.

4) Shelter Facilities

- a) The ARC executes agreements with building owners for use of structures as shelters, inspects the facilities it plans to use to determine their capacities, and determines the availability of various types of equipment.
- b) Schools are the most frequently used shelters because they generally have substantial space, a feeding capability, sufficient restrooms, and adequate climate control systems. Those who wish to utilize schools for sheltering must secure permission in writing from school officials. Access to schools may be limited when school is in session.
- c) Community centers and churches are also frequently used as shelters. Permission to use these facilities or any other facilities for disaster operations should also be secured in writing from the owners or operators of those facilities.
- d) In most shelters, evacuees must sleep on the floor; there are generally not enough cots immediately available. Public information messages should highlight this situation and encourage those who plan to take refuge in a public shelter to bring bedding.

B. STATE SUPPORT & ASSISTANCE POLICY

- 1) In accordance with this plan, state emergency support and assistance will be provided as quickly and as efficiently as feasible, if required. Attempts to provide assistance will be consistent with priority of need as outlined in Annex N (Coordination).
- 2) State assistance will only be available after a local declaration is enacted in accordance with Annex U (Legal).

C. STAFFING REQUIREMENTS

- 1) Based on situational requirements, COAD may provide a representative to the Gallatin County Coordination Center (GCCC) and field-deployed incident command posts. Representatives may serve in both a primary and/or support agency role. To facilitate accomplishment of assigned responsibilities, the number of agency personnel operating from each location will be based on operational requirements and coordinated with the appropriate primary agency.

- 2) COAD representatives must be knowledgeable of the resource request, deployment, and accountability methodology for committing assets or services at their disposal.

D. MASS CARE RELIEF

1) Registration

- a) The purpose of registration is to be able to respond to inquiries about the status of evacuees, monitor health concerns, and provide a basis for post-emergency follow-up support.
- b) The ARC will assist local government in the registration of evacuees who are housed in ARC shelters. The Shelter Officer should coordinate with other organizations that operate shelters to ensure that evacuees occupying those facilities are registered and information provided to the GCCC.
- c) Safe and Well is the primary method of welfare inquiries. All occupants within Gallatin County located in shelters will be requested to register in Safe and Well. See attachment B for more information.
- d) The American Red Cross collects a variety of sensitive information during their shelter registration. Much of this is considered confidential and cannot be shared. Shelters in Gallatin County are expected to provide statistical information on sheltering levels to the GCCC.

2) Other Needs

In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing, and other support services. Many human services programs also serve disaster victims that have not been evacuated from their homes. These services will be coordinated by the Gallatin County COAD.

3) First Aid

First responders will handle all emergency medical needs for those people affected by the disaster.

E. FEEDING

- 1) Both fixed facilities and mobile units may be used for preparing and serving meals. Fixed facilities include schools, churches, and civic buildings serving as shelters. These kitchens must meet Health Department standards. The

COAD organization(s) may also deploy self-contained mobile feeding units to supplement fixed feeding facilities.

- 2) The U.S. Department of Agriculture (USDA), through the Health and Human Services Commission (HHSC), provides USDA commodities used in preparing meals or for distribution to disaster victims.
- 3) If a school is used as a congregate feeding site, the school may use USDA commodities already on its shelves to prepare meals for mass care operations. USDA will replace them or credit their entitlement dollars as long as school officials provide HHSC with an itemized list of the commodities were used and daily meal counts. USDA commodities may not be used without prior approval from HHSC. The request must come from the ARC. The form FCS-292, a report of commodity distribution, must be completed by school officials within 30 days after the termination of assistance to the disaster victims. Also, HHSC will arrange to have additional USDA commodities shipped to the feeding site either directly from USDA or one of the HHSC warehouses, if necessary.

F. SHELTERING

- 1) The ARC, with the help of COAD, will identify potential shelters and develop a shelter list to ensure that issues of interest to local government are considered in the shelter selection process.
- 2) The specific facilities that will be used for sheltering and feeding during an emergency will depend on the needs of the situation, the status of available facilities, the location of the hazard area, and the anticipated duration of operations. Shelters are typically opened and closed based on need. When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening an additional facility.
- 3) It is generally more effective in terms of resource utilization to operate a few medium to large shelters than a large number of small facilities.
- 4) Shelters should be managed by individuals with shelter management training. The ARC will maintain a listing of trained shelter and mass care facility managers in the local area.
- 5) To ensure consistency in shelter activities, it is desirable that all shelters follow a general set of operating guidelines. When the ARC opens a shelter, ARC policies guide how the facility is staffed and operated.
- 6) Shelter managers are expected to provide periodic reports on the number of occupants and the number of meals served. Other groups operating shelters

may also be required to report this information through their organizational channels.

- 7) Local government is responsible for providing the following support for shelter operations:
 - a) Security and, if necessary, traffic control at shelters.
 - b) Fire inspections and protection at shelters.
 - c) Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so.
 - d) Basic medical attention if the organization operating the shelter cannot do so.
- 8) Evacuees normally return to their homes as soon as the danger has passed. Hence, most shelters are closed quickly and returned to normal use. However, some evacuees may be unable to return to their homes due to damage or destruction. It may be necessary to have one or more shelters remain open for an extended period until those who cannot return to their residences can be relocated to motels, rental units, mobile homes, and other types of temporary housing. Such extended use facilities should have showers and on-site feeding, and cots should be provided. Temporary housing is coordinated through FEMA.

G. SPECIAL NEEDS GROUPS & INDIVIDUALS

- 1) Special facilities include hospitals, nursing homes, group homes, and correctional institutions. Such facilities are responsible for the welfare and safety of their clients, who may need trained staff to care for them and special equipment and facilities to meet their needs. Institutions supporting special needs populations are required by state and federal regulations to have disaster preparedness plans that provide for evacuation and relocation of the institution's population to comparable facilities in an emergency.
- 2) In the event that special facilities encounter difficulty in evacuating and relocating their clients, local officials may need to assist those facilities in arranging transportation and in locating suitable reception facilities. It may also be necessary to assist in relocating some medical patients who are living at home.
- 3) Mass care shelters for the general population are not staffed or equipped to handle special needs groups. These groups, particularly medical patients and prisoners should not be relocated to shelters used by the general public.

- 4) Public shelters can generally accommodate individuals with special needs who require minimal care and are attended by their families or other caregivers. Patients with special needs beyond the capacity of the shelter, disabilities, or severe injury are moved to a more suitable healthcare facility as soon as possible.

H. HANDLING OF PETS

- 1) Evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the ARC and most other organized volunteer groups. However, a number of studies have indicated that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. COAD should coordinate these arrangements.
- 2) Depending on the situation, we will use one or more of the following approaches to handle evacuees arriving with pets:
 - a) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
 - b) Direct pet owners to a public shelter that has covered exterior corridors or adjacent support buildings where pets on leashes or in carriers may be temporarily housed.
 - c) Set up temporary pet shelters at the Gallatin County Expo Center, stock yards, MSU, etc.

I. PUBLIC INFORMATION

- 1) The public information staff is expected to develop emergency public information messages to advise those who are or will be evacuating of the location of public shelters and general shelter policies.
- 2) The public information staff should also provide information on the emergency situation to shelter managers so they can pass such information on to shelter occupants.
- 3) The primary communications between shelter and mass care facilities and the GCCC will be by telephone. If telephones cannot be used, radios should be provided. Amateur radio operators may be able to assist with communications needs.

J. WELFARE INQUIRIES

- 1) We will utilize a call center to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. American Red Cross' Safe and Well was previously utilized, but has been discontinued.
- 2) Mass care and shelter facilities assist in Welfare Inquiries by gathering information on disaster victims through registration of victims at shelters. Due to confidentiality issues, the extent to which this information can be shared is limited. When activated, shelter occupants are encouraged to register on Safe and Well.

K. EXTERNAL ASSISTANCE

If shelter and mass care needs cannot be satisfied with local resources or those obtained pursuant to inter-local agreements and from volunteer organizations, authorized local officials may request state assistance. For more details on requesting state assistance, see Annex U (Legal).

L. PHASES OF MANAGEMENT

- 1) Mitigation
 - a) Identify volunteer organizations that could assist in shelter, and mass care operations and develop cooperative agreements.
 - b) Sign agreements with volunteer organizations authorizing use of local government facilities for shelter and mass care operations.
 - c) Encourage schools, churches, and volunteer groups to sign written agreements for use of their facilities as emergency shelters.
- 2) Preparedness
 - a) Send selected local officials to shelter management training and encourage those organizations or agencies that will be making their facilities available for use as shelters to send their personnel to such training.
 - b) In coordination with volunteer organizations, identify potential shelters, and develop general shelter and mass care procedures for the local area.
 - c) Coordinate basic communication and reporting procedures.

- d) Develop facility setup plans for potential shelters.
- e) Identify population groups requiring special assistance during an emergency and ensure that preparations are made to provide assistance.

3) Response

- a) Open and staff shelters and mass care facilities.
- b) Provide information to the public on shelter locations and policies.
- c) Assist in the registration of evacuees.
- d) Provide food, clothing, first aid, and other essential services to evacuees.
- e) Maintain communications between mass care facilities and the GCCC.
- f) Provide periodic reports on shelter occupancy and meals served.
- g) Provide information to victims needing additional services.

4) Recovery

- a) Assist evacuees in returning to their homes, if necessary.
- b) Assist those who cannot return to their homes with temporary housing.
- c) Deactivate shelters and mass care facilities and return them to normal use.
- d) Inform public of any follow-on recovery programs that may be available.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

The Gallatin County COAD will carry out shelter and mass care operation. The agencies receiving coordination from COAD are listed in Attachment A. Operations will be organized in accordance with NIMS guidelines. The Gallatin County COAD is responsible for coordinating among its members. COAD will provide a representative to the GCCC.

B. GENERAL

COAD is responsible for coordinating the efforts of local government, volunteer groups, and other agencies involved in shelter and mass care operations.

C. ASSIGNMENT OF RESPONSIBILITIES

1) The Principal Executive Officer (PEO) will:

- a) Direct the opening of local shelter and mass care facilities and the closing of such facilities when they are no longer needed.
- b) Approve release of public information materials on shelter locations and what people should bring and not bring to public shelters.
- c) Coordinate shelter and mass care efforts with other local governments, where appropriate.
- d) Request shelter and mass care support from other local governments and/or the state if local resources are insufficient.

2) The EMDO will:

- a) Coordinate shelter and mass care planning with VOAD, the PIO, other local officials, and volunteer organizations.
- b) When the situation warrants, recommend to the PEO that shelter and mass care operations be implemented.
- c) Recommendation the number of facilities to be activated and specific facilities to be used in coordination if with the volunteer organizations that will operate those facilities.
- d) Coordinate with the functional managers in the GCCC to provide support for shelter and mass care activities.
- e) Receive reports on shelter and feeding operations from Gallatin County VOAD. During major emergencies, summarize shelter and mass care activities in the periodic Situation Report.
- f) When conditions warrant, recommend to the PEO that shelter and mass care facilities be closed.

3) The Incident Commander will:

Identify requirements for shelter and mass care support needed as a result of an evacuation.

4) The ARC shall serve as lead shelter organization and will:

- a) Identify volunteer organizations that are willing to support local shelter and mass care activities through VOAD. See Attachment A.
- b) Identify potential shelter and mass care facilities in coordination with volunteer organizations that normally operate shelters and feeding facilities,
- c) Develop emergency agreements with volunteer groups for the use of facilities owned by local government and encourage other agencies, organizations, and groups that have suitable facilities to sign similar agreements.
- d) Develop cooperative agreements with volunteer organizations relating to shelter and mass care support.
- e) Coordinate and disseminate common shelter operating guidelines to volunteer organizations operating shelters.
- f) Ensure mass care facilities are adequately staffed and equipped.
- g) Coordinate mass feeding where needed. Coordinate with HHSC officials for supplementary food stocks from USDA sources if required.
- h) Identify requirements for human services support for evacuees in shelters to the Human Services Officer.
- i) Identify requirements for facility security and fire protection requirements for shelters to law enforcement agencies and the fire service
- j) Coordinate resource support for shelter operations.
- k) Receive reports on shelter and mass care operations and provide summary information for inclusion in the periodic Situation Report.
- l) Respond to disaster welfare inquiries.

5) Shelter Managers will:

- a) Staff and open shelters and keep them operating as long as necessary.
- b) Register shelter occupants and assist in answering disaster welfare inquiries.
- c) Arrange for mass feeding, if required.
- d) Identify additional resource requirements to the Shelter Officer.
- e) Coordinate with VOAD to provide individual and family support services as needed.
- f) Submit a daily mass care facility status report to the GCCC that indicates the number of shelter occupants, the number of meals served, and the condition of the facility, and also identifies any problem areas.
- g) Maintain records of supplies received and expended.
- h) When directed, terminate operations, turn in equipment and unused supplies, return the facility to its original condition, and submit a final report mass care facility status report.

6) The Law Enforcement will:

Provide security and law enforcement at shelter and mass care facilities upon request.

7) The Fire Protection AHJ will:

- a) Inspect shelter and mass care facilities for fire safety.
- b) Provide and maintain shelter fire extinguishers.
- c) Train shelter management personnel in fire safety and fire suppression.

8) The Transportation Officer will:

- a) Arrange transportation for shelter equipment, food, clothing, blankets, comfort kits, and other shelter supplies to shelter and mass care facilities.
- b) Upon request, provide transportation for return of evacuees without vehicles to their homes.

9) The Health and Medical Officer will:

- a) Coordinate basic medical assistance for individuals in mass care facilities.
- b) Monitor health and sanitation conditions in mass care facilities.

10) COAD will:

- a) Coordinate provision of clothing, blankets, personal care items and other items to evacuees.
- b) Upon request, coordinate disaster mental health services for occupants of mass care facilities.
- c) Coordinate arrangements to provide temporary facilities for evacuees arriving at shelter and mass care facilities with pets.
- d) Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.

11) The PIO will:

- a) Provide information to the public on the locations of shelters and shelter operating policies.
- b) Provide updates on the emergency situation to shelter managers to be passed on to shelter occupants.
- c) Provide public information on closure of shelters and return of evacuees to their homes.

IX. COORDINATION

- 1) The PEO shall establish priorities for and provide policy guidance for shelter and mass care activities.
- 2) The EMDO will provide general direction to COAD regarding shelter and mass care operations.
- 3) COAD will plan and manage the conduct of shelter and mass care activities, coordinating as necessary with volunteer organizations that participate in shelter operations or mass feeding and other departments and agencies.
- 4) Shelter and feeding facility managers will be responsible for the operation of their individual facilities.

XI. ADMINISTRATIVE SUPPORT

A. SUPPORT

Requests for emergency assistance will be resolved at the lowest level. Unresolved assistance requests will normally flow upward from cities, to the county, to the state, and to other states or the federal government, as necessary.

B. TRAINING & EXERCISES

- 1) The GCEM will coordinate with COAD to ensure that shelter management and other appropriate training is made available to local officials and volunteers who participate in shelter and mass care activities. All departments and organizations should ensure that their personnel are trained to accomplish the tasks assigned to them.
- 2) Emergency exercises shall periodically include a shelter and mass care scenario based on the hazards faced by this jurisdiction. Volunteer organizations that participate in shelter and mass care operations shall be invited and encouraged to participate in such exercises.

C. EXPENDITURES & RECORD KEEPING

- 1) Shelter and feeding facility managers shall maintain a record of supplies received and expended. Copies of these records will be provided to the Shelter Officer, who shall maintain a consolidated file.
- 2) Documentation of Costs. All departments and agencies will maintain records of personnel and equipment used and supplies expended during shelter and mass care operations as a basis for possible cost recovery from a

responsible party or insurer or possible reimbursement of expenses by the state or federal government

D. CRITIQUES

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. Support agencies will provide written and or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final written report.

XII. ANNEX DEVELOPMENT & MAINTENANCE

- 1) COAD is responsible for developing and maintaining this annex. Recommended changes should be forwarded to GCEM as needs become apparent.
- 2) This annex will be revisited annually and updated in accordance with the schedule outlined in the Basic Plan.
- 3) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

ATTACHMENT A

VOAD RESOURCES

<i>GROUP/ORGANIZATION</i>	<i>SERVICES PROVIDED</i>
Bozeman Thrift Center	<ul style="list-style-type: none">• Clothing• Donations• Volunteers
Family Promise of Gallatin County	<ul style="list-style-type: none">• Sheltering• Transportation• Volunteers
Gallatin Valley Food Bank	<ul style="list-style-type: none">• Donations• Food• Feeding• Volunteers
Love, INC	<ul style="list-style-type: none">• Building Repair• Clean Up• Clothing• Sheltering• Food• Counseling• Transportation• Volunteers
Heart of the Valley	<ul style="list-style-type: none">• Animal Rescue• Animal Sheltering
Hope Animal Assisted Crisis Response	<ul style="list-style-type: none">• Counseling
Lions Club	<ul style="list-style-type: none">•
Red Cross	<ul style="list-style-type: none">• Building• Sheltering• Food• Feeding• Counseling• Volunteers
Help Center	<ul style="list-style-type: none">• Counseling• Transportation
Salvation Army	<ul style="list-style-type: none">• Clothing

	<ul style="list-style-type: none">• Donations• Sheltering• Food• Feeding• Counseling• Transportation
Back Country Horsemen	<ul style="list-style-type: none">• Animal Rescue• Animal Sheltering• Transportation

ATTACHMENT B

DISASTER WELFARE INQUIRY SYSTEM (click to download)

First Name:

Last Name:

Home County:

Primary Phone (where people would expect to contact you):

Home Address:

Home City:

Home State:

Home Zip:

Current City:

Current State:

Safe and Well Messages:

- ☐ I am safe and well ☐ Family and I are safe and well
- ☐ Currently as shelter ☐ Currently at home
- ☐ Currently at friend/ family/ neighbor house ☐ Currently at a hotel
- ☐ Will make phone calls when able ☐ Will email when able
- ☐ Will mail letter/ postcard when able ☐ I am safe and in the process of evacuating
- ☐ I have evacuated to a shelter ☐ I am evacuating to the house of family/ friend
- ☐ I am currently/ remaining at home

Custom Message:

By completing this form and signing this document, I acknowledge and approve the entry of this information into the American Red Cross Safe and Well System. I understand that this information will allow people that know me to search for my current status. Any information placed in the system will remain there for 90 days. I fully understand that I am authorizing that my information provided on this form may be placed into the Safe and Well System, which is accessible from the Internet.

Printed Name	Witness Name
Signature	Witness Signature
Date	Date

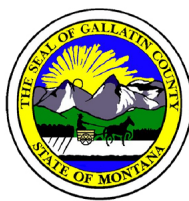
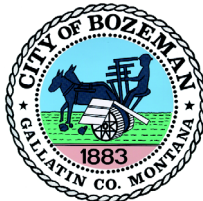
RADIOLOGICAL PROTECTION Annex D



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY





Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

RECORD OF CHANGES

ANNEX D: RADIOLOGICAL PROTECTION

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ANNEX D: RADIOLOGICAL PROTECTION

I. PRIMARY AGENCIES

Gallatin County HazMat, Gallatin County Emergency Management

II. SUPPORTING AGENCIES

Fire Service, Law Enforcement

III. AUTHORITY

A. FEDERAL

Name	Description	Legal

B. STATE

Name	Description	Legal

C. LOCAL

Name	Description	Legal

IV. PURPOSE

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to provide a coordinated response to emergencies involving radioactive materials.

V. EXPLANATION OF TERMS

A. ACRONYMS

DOE	(US) Department of Energy
DHS	Department of Homeland Security
DPHHS	Department of Public Health & Human Services
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
GCCC	Gallatin County Coordination Center
OSHA	Occupational Safety and Health Administration
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRC	Nuclear Regulatory Commission
SOP	Standard Operating Procedures

VI. SITUATION & ASSUMPTIONS

A. SITUATION

1) General

- a) Radioactive materials are hazardous materials that receive special consideration in state and federal laws and regulations. They are subject to a number of specific regulations that control the handling and use of such materials and establish unique state and federal procedures for handling incidents involving them. In addition, the government agencies that provide radiological guidance and assistance to local jurisdictions differ from those that address most other hazardous materials.
- b) Except for radiological incidents involving federal facilities or federally owned nuclear materials, the state or local government has responsibility for taking required emergency response actions. Response from this jurisdiction will be in compliance with the National Incident Management System (NIMS) operating principles and protocols and will constitute general guidance for all responders to the radiological incident. Support may be requested from federal agencies pursuant to the National Response Framework (NRF). The Department of Homeland Security (DHS) has overall responsibility of all actual and potential Incidents of National Significance and incidents involving nuclear or radioactive materials that may or may not rise to the level on an Incident of National Significance. Various federal coordinating agencies will lead the response to incidents of lesser

severity by coordinating federal radiological monitoring assistance to state and local governments.

- c) The Department of Public Health and Human Safety (DPHHS), as the state radiation control agency, has primary responsibility for the state Radiological Control Program (RCP).
- d) The federal agency responsible for accidents at nuclear facilities licensed in the State of Montana or incidents involving shipments of radioactive materials licensed by the state is the Nuclear Regulatory Commission (NRC). The US Department of Energy (DOE) and Department of Defense (DOD) have the lead federal role in incidents at their facilities or accidents involving their shipments. Each of these federal agencies, in addition to the United States Coast Guard (USCG), the Environmental Protection Agency (EPA), and the National Aeronautics and Space Administration (NASA), may serve as a coordinating agency for DHS.

2) Radiological Hazards

- a) This jurisdiction is susceptible to accidents involving radioactive materials at fixed sites and/or in transport. Hospitals and medical facilities use a wide range of radioactive sources in nuclear medicine, as well as in research. Radioactive sources are used to x-ray pipe welds, in well logging, and for many other common industrial and business uses. These sources can be extremely hazardous (life threatening) when removed from their containers, either intentionally or by accident. A variety of radioactive materials are transported on our highways and rail systems, sometimes in unmarked vehicles. Additionally, radioactive materials may be present on some aircraft.

B. ASSUMPTIONS

- 1) We may experience radiological emergency situations, which will necessitate the implementation of protective actions for the public and/or property at risk.
- 2) A nuclear attack against the United States is considered highly unlikely. The deliberate release of radioactive materials by criminals or terrorists in the local area is possible but considered unlikely.
- 3) Proper development and execution of a Radiological Protection Program (RPP) can significantly reduce the number of casualties that could result from a radiological accident. A combination of trained local radiological personnel, operational detection equipment, and containment/decontamination equipment and facilities should be available to detect, assess, and contain the threat posed by radiological accidents.

- 4) We must be prepared to conduct the initial emergency response on an independent basis. If our resources are inadequate to cope with a radiological incident, we may request assistance through Montana DES.
- 5) Local emergency operations, including the use of mutual aid resources, will be directed by local officials, except in those situations where law requires that a state or federal agency exercise lead responsibility or where local responders lack the necessary expertise/equipment to cope with the incident, and agree to permit those with expertise to take charge.
- 6) The state may request supplemental emergency assistance from other states or from the federal government when local and state resources are insufficient to deal with the emergency.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) Our basic Radiation Protection Program (RPP) consists of the Gallatin County Hazmat Team and an incident response capability that includes trained radiological monitors equipped with appropriate radiation detection and communication equipment.
- 2) To conduct an effective RPP, we will:
 - a) Maintain information on radiological monitoring instruments by type, number, location, and owner. See Attachment A for a list of radiological monitoring resources within our jurisdiction.
 - b) Establish procedures for initial emergency response to radiological accidents. See the Radiological Incident Response Checklist in Attachment B.
 - c) Establish a radiological incident reporting system.
 - d) Appoint personnel and provide training to local emergency responders, emergency management personnel, HazMat Technicians, and radiological monitors.
 - e) Establish procedures for decontamination and recovery operations.

B. RADIOLOGICAL ACCIDENTS

- 1) **Discovery:** Radiological accidents may be discovered by the public, by businesses that use or transport such materials, or by local responders who are summoned to an accident site. Local personnel are likely to be first emergency responders on the scene of a radiological accident. The first local emergency responder at the scene will take charge, initiating the Incident Command System (ICS), and serve as the Incident Commander until relieved by a more senior or more qualified individual.
- 2) **Local Notification:** The Incident Commander will provide information on the incident to local officials. The Incident Commander shall make an initial assessment of the situation to include an estimate of the likelihood of a release of radiological materials. If it appears that radiological materials have been released into the environment or a release appears likely, the GCCC will be activated to support the incident response.
- 3) **Response Actions:** The Incident Commander should identify response resources required and direct the on-scene response to contain or prevent spread of contamination at the incident site. The initial response should be accomplished in accordance with established hazardous materials response criteria and the general checklist in Attachment B. At least one trained HAZMAT TECHNICIAN or radiological monitor should participate in the response to a known or suspected radiological incident.
- 4) **Protective Actions**
 - a) **Short Term**
 - i. If it appears that a release of radiological materials has occurred or is possible, the Incident Commander is responsible for determining and implementing appropriate protective actions for the public in the immediate area of the incident, for advising personnel responding to the incident of potential hazards, and for determining requirements for personal protective equipment (PPE). Responders who lack appropriate hazardous materials training and appropriate PPE should not be committed to radiological incidents.
 - ii. If it appears that a radiological release has or may affect areas beyond the incident site, the Incident Commander should coordinate with the EMDO to warn the public, make the required notifications, implement protective actions, and obtain additional resources and technical assistance.

- iii. Suitable initial public protective actions for a radiological incident may include evacuation and/or sheltering. Annex Q (Hazardous Materials) provides additional information on selecting public protective measures.
 - b) Long-term Protective Measures: DPHHS will normally conduct a detailed incident assessment, identify affected areas through radiological monitoring, recommend follow-on protective measures to protect public health, and oversee recovery operations. Long-term protective measures may be implemented by DPHHS or other state regulatory agencies and may include controls on the movement and use of livestock, foodstuffs, milk, feed, and drinking and irrigation water from contaminated sources.
- 5) State and Federal Notifications: The EMDO shall be responsible for making required emergency notifications to state and federal agencies. Radiological releases should be reported to MT DES.
- 6) State & Federal Assistance. The GCCC is responsible for coordinating with the DPHHS to obtain technical advice and assistance regarding radiological issues. The DPHHS has the capability to provide guidance by telephone to the GCCC or directly to the Incident Commander until DPHHS/RCP personnel arrive on the scene. The DPHHS may formulate requests for the Governor for additional radiological monitoring and assessment assistance from the federal government or from other states, if required. The PEO may request other types of state assistance through the Montana DES.
- 7) Situation Updates. The Incident Commander shall provide situation updates to the GCCC; the GCCC should prepare and transmit situation reports to the Montana DES. See Annex N (Coordination) for guidance on situation reporting.
- 8) Monitoring of Emergency Workers. Exposure records and medical follow-up will be provided for responders who have entered contaminated areas.
- 9) US Government Nuclear Materials. In the event of a radiological accident involving nuclear weapons, special nuclear material (SNM), or classified components, the federal agency, which owns that material, may declare a National Defense Area (NDA) or National Security Area (NSA) around the site and take exclusive control within that area. NDAs and NSAs are established to safeguard classified information or restricted data, equipment, or material.
- 10) US Department of Energy (DOE) Shipments. US DOE has jurisdiction on accidents involving DOE transuranic waste shipments. Information on these

shipments and guidance on dealing with incidents involving such shipments is provided in Attachment E.

C. DELIBERATE ACTS

The deliberate release of radioactive materials is a crime under a number of state and federal laws. Any incident of this type must be promptly reported to local and state law enforcement agencies. The Federal Bureau of Investigation (FBI) has lead responsibility for criminal investigations of terrorist acts or terrorist threats involving weapons of mass destruction (WMD), including improvised radiological dispersion devices. DPHHS is the lead state agency and is responsible for the overall coordination of all actual and potential Incidents of National Significance and accidents or incidents involving radiological materials that may or may not rise to the level of an Incident of National Significance. If a release of radiation is believed to be an act of terrorism, we will ensure the incident is reported to both to the DPHHS and the FBI. More information on dealing with terrorist events is provided in Annex V (Terrorist Incident).

D. PHASES OF MANAGEMENT

- 1) Prevention
 - a) Maintain an effective public warning system
- 2) Preparedness
 - a) Select and train Hazmat personnel
 - b) Ensure responders have data available on local facilities that are licensed to use, store, or transport radiological materials.
 - c) Ensure radiation detection instruments are available and operational
 - d) Educate the public about radiological hazards and protective actions
- 3) Response
 - a) Respond in accordance with the guidelines in Attachment B
 - b) Provide information and instructions to the public
- 4) Recovery
 - a) Ensure radiation source material is removed and ensure access to contaminated areas is controlled until they are cleaned up. Cleanup

will normally be performed by a contractor supervised by state or federal agencies and paid for by the responsible party.

- b) Work with state and federal agencies to assess damage, if any.
- c) Work with the DPHHS to continue area radiation monitoring, if required.
- d) Work with the DPHHS to determine the cause of the incident and determine liability.
- e) Keep the public informed about the status of the incident.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) Montana DPHHS is responsible on a day-to-day basis for radiological materials. Once a radiological accident occurs, responsibility for coordinating the response is assigned to the Incident Commander and responsibility for coordinating external support is assigned to the GCCC staff.
- 2) Effective response to a radiological incident requires a coordinated response by local departments, agencies, and officials, together with representatives of the facility or company responsible for the incident, augmented by state and federal agencies with responsibilities for radiological incidents. Technical assistance for a radiological incident may be provided by the facility, by state and federal agencies, or by industry.

B. ASSIGNMENT OF RESPONSIBILITIES

- 1) The Fire Chief will designate one or more Radiological Officers to coordinate all radiological protection program activities.
- 2) The Incident Commander (IC) will:
 - a) Manage emergency response resources and operations at the incident site to control the incident.
 - b) Determine and implement protective actions for emergency responders and the public in the vicinity of the incident site.

3) Fire Protection Agencies will:

- a) Provide personnel and equipment to contain or control radiological incidents.
- b) Carry out initial radiological monitoring needed to assess the situation and determine protective actions. State or federal agencies may provide follow-on radiological monitoring assistance.
- c) Carry out initial decontamination where needed. Large-scale decontamination, if needed, may be coordinated by state or federal agencies.
- d) Assist in evacuation, if necessary.

4) The HazMat Team will:

- a) Ensure a sufficient number of radiological detection instruments are in-place and operational.
- b) Ensure selected emergency responders are provided training in radiological monitoring.
- c) Schedule and conduct an annual review of this annex and coordinate the update of the annex, if needed.

5) Law Enforcement Agencies will:

- a) Restrict access to incident sites and contaminated areas to protect public health and safety.
- b) Organize and conduct evacuations and provide traffic control as needed, if necessary.
- c) Assist in warning the public, as necessary.
- d) If the release of radiation appears deliberate, control the scene, apprehend suspects, and conduct an investigation. If the incident appears to be terrorism-related, ensure DPHHS and the FBI are advised.

6) EMS will:

- a) Provide medical care and transportation for casualties.
- b) Alert hospitals of the potential for contaminated victims.

7) Hospital(s) will:

- a) Provide medical care for casualties as needed.
- b) Be prepared to decontaminate contaminated patients.

8) Other [Departments & Agencies] will:

- a) Provide personnel, equipment, and supplies requested to support emergency operations.
- b) Provide technical assistance to the Incident Commander and the GCCC upon request.
- c) In accordance with established procedures, provide personnel to staff the Incident Command Post (ICP) or GCCC, when activated.

IX. COORDINATION

A. GUIDANCE

The PEO will establish local policies relating to radiological protection and may provide general guidance for emergency operations.

B. PROGRAM MANAGEMENT

The DPHHS will manage radiological materials on a routine basis.

C. OPERATIONAL DIRECTION

During radiological incidents, the IC will manage radiological response operations at the incident site. The IC and the GCCC shall agree upon a division of responsibilities for specific tasks. Typically, the GCCC will conduct support operations, including activating additional resources and requesting external resources, making required notifications and reports, coordinating large scale evacuations and area traffic control, disseminating emergency public information, and other tasks to sustain emergency operations.

D. COMMUNICATIONS

Telephone, radio, teletype, e-mail, and/or facsimile will be used to transmit reports of radiological incidents, obtain technical assistance, exchange information, and provide coordination.

X. ADMINISTRATION & SUPPORT

A. AGREEMENTS & CONTRACTS

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from mutual aid agreements, state and/or federal agencies, and industry in accordance with existing mutual-aid agreements and contracts.

B. REPORTS & RECORDS

- 1) Situation Reports. If there has been an actual release of radioactive materials, the GCCC should prepare and disseminate a periodic situation report to state and federal agencies until the situation is resolved. It may be desirable to also disseminate this report to nearby jurisdictions and to those cities or counties that are providing mutual aid resources. See Annex N (Coordination) for the format of and instructions for this report.
- 2) Activity Logs. The ICP and the GCCC shall maintain accurate logs recording key response activities.
- 3) Response & Recovery Expenses. As it may be possible to recover some expenses incurred in responding to a release of radiological materials from the responsible party, insurers, or the federal government, each department or agency shall maintain detailed records of labor costs, equipment usage, and supplies expended to respond to or recover from an actual radiological release.
- 4) Post-Incident Review. A post-incident critique shall be conducted in the aftermath of any incident that resulted in an actual release of radiological materials.

C. MAINTENANCE OF RADIOLOGICAL EQUIPMENT

All radiological monitoring devices owned by county/city will be maintained in accordance with the manual of instructions for those instruments.

D. TRAINING

Federal law requires that individuals, who respond to hazardous materials incidents, including radiological incidents, should be adequately trained, and equipped for the tasks they will perform. Training is available through a combination of federal, state, and local sources.

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT

The Fire Chief is responsible for developing and maintaining this annex.

B. MAINTENANCE

This annex will be reviewed annually and updated in accordance with the schedule outlined in the basic plan.

ATTACHMENT A

RADIOLOGICAL MONITORING RESOURCES

Type of Instrument	Number in Stock	Location (Office, Vehicle)	City	Owner (Local, State)
Ludlum 2241-2	2	HazMat Team	Bozeman	BFD
Canberra Ultraradiac Dosimeter	4	HazMat Team	Bozeman	BFD
Ludlum Model 26 Frisker	1	HazMat Team	Bozeman	BFD
Ludlum Survey Meter	18	Physics Dept	Bozeman	MSU
Thermo Scientific Radeye GF	8	MSU PD	Bozeman	MSU PD

ATTACHMENT B

RADIOLOGICAL INCIDENT RESPONSE CHECKLIST

4	Action Item	Assigned
	1. If the situation requires it, isolate the site, and deny access. <ul style="list-style-type: none"> • Use emergency vehicles, barricades, barrier tape, etc. 	
	2. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification page 3, this appendix. <ul style="list-style-type: none"> • Level I – Incident • Level II – Emergency • Level III – Disaster 	
	3. Record situation on a Hazardous Materials Incident Report and provide to [Dispatch/Communications Center].	
	4. [Dispatch/Communications Center] should relay situation information to emergency responders, who should dispatch forces in accordance with their SOPs. If separate fire and law enforcement [Dispatch/ Communications Centers] are used, the center receiving the initial report should pass it to the other dispatch center.	
	5. Determine extent of danger to responders and establish requirements for personal protective equipment (PPE) and specialized response equipment. See Response Personnel Safety in Annex Q.	
	6. Ascertain extent of danger to general public; determine specific areas and special facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk.	
	7. Develop initial action plan to contain and control the release of radiological material.	
	8. Determine appropriate protective actions for the public and special facilities. See Annex Q. If evacuation is contemplated, see the General Evacuation Checklist in Annex E, Evacuation.	
	9. Initiate warning and issue protective action recommendations for the general public. See Annex A, Warning, and Annex I, Emergency Public Information.	
	10. Warn special facilities, provide protective action recommendations and instructions, and determine requirements for assistance. Provide assistance requested.	
	11. If evacuation will be conducted, provide traffic control, and be prepared to provide transportation to those who lack it.	
	12. If evacuation will be conducted, provide traffic control, and be prepared to provide transportation to those who lack it.	
	13. Warn other communities that may be threatened by the radiological release.	
	14. If possibility exists of casualties that are contaminated with radiological material, ensure EMS units and hospitals are so advised.	
	15. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter and Mass Care.	

4	Action Item	Assigned
	<p>16. Notifications:</p> <p>Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations.</p> <p>If the [County/City] is responsible for the release, it must make required notifications to state and federal agencies.</p> <p>If the responsible part cannot be identified/located, [County/City] should make required notifications, making it clear that the responsible party is presently unknown.</p>	
	17. If water or wastewater systems are threatened by radioactive contamination, advise system operators so they may implement preventative measures.	
	18. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.	
	<p>19. If additional response resources are required, request them.</p> <p>Invoke mutual aid agreements.</p> <p>Summon HAZMAT response contractor if one is under contract.</p> <p>Request assistance from the State.</p>	
	20. Provide updated information on the incident to the public through media releases.	
	21. Continuously document actions taken, resources committed, and expenses incurred.	
	21. Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies.	
	22. Assess contamination and determine which areas are safe to re-enter. Determine and implement remediation measures for other areas.	
	23. As evacuated areas are determined to be safe to reenter, advise evacuees and special facilities they may return, providing traffic control as needed.	
	24. Curtail shelter and mass care operations as evacuees depart.	
	25. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas. NOTE: Clean-up is the responsibility of the responsible party.	
	26. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas. NOTE: Clean-up is the responsibility of the responsible party.	
	27. Assist evacuees who cannot return to their homes in finding temporary housing and obtaining social services.	
	28. Conduct post-incident review of response operations.	

Incident Classification.

Level I – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community wide. This situation can normally be handled by one or two local response agencies or departments acting under an Incident Commander (IC) and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an IC; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

Level III – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to manage with its organic resources. It involves a large area, a sizable population, and/or critical resources;

may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

ATTACHMENT C

Nuclear Incident Response Team (NIRT)

The Nuclear Incident Response Team (NIRT) is a US Department of Energy National Nuclear Security Administration program under Department of Homeland Security control when deployed. NIRT



provides support for nuclear weapon accidents, radiological accidents, lost or stolen radioactive materials, and nuclear terrorism. NIRT is composed of seven components consisting of: Aerial Measuring System, Accident Response Group, Federal Radiological Monitoring/ Assessment Center, National Atmospheric Release Advisory Capability, Nuclear Emergency Support Team, Radiological Assistance Program, and the Radiation Emergency Assistance Center/ Training Site.

The Nuclear Emergency Support Team (NEST) is the program for preparing and equipping specialized response teams to deal with the technical aspects of nuclear or radiological terrorism. NEST capabilities include search and identification of nuclear materials, diagnostics and assessment of suspected nuclear devices, technical operations in support of render safe procedures, and packaging for transport to final disposition. NEST capabilities are drawn from the nation's nuclear weapons complex. Response teams vary in size from a five-person technical advisory team to a tailored deployment of dozens of searchers and scientists who can locate and then conduct or support technical operations on a suspected nuclear device. NEST personnel and equipment are ready to deploy worldwide at all times.

The NNSA's Office of Secure Transportation moves nuclear material through Gallatin County while in transport between federal facilities. These are highly secured and unmarked convoys with vehicles having US DOE license plates. If the convoys are involved in an incident, exclusive federal control of the area will be established and the site isolated.

Activation Criteria

Radiological incident beyond local capabilities.

Authorization

Secretary of Homeland Security

Activation Procedure

- 1) Department of Energy Emergency Operations Center at [REDACTED]

ATTACHMENT D

Civil Support Team

The 83rd Civil Support Team (CST) is stationed at Fort Harrison in Helena, MT and is under direction of the Montana National Guard. Civil Support Teams are essentially specialized survey teams capable to extensive site monitoring and chemical identification. These teams are also fully qualified HazMat teams; however they do not replace the State Hazardous Materials Incident Response Teams (See Annex Q).



Activation Criteria

Request from local jurisdiction.

Authorization

The Adjutant General of the Montana National Guard.

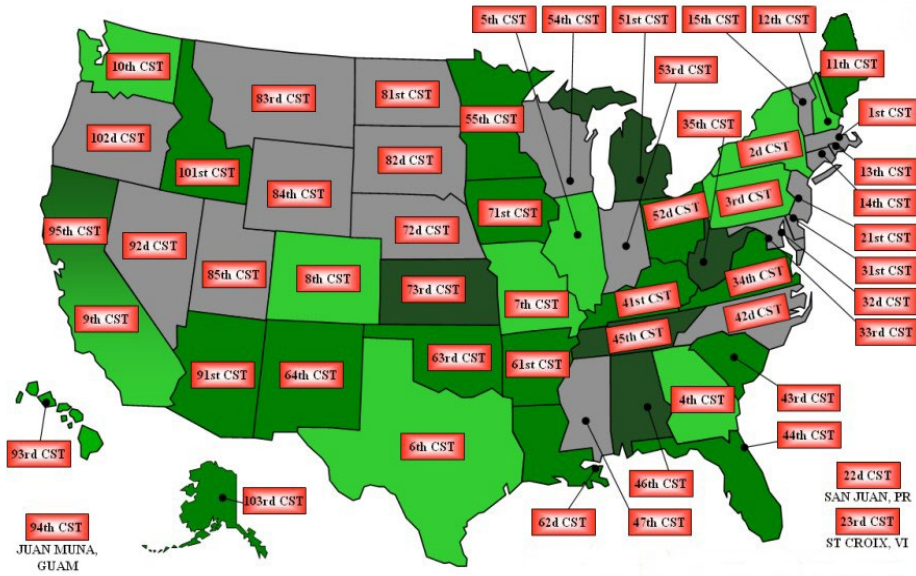
Activation Procedure

- 1) Request to Gallatin County Emergency Management Duty Officer [REDACTED]
- 2) EMDO will contact MT DES Duty Officer [REDACTED].
- 3) MT DES Duty Officer will contact the MT National Guard Joint Operations Center [REDACTED]
- 4) Joint Operations Center will contact the 83rd CST and obtain a mission tasking.

5) 83rd CST will then contact the incident point of contact.

WMD CST Locations

(Weapons of Mass Destruction Civil Support Teams)



EVACUATION

Annex E

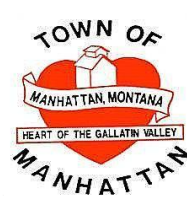
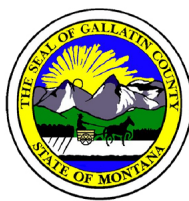
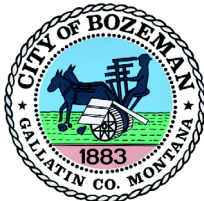
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

RECORD OF CHANGES

ANNEX E: EVACUATION

[illegible]

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ANNEX E: EVACUATION

I. PRIMARY AGENCY

Gallatin County Law Enforcement Agencies

II. SUPPORTING AGENCY

Gallatin County Emergency Management, Gallatin County Fire Protection Agencies

III. AUTHORITY

A. FEDERAL

Name	Description	Legal

B. STATE

Name	Description	Legal
Establishment of Curfew	Curfew by county commission	7-32-2302, MCA
Tactical Incident Assistance	Tactical Incident Assistance	10-3-705, MCA
Authority of Principal Executive Officer	Evacuation & Access Control	10-3-406, MCA
Authority of Fire Chief	Authority to remove persons	7-33-2001(7)(c), MCA

C. LOCAL

Name	Description	Legal
Attorney's Opinion	Evacuation Authority	RLS 2015-063



IV. PURPOSE

The purpose of this annex is to provide for the orderly and coordinated evacuation of all or any part of the population of Gallatin County if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

V. EXPLANATION OF TERMS

A. ACRONYMS

EMC	Emergency Management Coordinator
GCCC	Gallatin County Coordination Center (aka EOC)
ICP	Incident Command Post
ICS	Incident Command System
NRP	National Response Plan
NIMS	National Incident Management System
PEO	Principal Executive Officer
PIO	Public Information Office or Officer
SOP	Standard Operating Procedures

B. DEFINITIONS

Evacuation

The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuation Order

An order given by a law enforcement officer in Gallatin County, most likely in person or by posting to a property and the individuals on it that they are to leave immediately. Conditions in the area no longer make it safe for individuals to remain there. This is the last notice, and no further contact will be made. This is not a mandatory action unless imposed by the PEO under [10-3-406, MCA](#).

Warning

A warning given by a law enforcement officer in Gallatin County, most likely in person or by posting to a property and the individuals on it advising that they are in danger due to a current incident. Individuals under a Warning are told that they need to be capable of leaving immediately, that it is possible officials will not be able to come back to tell them to leave if conditions worsen. If the individuals will not be capable of leaving immediately due to physical conditions, location, animals, etc., then they should consider leaving now.

Shelter in Place

A direction given by a law enforcement officer in Gallatin County, likely not in person, to a property directing the occupants to remain inside the building. Shelter in Place situations exist when it is safer to remain inside a building than the exposure to the threat that exists outside. Examples could be a hazardous materials incident or a dangerous criminal loose in a community.

Special Needs Facilities

Certain facilities, which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services. Such facilities include:

- 1) Schools and day care centers, where students require supervision to ensure their safety.
- 2) Hospitals and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.
- 3) Correctional facilities, where offenders require security to keep them in custody.

VI. SITUATIONS & ASSUMPTIONS

A. SITUATION

- 1) There are a wide variety of emergency situations that might require an evacuation of portions of the local area.
 - a) Limited evacuation of specific geographic areas might be needed as a result of a hazardous materials transportation accident, major fire, natural gas leak, law enforcement action or localized flash flooding.
 - b) Large-scale evacuation could be required in the event of a major hazardous materials spill, terrorist attack with chemical agent, or extensive flooding, for example.
- 2) State law provides the Principal Executive Officer with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the PEO may order a mandatory evacuation upon issuing a local emergency or disaster declaration. The PEO may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area ([10-3-406, MCA](#)).
 - a) Such actions should be implemented through a proclamation or resolution created by order or resolution. While some situations may require a PEO to act individually, it is recommended that such orders and resolutions be approved by the governing body rather than just the PEO ([RLS08 2015-063](#)). More information in Annex U.

B. ASSUMPTIONS

- 1) Most people at risk will evacuate when local officials recommend that they do so. A general estimate is 80 percent of those at risk will comply when local officials direct an evacuation. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public or increases in severity.
- 2) Some individuals will refuse to evacuate, regardless of the threat.
- 3) When there is sufficient warning of a significant threat, many individuals who are not at risk will evacuate.
- 4) Evacuation planning for known hazard areas can and should be done in advance.
- 5) While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate evacuation planning or an evacuation may have to be conducted with minimal preparation time. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.
- 6) The need to evacuate may become evident during the day or at night, and there could be little control over the evacuation start time.
- 7) In most emergency situations, the majority of evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.
- 8) Most evacuees will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles.
- 9) When confronting a major disaster or catastrophic incident, it may be necessary to employ all modes of transportation to include state and/or federal assistance to effectively evacuate our population.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated; the distance people must be moved to ensure their safety, the need for reception facilities,

and the extent of traffic control and security required.

- 2) We must be prepared to conduct both small-scale and large-scale evacuations at all times of the day both from known hazard areas and from unexpected incident locations.

B. EVACUATION DECISIONS

- 1) The Incident Commander or, for large-scale evacuations, the GCCC shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:
 - a) What areas or facilities are at risk and should be evacuated?
 - b) How will the public be advised of what to do?
 - c) What do evacuees need to take with them?
 - d) What travel routes should be used by evacuees?
 - e) What transportation support is needed?
 - f) What assistance will the special needs population require?
 - g) What traffic control is needed?
 - h) Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
 - i) How will evacuated areas be secured?
 - j) If a mandatory evacuation, is an order or resolution in place.
- 2) Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.
- 3) The decision to recommend an evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing the incident for non-mandatory evacuations. In general, the PEO shall issue the order for mandatory and/ or large-scale evacuations.
- 4) Gallatin County uses a two-phase evacuation process. When possible, a Warning is issued first providing notice to the area that conditions are expected to worsen, and they will be told to leave. This provides advance notice allowing individuals to prepare for an evacuation and allowing those needing more time to leave early.

When it is no longer safe for civilians to be in the affected area an Evacuation Order is issued. This is the point in which people who have not already left are to leave. This is the last notification given by law enforcement. Law enforcement will not forcibly remove individuals from private property; however, they will be asked to sign a waiver indicating they are refusing to leave. Only evacuations ordered by the PEO by order or resolution are

mandatory.

In some situations where the conditions become worse, it may be safer for people to remain inside their building. This is referred to as Shelter in Place and is utilized when there is less risk to the people by staying inside compared to leaving a building. This is often utilized for situations like hazardous materials or dangerous fugitives in a neighborhood. Shelter in Place situations should be implemented with very clear directions on what people should do and not do.



Templates for Warnings, Notices, and Waivers are contained in Attachments A-C.

C. HAZARD SPECIFIC EVACUATION PLANNING

- 1) Hazard-specific evacuation planning information will be developed for certain known hazards and included as appendices to this or other annexes. These appendices will describe the potential impact areas for known hazards, the number of people in the threatened area, and any special needs populations affected. Such appendices should also identify potential evacuation routes and, where appropriate, transportation pickup points or assembly areas.
- 2) Hazardous materials risk areas and potential evacuation routes from those areas are described and depicted in the appendices to Annex Q (Hazardous Materials).

D. TRANSPORTATION

- 1) Individuals: It is anticipated that the primary means of evacuation for most individuals will be personal automobiles. Some people do not own vehicles and others will need assistance in evacuating. Provisions must be made to

furnish public transportation during an emergency evacuation.

- 2) Special Needs Facilities: Public schools normally maintain transportation resources; private schools and day care centers may also have limited transportation assets. Most other special needs facilities rely on commercial or contract transportation companies for their specialized transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice. Hence, local government may be requested to assist in providing transport.
- 3) Emergency transportation may be provided using school buses, city buses, rural transportation system buses, ambulances, and other vehicles. See Annex S (Transportation) for transportation guidance; see Annex M (Resource Management) for transportation resources. In the case of large-scale evacuations with advance warning, pickup points may be designated, or a telephone bank established to receive and process requests for transportation.
- 4) Public information messages emphasizing the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

E. TRAFFIC CONTROL

- 1) Actual evacuation movement will be management by local Law Enforcement Agencies.
- 2) When possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.
- 3) When time permits during large-scale evacuations when, traffic control devices, such as signs and barricades, will be provided upon request by the Public Works Agency Having Jurisdiction.
- 4) Law enforcement will request wrecker services when needed to clear disabled vehicles from evacuation routes.

F. WARNING & PUBLIC INFORMATION

- 1) The Incident Commander will normally decide if an evacuation warning should be issued in and around an incident site. The GCCC will normally disseminate warnings for large-scale evacuations beyond the incident site or where evacuation is conducted because of an imminent threat.
- 2) Advance Notice of Possible Evacuation

- a) For slow developing emergency situations, advance warning should be given to affected residents as soon as it is clear evacuation may be required. Such advance notice is preferably disseminated by personal contact, the media and through other measures. Advance warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.
- b) Areas adjacent to evacuation areas should be contacted and kept informed.
- c) Advance warning should be made to special needs facilities in a threatened evacuation area as early as possible. During notification, request facility staff review and prepare to implement their evacuation plans. Facility staff should also report their periodic status and any requirements for assistance to the GCCC.
- d) The special needs population should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any special circumstances or requests for assistance should be reported to on-scene authorities or GCCC.

3) Notifications

- a) Notifications should be disseminated through all available warning systems. See Annex A (Warning) for further information.
- b) In the case of immediate evacuation in and around an incident site, route alerting using siren and speaker-equipped vehicles moving through the affected area is usually effective. When possible, two vehicles should be employed—the first to get the attention of the people and a second will deliver the evacuation message. Door-to-door notification is preferred for large buildings and in rural areas where residences may be some distance from the road.
- c) Special needs facilities may be notified directly by on-scene authorities or by the GCCC staff. However, if both the incident command staff and the GCCC will be making notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.
- d) Law enforcement personnel should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts

may be made to persuade these individuals to leave.

4) Emergency Public Information

- a) Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require amplifying information on what to do during an evacuation. The Public Information Officer (PIO) will ensure that such information is provided to the media on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with special needs, including the blind, hearing impaired and non-English speakers. Specific public information procedures are contained in Annex I (Public Information).
- b) Amplifying instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents need timely information on where to pick them up.
- c) When the incident that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return to their homes and businesses.

G. SPECIAL NEEDS POPULATIONS

- 1) Special needs facilities are responsible for the welfare and safety of their students, clients, patients, and inmates. Virtually all of these facilities are required to maintain an emergency plan that includes provisions for an emergency evacuation; however, in order to effectively implement those plans, they must be warned of emergency situations.
 - a) Schools & Day Care Centers
 - i. If evacuation of public schools is required, students will normally be transported on school buses to their designated evacuation point, where they can be picked up by their parents. It is essential that the public be provided timely information on these arrangements. In the case of a large-scale emergency situation with advance warning, schools will generally be closed, and students returned to their homes so they can evacuate with their families.
 - ii. Private schools and day care centers, including adult day care

facilities, typically maintain limited transportation resources and may require government assistance in evacuating.

b) Hospitals, Nursing Homes, & Correctional Facilities

- i. If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.
- ii. Medical patients, homeless, registered sex offenders, and prisoners should not be housed in shelter and mass care facilities with the general public.

- 2) Special needs citizens will require special evacuation assistance, transportation, shelter facilities, and medical care during major evacuations; See Annex H (Health and Medical).

H. HANDLING PETS DURING EVACUATIONS

- 1) Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets normally do not pose difficulties during evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, a number of studies indicate that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Loose pets remaining in an evacuated area may also create a public safety concern. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets.
- 2) Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:
 - a) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
 - b) Direct pet owners to a public shelter with covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporary housed.

- c) Set up temporary pet shelters at fairgrounds, rodeo or stock show barns, livestock auctions, and other similar facilities.

I. ACCESS, CONTROL & SECURITY

- 1) Security in evacuated areas is important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Law enforcement should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot. To the extent possible, Fire Protection Agencies will take measures to insure continued fire protection.
- 2) If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a permit system to limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris. Refer to Annex G, Law Enforcement, for further information.

J. RETURN OF EVACUEES

- 1) Evacuees returning to their homes or businesses in evacuated areas require the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, the decision will normally be made by the PEO and disseminated through the media.
- 2) The following conditions should prevail in the evacuated area before evacuees are authorized to return:
 - a) The threat prompting the evacuation has been resolved or subsided.
 - b) Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - c) Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored.
 - d) Structures have been checked for obvious hazards.
 - e) Some means of fire protection is available.
- 3) For return and re-entry, it may be necessary to provide transportation for those who lack vehicles. Traffic control along return routes may also be

required.

- 4) Public information intended for returnees should address such issues as:
 - a) Documenting damage for insurance purposes.
 - b) Caution in reactivating utilities and damaged appliances.
 - c) Clean-up instructions.
 - d) Removal and disposal of debris.

K. PHASES OF MANAGEMENT

1) Prevention

- a) Where possible, undertake mitigation for known hazards that have in the past led to evacuation.
- b) Discourage development, particularly residential construction, in potential risk areas, including floodplains, areas downstream from suspect dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials.
- c) Seek improvement to preplanned evacuation routes if needed.
- d) Enhance warning systems to increase warning times and reduce the need for hasty evacuations.

2) Preparedness

- a) Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. See Attachment B for potential major evacuation areas other than hazardous materials risk areas; hazardous materials risk areas are described in Annex Q (Hazardous Materials). Determine the population of risk areas and identify facilities that may require special assistance during evacuation (hospitals, nursing homes, schools, etc.) to determine potential transportation requirements.
- b) To the extent possible, identify individuals with special needs who would require assistance in evacuating and maintain contact information for those individuals.
- c) Identify primary and alternate evacuation routes, considering road capacities.
- d) Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable.
- e) Include evacuations in the scenario of periodic emergency drills and exercises.
- f) Conduct public information programs to increase citizen awareness of possible reasons for evacuation, preplanned evacuation routes, availability of transportation, the need to take appropriate food,

clothing, and other disaster supplies during an evacuation, and the desirability of helping neighbors who may need assistance during an evacuation.

- g) Promulgate procedures for protecting government resources from known hazards by relocating them.

3) Response

- a. Determine evacuation routes.
- b. Coordinate sheltering, if necessary.
- c. Track occupancy of evacuated areas.
- d. Maintain security for evacuated areas.

4) Recovery

- a) Initiate return of evacuees when it is safe to do so.
- b) Coordinate temporary housing for those who cannot return to their homes.
- c) Manage traffic control for return.
- d) Initiative recovery activities for evacuees who have suffered loss of or damage to their homes or businesses.
- e) Carry out appropriate public information activities.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) Our normal emergency organization described in the Basic Plan will plan and carry out evacuations and the return of people to their homes or businesses.
- 2) Incident Command System (ICS) – GCCC/ICP Interface
 - a) As noted previously, the Incident Commander will normally determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the incident site. If large-scale evacuation is required, this should be implemented through the PEO.
 - b) A division of responsibility for evacuation tasks should be agreed upon

between the Incident Commander and the GCCC. The Incident Commander will normally manage evacuation operations at the scene, while the GCCC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for the activation of shelter and mass care facilities, and advising other jurisdictions of the evacuation.

- c) During a large-scale evacuation, a division of responsibility for evacuation tasks should be agreed upon between the GCCC and the ICP. The ICP will normally manage evacuation operations within their respective jurisdiction area while the GCCC coordinates evacuation operations affecting multiple jurisdictional areas. The GCCC will normally coordinate traffic control along evacuation routes, arrange for the activation of shelter and mass care facilities, and advise other jurisdictions.

B. ASSIGNMENT OF RESPONSIBILITIES

1) The PEO will:

- a) For emergencies and disasters, issue the order directing citizens to evacuate, when appropriate.
- b) Approve release of warnings, instructions, and other emergency public information relating to evacuation.
- c) Coordinate evacuation efforts with other local governments that may be affected by the evacuation, where appropriate.
- d) Direct the relocation of at-risk essential resources (personnel, equipment, and supplies) to safe areas.
- e) Direct the opening of local shelter and mass care facilities, if needed.

2) The Incident Commander will:

- a) Identify risk areas in the vicinity to the incident site and determine protective actions for people in those risk areas.
- b) If evacuation of risk areas and special needs facilities is required, plan, organize, and conduct the evacuation with the resources assigned.
- c) Request support from the GCCC to assist in coordinating evacuation activities beyond the incident site, such as activation of shelter and mass care facilities, if required.

3) The GCCC will:

- a) Develop and maintain evacuation planning information for known risk areas, including population of the area, and primary evacuation routes.
- b) Review evacuation plans of special needs facilities within known risk areas and determine possible need for evacuation support.
- c) Coordinate evacuation planning to include:
- d) Selection of suitable evacuation routes, based on recommendations from law enforcement.
- e) Movement control, based on recommendations from law enforcement.
- f) Transportation arrangements.
- g) Shelter and mass care arrangements.
- h) Special needs demographics and evacuation support requirements.

4) Common Tasks of All Organizations

- a) If time permits, secure and protect facilities in evacuation areas.
- b) If time permits, relocate essential equipment, supplies, and records to non-risk areas.

5) Law Enforcement Agencies will:

- a) Perform necessary evacuations.
- b) Recommend evacuation routes to the Incident Commander and/or GCCC staff.
- c) Assist in evacuation by managing traffic control.
- d) Protect property in evacuated areas and limit access to those areas.
- e) Secure and protect or relocate prisoners.
- f) Coordinate law enforcement activities with other emergency services.
- g) Assist in warning the public.

- h) Provide information to the PIO for public news releases on the evacuation routes.
- 6) The Fire Protection Agencies will:
 - a) Be responsible for fire protection in the vacated area.
 - b) Assist in warning the public.
 - c) Assist in evacuating special needs groups, as requested.
- 7) The Public Information Officer (PIO) will:
 - a) Disseminate approved emergency information advising the public of evacuation actions to be taken.
 - b) Coordinate with area news media for news releases.
- 8) The Public Works Agency Having Jurisdiction will:
 - a) Provide traffic control devices upon request.
 - b) Assist in keeping evacuation routes open.
 - c) Provide barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled.
- 9) The Transportation Officer will:
 - a) Coordinate transportation for evacuees without vehicles or whom need assistance in evacuating, determining, and establishing pickup points if necessary.
 - b) Coordinate transportation assistance for the evacuation of special needs facilities and special needs population.
 - c) Coordinate all transportation relating to relocation of essential resources.
 - d) Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.

10) The Shelter Officer will:

- a) For short-term evacuations, coordinate with operators of government-owned buildings schools, churches, and other facilities for use of their facilities as temporary evacuee holding areas.
- b) For other than short-term evacuations, coordinate with the American Red Cross, Salvation Army, and other service organizations to open shelters and activate mass care operations. See Annex C (Shelter & Mass Care) for further information.

11) Health and Medical Agency Having Jurisdiction will:

- a) Monitor evacuation of special needs facilities and coordinate evacuation assistance, if requested.

12) Animal Control Agency Having Jurisdiction will:

- a) Coordinate arrangements to provide temporary facilities for pets arriving with evacuees.
- b) Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.

13) Special Needs Facilities (schools, hospitals, nursing homes, correctional facilities) will:

- a) Close and supervise evacuation of their facilities.
- b) Coordinate appropriate transportation for evacuees and enroute medical or security support.
- c) Arrange for use of suitable host facilities.
- d) Request emergency assistance from local government if assistance cannot be obtained from other sources.
- e) Ensure assigned personnel are trained and knowledgeable of evacuation procedures.
- f) Disseminate public information to advise relatives and the general public of the status of their facilities and the patients, students, or inmates served by those facilities.

IX. COORDINATION

A. GENERAL

- 1) The PEO has the general responsibility for ordering a mandatory evacuation, when deemed the most suitable means of protecting the public from a hazard.
- 2) In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene Incident Commander may recommend (non-mandatory) evacuation of people at risk in and around an incident scene and direct and control the required evacuation.
- 3) Large-scale evacuations and evacuations conducted on the basis of imminent threat where there is no current incident scene will normally be coordinated and directed by the GCCC and ICP.

B. EVACUATION AREA DEFINITION

- 1) Areas to be evacuated will be determined by those officials with the authority to direct a mandatory evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of specialized planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographic features, such as roads and rivers.
- 2) The hazard situation that gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that must be evacuated.

C. LINE OF SUCCESSION

- 1) The lines of succession for the PEO and the GCCC are outlined in Section VII of the Basic Plan.
- 2) Each department shall according to the standard operating procedures establish lines of succession for each department and agency head.

X. ADMINISTRATION AND SUPPORT

A. REPORTING

- 1) Large-scale evacuations should be reported to state agencies and other jurisdictions that may be affected in the periodic Situation Reports prepared and disseminated during major emergency operations. The Situation Report format is provided in Annex N (Coordination).

B. RECORDS

- 1) Activity Logs. The Incident Commander and, if activated, the GCCC shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.
- 2) Documentation of Costs. Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

C. RESOURCES

General emergency response resources that may be required to conduct an evacuation are listed in Annex M, Resource Management.

D. POST-INCIDENT REVIEW

For large-scale evacuations, the EMC shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in the Basic Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

E. EXERCISES

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by this jurisdiction.

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT & MAINTENANCE

- 1) Law Enforcement is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.

- 2) This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- 3) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

ATTACHMENT A [REDACTED]

[agency name & logo]

EVACUATION ORDER

Your life and or property are at significant risk from current or projected conditions. The [agency] is ordering you to evacuate this area. Because emergency responders must consider the threat to all citizens as well as their own safety, if you fail to comply with this order, understand that no further contact or rescue effort is being planned for you.

**Please text [REDACTED] on your cell phone to
receive official updates specific for evacuees.**

- See attachments for additional information.

For recorded information call 582-3175
www.ReadyGallatin.com
facebook.com/GCEM.MT
twitter.com/readygallatin

ATTACHMENT B

[agency name & logo]

WARNING

Current or projected threats from hazards associated with the current incident are severe enough to indicate a possibility of the incident getting worse and directly affecting you.

This is the time for preparation, precautionary movement of persons with special needs, mobile property, and (under certain circumstances) pets and livestock.

We will attempt to keep you advised as conditions change. Government websites and social media have been updated and local media have been asked to broadcast periodic updates.

The location of public assistance centers and information sites will be distributed. You are encouraged to visit ReadyGallatin.com for current incident information and helpful preparedness information.

If conditions worsen, we hope to be able to contact you personally if conditions allow. If you are absent from your home for more than a short time, please leave this form with your name and a contact telephone number visibly in a door or window (where it can be easily seen).

For recorded information call 582-3175
www.ReadyGallatin.com
[Facebook.com/GCEM.MT](https://www.facebook.com/GCEM.MT)
[Twitter.com/readygallatin](https://twitter.com/readygallatin)

Emergency Contact Information

Name: _____

Contact Info: _____

ATTACHMENT C

[agency]

Population Protection and Evacuation Plan

REFUSAL TO COMPLY WITH THE RECOMMENDATION TO EVACUATE

Your life and or property are at significant risk from current or projected conditions. The [agency] is recommending that you evacuate this area. If you fail to comply with this recommendation, understand that Emergency responders must consider the threat to all citizens as well as their own safety and further contact and or rescue efforts for you may not be committed.

WAIVER:

I acknowledge that the [agency] has lawfully advised me to evacuate the area.

I fully understand that if I fail to comply with this recommendation immediately, further emergency resources may not be committed on my behalf. I assume the responsibility for the protection of family members, property, and myself.

I further understand that serious bodily injury or death may result from my non-compliance with this evacuation recommendation.

[deputy/ officer] DATE/TIME

NAME(S) OF OCCUPANTS

ADDRESS OF OCCUPANT(S)

PHONE NUMBER(S)

OCCUPANT SIGNATURE(S)

ATTACHMENT D (Click for Form)

Contact Sheet

Area: _____ Date: _____ Deputy Name: _____

Name	Address/phone (day-night)	# of Occp	Special Needs?	Warning	Order	Restore	No Cont	LV	ST

ATTACHMENT E

Sample Declaration with Evacuation Authority

DISASTER DECLARATION – WILDFIRE

Gallatin County, Montana

No. D- _____

RESOLUTION 2000-059

NAME OF INCIDENT: MAUDLOW

- 1) WHEREAS, a disastrous and uncontrolled wildfire is burning at Maudlow, Montana in Section(s) 18, T5N, R3E in Gallatin County, which has caused, or is an imminent threat of causing, widespread loss of life, injury, or damage to property or natural resources.
- 2) WHEREAS, this wildfire incident is in county unprotected land and has grown beyond the emergency resource capability of the county government.
- 3) NOW, THEREFORE, pursuant to Title 7, chapter 33, part 22 and Title 10, chapters 3 and 4, MCA, the Principal Executive Officer of the County of Gallatin, Montana, hereby declares that:
 - a) A wildfire disaster exists at the said fire incident as of 0900 hours on August 16, 2000;
 - b) All applicable provisions of the Gallatin County emergency operations plan (EOP) are in effect; and
 - c) The unified Incident Commander is hereby given authority under Section 10-3-406, MCA, to close public roads, limit access, and evacuate people from the area, if necessary, for public safety or emergency purposes.
- 4) AND, BE IT FURTHER DECLARED, that the Board of County Commissioners hereby requests: fire suppression assistance from the State of Montana under the Cooperative Fire Control Agreement; and emergency mutual aid assistance from nearby counties under Sections 7-33-2202 and 10-3-209, MCA.
- 5) THIS DISASTER DECLARATION expires when the said Incident Commander declares that the disaster situation is over.

BY EXECUTIVE ORDER OF THE CHAIR OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GALLATIN, MONTANA, TO BE EFFECTIVE IMMEDIATELY.


Chair

Aug 16-2000
Date

09:00
Time

F:\WINWORD\DES\Maudlow Disaster Declaration.doc

ATTEST:


SHELLEY VANCE, CLERK & RECORDER

FIREFIGHTING

Annex F

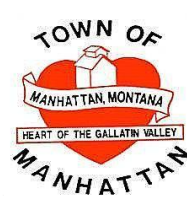
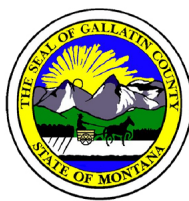
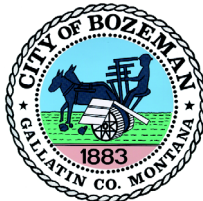
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

RECORD OF CHANGES

ANNEX F: FIREFIGHTING

[illegible]

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ANNEX F: FIREFIGHTING

I. PRIMARY AGENCIES

Local Fire Protection Agencies

II. SUPPORTING AGENCIES

Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF), Bureau of Land Management (BLM), Department of Natural Resources & Conservation (DNRC), Gallatin County Emergency Management, Montana DES, Montana Fire Marshal, USDA Forest Service, US National Park Service

III. AUTHORITY

A. FEDERAL

Name	Description	Legal
Federal Fire Prevention Act	Firefighting cost reimbursement on Federal lands	PL 93-498, 44 CFR 151
Fire Management Assistance Grant	Firefighting cost reimbursement	44 CFR 204
Federal Fire Prevention and Control Act of 1974	National Fire Incident Reporting System	PL 93-498, 15 USC 49 § 2201 et seq.

B. STATE

Name	Description	Legal
Fire Protection	Fire Protection Authority	7-33, MCA
Intergovernmental Cooperation	Mutual Aid – RFD	10-3-2, MCA
Mutual Aid Agreements	Fire Mutual Aid – RFD	7-33-2108, MCA
Mutual Aid Agreements	Fire Mutual Aid – FSA	7-33-2405, MCA
Mutual Aid Agreements	Fire Mutual Aid – Muni	7-33-4112, MCA
Timber Resource	State Fire Warden	76-13, MCA
Rural Fire Protection	County Rural Fire Chief	7-33-22, MCA
Fire Warden Authorized	Defines County Fire Warden	7-33-2215, MCA
Intrastate Mutual Aid System		10-3-9, MCA

C. LOCAL

Name	Description	Legal
Cooperative Fire Control Agreement	Gallatin County/DNRC Wildland Agreement	GCC 2011-247
DoD Equipment Agreement	Surplus equipment agreement with DNRC	GCC 2015-226
Gallatin County Community Wildfire Protection Plan		GCC 2021-001
Gallatin County Rural Fire Operating Plan		

D. AGREEMENTS

Name	Description	Legal
Gallatin County Fire Protection Mutual Aid Agreement - 2011	Fire Mutual Aid	GCC 2012-203

E. REFERENCES

Name	Description	Legal
Gallatin County Fire Council Standard Operating Procedures		
Montana Emergency Response Framework		
National Incident Management System		HSPD-5
National Response Framework		

IV. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures to accomplish emergency firefighting requirements in Gallatin County. This annex is applicable to all agencies, organizations, and personnel with firefighting emergency support function (ESF) responsibilities. In addition to firefighting, Fire Protection Agencies also have warning, radiological protections and rescue responsibilities as addressed respectively in Annexes A, D and R.

V. EXPLANATION OF TERMS

A. ACRONYMS

AHJ	Authority Having Jurisdiction
ATF	Alcohol, Tobacco, Firearms & Explosives
DHS	Department of Homeland Security
ECC	Emergency Communications Center (aka 911)
EMDO	Emergency Management Duty Officer
FSA	Fire Service Area
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
GCCC	Gallatin County Coordination Center (aka EOC)
GCEM	Gallatin County Emergency Management
HSOC	Homeland Security Operations Center
NIMS	National Incident Management System
NRF	National Response Framework
PEO	Principal Executive Officer
PIO	Public Information Officer
PNG	Public Notification Guide
RFD	Rural Fire District
SECC	State Emergency Coordination Center
SOP	Standard Operating Procedures
SWP	State Warning Point

B. DEFINITIONS

Consequence Management

Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management. The requirements of crisis management and consequence management are combined in the National Response Framework (NRF).

Crisis Management

Measures taken to define the threat and identify terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law Enforcement agencies will normally take the lead role in crisis management. The requirements of crisis management and consequence management are combined in the NRF.

Expedient Evacuation

Evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander (IC) at the scene.

Hazardous Materials (Hazmat)

The NRF defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce, and which has been so designated under the provisions of [49 CFR 172.101](#). The term is also intended to mean hazardous substances, pollutants and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.

Incident Action Plan

An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of an incident during one or more operational periods.

Terrorist Incident

Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination or kidnapping. See Section 2 (15), [Homeland Security Act of 2002](#), Pub. L. 107-296, 116 Stat. 213 5 (2002).

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) Gallatin County depends on Fire Protection Agencies for fire protection across the county. These are composed of municipal fire departments, rural fire districts, fire service areas and county rural fire.
- 2) The challenges of fire prevention and control are exacerbated when other emergency situations occur simultaneously or have already impacted the local area.
- 3) Uncontrolled fires may reach such proportions as to become a major emergency situation. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment.

- 4) Natural hazards and other emergencies may necessitate the use of fire protection resources.
- 5) Fire scenes may present problems requiring a response by law enforcement, public works, utilities, public health authorities, environmental protection, and other government agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.
- 6) Large-scale emergencies, disasters, and acts of terrorism may adversely impact fire protection personnel, equipment, facilities, and communications systems.

B. ASSUMPTIONS

- 1) During emergency situations, we will use our fire protection resources pursuant to inter-local agreements, including mutual aid plans and agreements with industry.
- 2) Our resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. State and/or federal resources may be needed to augment our fire protection requirements.
- 3) During major emergency situations, our fire protection resources may be damaged and specialized supplies depleted.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) Fire Protection Agencies have the primary responsibility for protecting our community from fire hazards, hazmat spills, technical rescue, and radiological incidents. Our fire protection resources include governmental fire agencies. Not all fire protection agencies will have these technical resources within their own agencies and will need to access these resources through agreements or mutual aid.
- 2) Fire protection responsibilities in emergency situations are basically the same as in daily operations. These responsibilities include fire control, hazmat and oil spill response, emergency medical services, special rescue, and radiological protection operations. During emergency situations, fire protection teams may assist in performing additional emergency tasks.

These tasks may include assisting other governmental agencies as requested.

B. IMPLEMENTATION OF NIMS/ICS

- 1) The first official responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, the individual present, who is most qualified to deal with the specific situation, should assist the current IC or may assume the Incident Command. The IC will direct and control responding resources and designate emergency operating areas. The GCCC will generally not be activated.
- 2) During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The GCCC is central to this system and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The GCCC will mobilize and deploy resources for use by the IC, coordinate external resources and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations. In the event of a catastrophic incident, considerations will be made for the implementation of the Gallatin County Emergency Management Plan.

C. PROTECTIVE ACTION RECOMMENDATIONS

Fire protection personnel are generally the most knowledgeable regarding the threats posed by fire, radiological materials, technical rescue, and other hazardous materials. Not all fire departments have these skills, or special teams, so this consideration should be taken into account. As such, they are responsible for assessing threat hazards and recommending to the IC appropriate protective actions for emergency responders, including requirements for personal protective equipment. Fire protection personnel are also responsible for recommending appropriate protective actions to ensure public safety in the immediate vicinity of a threat.

D. EVACUATION OPERATIONS

- 1) The IC may direct an expedient evacuation at the incident site, isolation area, or protective action area associated with a major incident. Fire protection and other emergency responders on site will often initiate the evacuation pending the arrival of follow-on forces.
- 2) Other major incidents may require a large-scale evacuation. Law enforcement is the lead agency responsible for pre-planning evacuation of

known risk areas and carrying out large-scale evacuation operations. During such evacuations, fire protection teams may be tasked with:

- a) Alerting residents in the affected area who have not been warned by other means.
- b) Evacuating individuals and/or livestock that require assistance.

E. TERRORIST INCIDENT RESPONSE

- 1) Crisis Management: Law enforcement agencies generally have the lead in terrorism crisis management activities. Fire Protection Agencies will provide support as requested. Refer to Annex V (Terrorist Incident) for more information on the response to terrorist threats and activities.
- 2) Consequence Management: Coordination will be paramount during terrorist incident consequence management activities due to multi-agency involvement and potentially overlapping roles and responsibilities. The ranking official from the agency with primary responsibility for the incident will assume the position of IC. Fire Protection will normally have the lead local role in consequence management for terrorist incidents involving, radiological materials, and chemical agents. During consequence management, the IC will coordinate response and recovery operations with law enforcement authorities conducting crisis management operations. Refer to Annex V (Terrorist Incident) for further information on terrorist incident consequence management.

F. REQUESTING EXTERNAL ASSISTANCE

- 1) If our local fire resources are inadequate to deal with an emergency situation, the Fire Chief, or the Fire Chief's designee may request additional fire resources pursuant to mutual aid agreements to which local fire departments are a party. The Fire Chief, or the Fire Chief's designee, may also request assistance from industries and businesses with firefighting resources that have agreed to assist during emergencies. In Montana, Title 7, Chapter 33 of Montana Code Annotated provides authority for very broad mutual aid without the need for a written agreement.
- 2) If our fire protection resources and those obtained pursuant to mutual aid agreements are insufficient to deal with an emergency situation, statewide mutual aid will be requested in accordance with existing the mutual aid system. See Attachment A of this document for more information.
- 3) When local wildland firefighting resources are expended, Gallatin County can make a request to the Montana Department of Natural Resources and Conservation. This is referred to as a "County Assist." When a County Assist

is granted, the local agencies still retain the authority and control, but the state will assist with resources and incident expenses. Typically, the Gallatin County Fire Warden is the primary facilitator of this process. See Attachment B of this document for more information on this procedure.

- 4) If Montana National Guard resources are needed, a request to Montana Disaster and Emergency Services must be made. Typically, a local emergency or disaster declaration must be declared first. Upon approval from the Governor, National Guard resources can then be made available. Typically, the Gallatin County Emergency Management Duty Officer is the primary facilitator of this. During times of extreme wildland fire activity, often times National Guard resources will be assigned and controlled by the Northern Rockies Coordination Center in Missoula. Please see Attachment C for the procedure.
- 5) If US Department of Defense resources are needed, a request to Montana Disaster and Emergency Services must be made. Typically, both a local and state declaration must be declared. Typically, the Gallatin County Emergency Management Duty Officer facilitates this process. See Attachment D of this document for more information on this procedure.
- 6) Several types of external assistance, such as specialized rescue teams, air medivac, and search and rescue aircraft, may apply to this annex as well as others. These are addressed in Annex R (Search & Rescue). Several resources are available to assist local agencies with fire investigations. Gallatin County maintains an interagency fire investigation taskforce available in the county (Attachment E). The Montana State Fire Marshal's Office also has investigators available (Attachment F). The Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) have local and national resources available (Attachment G).

G. PHASES OF MANAGEMENT

- 1) Prevention
 - a) Enforce all codes as applicable.
 - b) Conduct fire safety education programs for the public.
 - c) Recommend fire prevention activities such as brush clearance, outdoor burning restrictions, and use of fireworks, when conditions warrant.
 - d) Should maintain current information on the types and quantities of hazardous materials present in local businesses and industrial facilities.

- e) Should maintain current information on known fire hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.

2) Preparedness

- a) Maintain a list of all firefighting resources; see Annex M (Resource Management).
- b) Inspect, test, maintain and repair all equipment on a scheduled basis.
- c) Stockpile specialized supplies.
- d) Ensure all fire protection personnel are properly trained on fire control, hazmat response, rescue, and NIMS/ICS. Our emergency response personnel meet the NIMS national qualification and certification standards.
- e) Develop communications procedures to ensure adequate communications between all emergency responders.
- f) Plan and execute NIMS compliant training exercises for all firefighting personnel on a regular basis.
- g) Revise and update response plans at regular intervals.

3) Response

- a) Contain, control, and extinguish fires.
- b) Initiate rescue missions, as necessary.
- c) Alert and advise all emergency response personnel and decision-makers to the dangers associated with hazmat and fire during emergency operations.
- d) Control hazmat incidents within departmental capabilities giving priority to public and firefighter safety and protecting property, respectively. See Annex Q (Hazardous Materials) for more information.
- e) Conduct radiological monitoring and assessment within departmental capability. Maintain an operational Radiological Protection Program in accordance with state and federal standards. See Annex D (Radiological) for more information. The NRF Nuclear/Radiological

Incident Annex addresses the federal response to incidents involving radiological materials.

- f) Initiate evacuation of emergency scenes, if necessary.
- g) Provide fire protection for temporary shelter and mass care facilities.

4) Recovery

- a) Coordinate inspections of restored and/or reconstructed buildings.
- b) Perform or assist in decontamination and cleanup.
- c) Assess damage to fire equipment and facilities, if necessary.
- d) Recommend condemnation of unsafe buildings.
- e) Review fire codes in relation to an incident or disaster and recommend improvements to the County Commission and City Council(s).

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) Our normal emergency organization, described in Section VI.A and depicted in Attachment B of the Basic Plan, shall coordinate firefighting efforts conducted as part of emergency operations in accordance with NIMS. Most fires can be handled by fire protection agencies with limited support from other fire protection agencies, operating under an IC. The GCCC will normally be activated during major emergencies and disasters involving significant fires or fires occurring simultaneously with other hazards. These situations may require the commitment of all emergency services and external assistance. In such incidents, transition to a Multiagency Coordination System is advisable. In the event of a catastrophic incident, considerations will be made for the implementation of the Emergency Management Plan.
- 2) The Fire Chief, the Fire Chief's designee, shall coordinate emergency firefighting operations and will normally serve as the IC for the response to incidents.

B. ASSIGNMENT OF RESPONSIBILITIES

1) Fire Protection Agencies will:

- a) Coordinate all fire protection activities.
- b) Provide fire control and protection.
- c) Assist in the operation of warning systems; see Annex A (Warning).
- d) Provide support for shelter/mass care operations; see Annex C (Shelter & Mass Care).
- e) Provide support for radiological protection; see Annex D (Radiological).
- f) Provide assistance during evacuations; see Annex E (Evacuation).
- g) Respond to hazmat accidents/incidents; see Annex Q (Hazardous Materials).
- h) May enforce fire codes.
- i) Prepare and execute inter-local agreements.
- j) Provide support for other public safety operations, as necessary.
- k) Conduct search and rescue operations; see Annex R (Search & Rescue).
- l) Provide personnel to staff the GCCC and ICPs when activated.

2) The County Fire Warden, or the County Fire Warden's designee, will:

- a) Serve as IC on wildland fires not serviced by a fire protection agency.
- b) Provide coordination between the county and Montana DNRC.
- c) Serve as the county commission's subject matter expert on wildland fires.
- d) Serve as liaison from the County Commissioners to the local Fire Protection Agencies.
- e) Coordinate fire protection plans with local, state, and federal agencies.

- f) Manage the DNRC County co-op wildland engine and equipment resources.
- g) Provide oversight and management of the county burn permits.
- h) Serve as the county's agency administrator on wildland fires when requested by the County Commission.

3) The Emergency Management Duty Officer will:

- a) Support warning operations at the direction of the IC.
- b) Support public information at the direction of the IC in coordination with the PIO.
- c) Provide logistical support for the incident.
- d) Coordinate and provide current information between agencies and elected officials.

4) The IC will:

- a) Establish an ICP, and control and direct emergency response resources.
- b) Assess the incident, request any additional needed resources, and provide periodic updates to the GCCC, if activated.
- c) Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
- d) Approve the Incident Action Plan and all requests pertaining to the procurement and release of incident resources.
- e) Establish a specific division of responsibilities between the incident command operation and the GCCC, if activated.
- f) During an Incident of National Significance, make a situation assessment and coordinate resource needs, as required, with the NRF, ESF #4.

- 5) Law Enforcement will:
 - a) Upon request of the IC, initiate evacuation actions and provide perimeter access control around incident sites.
- 6) The Public Works and Transportation Departments will:
 - a) Upon request of the IC, provide support for fire control operations.
- 7) The DNRC will:
 - a) Process requests for state firefighting assistance.
 - b) Within capabilities, provide personnel and equipment to assist local governments and industry in conducting fire suppression operations.
 - c) Conduct wildland fire training academies for state and local personnel.

IX. COORDINATION

A. GENERAL

- 1) For most emergency situations, an IC will establish an ICP to direct and control fire protection operations at the scene. The individual present, who is most qualified to deal with the specific situation, should serve as the Incident Commander. This will typically be the senior fire protection officer present. All fire protection teams will carry out mission tasks assigned by the IC. A staff, determined by the anticipated needs of the situation, will assist the IC.
- 2) In some situations, the GCCC may be activated without an incident command operation. This organizational arrangement is most likely when:
 - (a) a hazard threatens but has not yet impacted the local area (such as a wildfire), or
 - (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat).During these situations, a senior fire officer will normally report to the GCCC to coordinate fire protection actions.
- 3) External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the GCCC. However, organized response units will normally work under the immediate control of their own supervisors.

B. INCIDENT COMMAND SYSTEM – GCCC INTERFACE

When both the GCCC and an ICP are activated, it is essential to establish a division of responsibilities between the IC and the GCCC. A general division of responsibilities is outlined in Annex N (Coordination).

C. LINE OF SUCCESSION

The line of succession for the Chief Fire Officer is in accordance with the policies of the Fire Protection Agencies.

X. ADMINISTRATION & SUPPORT

A. REPORTING

In addition to reports that may be required by their parent organization, fire protection departments participating in emergency operations should provide appropriate situation reports to the IC. The IC will forward periodic reports to the GCCC. Pertinent information will be incorporated into the periodic situation reports. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Attachments B and C to Annex N (Coordination).

B. RECORDS

Activity Logs

The IC and if activated, the GCCC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. See Annex N (Coordination), for more information on the types of information that should be recorded in activity logs.

Documentation of Costs

- 1) Expenses incurred in carrying out emergency response operations for certain incidents may be recoverable. Hence, all Fire Protection Agencies will maintain records of personnel and equipment used and supplies consumed during large-scale emergency operations.
- 2) Fire Protection Agencies are encouraged to utilize standard rates for their incident record keeping and for cost recuperation, when available. Fire Protection Agencies are encouraged to utilize the established rates in the Northern Rockies Coordinating Group Interagency Incident Business Management Handbook for the year in which the incident occurs. For equipment, Chapter 20 should be utilized. Personnel, who have set pay

rates, can be billed at those rates. Chapter 10 should be utilized for personnel with no set pay rate. In situations where a rate is not available in the Interagency Incident Business Management Handbook, the Federal Emergency Management Agency rates may be utilized as an alternate.

C. PRESERVATION OF RECORDS

Vital records should be protected from the effects of a disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

D. RESOURCES

A listing of local fire department resources is found in Annex M (Resource Management).

E. COMMUNICATIONS

See Annex B (Communications).

F. POST-INCIDENT REVIEW

For large-scale emergency operations, an after-action critique of emergency operations will be performed in accordance with the guidance provided in Section VIII.G of the Basic Plan. The After Action Report will serve as the basis for an improvement plan.

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT & MAINTENANCE

- 1) The Gallatin County Fire Council members are responsible for developing and maintaining this annex.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in Section IX of the Basic Plan.
- 3) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOP covering those responsibilities.

ATTACHMENT A

MUTUAL AID ASSISTANCE

Mutual Aid is available through a variety of statutes and agreements. Each process is slightly different and has access to different resources. It is the responsibility of the Agency Having Jurisdiction to know what is available and how to access it.

Activation Criteria

Typically, when all of an agency's or county's resources have been expended.

Authorization

Varies, but typically the Chief of the Fire Protection Agency, or their designee.

Activation Procedure

Varies depending on the program being utilized.

Available Mutual Aid

Mutual Aid Process	Access Via
Gallatin County Fire Protection Mutual Aid Agreement	Automatic through Gallatin County Dispatch
Gallatin County Fire Control Agreement	Fire Warden or DNRC Line Officer
South Central Zone Operation Plan	Fire Warden
Montana Mutual Aid	Lewis & Clark Fire Coordinator
Intrastate Mutual Aid System	Emergency Management Duty Officer
Emergency Management Assistance Compact	Emergency Management Duty Officer

ATTACHMENT B

COUNTY ASSIST PROGRAM

Assistance from DNRC is available in several different forms and levels, with the most basic being mutual aid. At a certain internal fiscal point, DNRC will classify their support as a County Assist. When this is enacted, the DNRC Line Officer will require a formal letter of request from the county within 72 hours of the incident start. At this point, resources are often hired by DRNC for suppression of the fire, as well as incident logistical and management support is provided.

Activation Criteria

A County Assist is determined by the DNRC Line Officer upon a certain level of support to the local incident.

Authorization

A County Assist is authorized by the Local DNRC Line Officer (Bozeman Unit Manager, or another authorized individual). If personnel at the Unit are not available, these duties will be carried out by the Central Land Office.

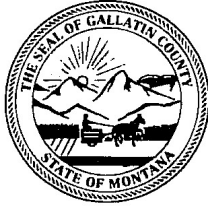
Activation Procedure

- 1) Assistance has been requested by the County Fire Warden (must go through County Fire Warden).
- 2) DNRC resources have been committed to the incident and have reached a certain level of financial commitment.
- 3) The DNRC Line Officer will identify that the incident has reached its threshold and classify their support as a County Assist.
- 4) The DNRC Line Officer will request a formal request letter from the Gallatin County Commission. This should be completed within 72 hours of the incident start.
- 5) The County Fire Warden, or Emergency Management Duty Officer, will facilitate the creation and signing of the request letter with the County Commission. They will then provide the signed request letter to the DNRC Line Officer.

Contact Information

Name	Work	Cell	Home

SAMPLE COUNTY ASSIST REQUEST ([Click for Template](#))



GALLATIN COUNTY

311 West Main, Rm. 306 • Bozeman, MT 59715

County Commission

William A. Murdock
Joe P. Skinner
Steve White

Phone (406) 582-3000
FAX (406) 582-3003

September 28, 2009

Montana Department of Natural Resources and Conservation
Bozeman Unit
2273 Boothill Court, Suite 110
Bozeman, MT 59715

To Whom It May Concern;

On Saturday September 26, 2009 at 5:00 PM the Flaming Arrow Fire in Bridger Canyon exceeded the capacity of Gallatin County's resources to manage. Gallatin County is formally requesting assistance from Montana Department of Natural Resources and Conservation for assistance in suppressing this fire through the County Assist program.

Sincerely,

GALLATIN COUNTY COMMISSION

A handwritten signature in black ink, appearing to read "R. Stephen White".

R. Stephen White, Chair

A handwritten signature in black ink, appearing to read "William A. Murdock".

William A. Murdock, Member

A handwritten signature in black ink, appearing to read "Joe P. Skinner".

Joe P. Skinner, Member

ATTACHMENT C

NATIONAL GUARD ASSISTANCE

Montana National Guard (NG) resources may be utilized to assist upon request of the county and approval from the state. The exact procedure for approving deployment of NG resources may vary depending on the severity of the incident. The key issue to remember is that there must not be a local resource capable of performing the same mission (public or private) for which the NG is being tasked. You should also expect the resources to be self-sufficient. The NG will bring their own overhead to support the resources requested for the mission.

Activation Criteria

Two real criteria exist for NG Resources. In an "Immediate Life Safety" response, the deployment of resources can be expedited and authorized by the local NG Commander in Belgrade or The Adjutant General (TAG). This may or may not require a state declaration and is often referred to as the 72 Hour Rule.

The second criteria is that for anything that does not fall into the above category, a local declaration will be necessary, as will a state declaration requiring the approval of the Governor.

Authorization

Requests for NG resources must be approved by the Principal Executive Officer for the affected jurisdiction.

Activation Procedure

- 1) Approval must be given by the PEO for the affected jurisdiction.
- 2) Either an Emergency or Disaster Declaration must be declared. Even if it is not formally needed at the time of request, a declaration will be expected at some point.
- 3) The Emergency Management Duty Officer [REDACTED] (via dispatch) will consolidate the request. The following information will be needed:
 - a) Signed declaration, or anticipated time of a declaration.
 - b) Description of NG tasking (a description of what it is you want them to do).
 - c) Description of what type of resources and quantity that you require (people, trucks, etc.).
 - d) When and where do they report.
 - e) Who do they report to and what is his/her contact information?
- 4) The EMDO will contact the MT DES Duty Officer [REDACTED] with the request.
- 5) The MT DES Duty Officer will coordinate with the NG Joint Operations Center [REDACTED] to fill the request and receive authorization.
- 6) The local Point of Contact given should expect to receive a call from the National Guard to confirm the mission tasking.

ATTACHMENT D

DOD MILITARY ASSISTANCE

DoD active-duty resources may be available to local agencies in a large scale incident. This document does not address DoD resources operating under the direction of the National Interagency Fire Center or the Northern Rockies Coordination Center, nor does it address Search & Rescue resources activated through the Air Force Rescue Coordination Center. DoD resources will typically require a presidential declaration for activation. However, if there is a specialized military resource that is the only resource capable of meeting your need, it never hurts to ask.

Activation Criteria

Large scale incident resulting in Disaster Declarations at the local, state, and federal levels.

Authorization

Requires authorization of the Principal Executive Officer on the local level. Expect to need approval from the Governor and President.

Activation Procedure

- 1) Approval must be given by the PEO for the affected jurisdiction.
- 2) Either an Emergency or Disaster Declaration must be declared (even if not formally needed at the time of request, will be expected to be declared at some point).
- 3) The Emergency Management Duty Officer [REDACTED] via dispatch) will consolidate the request. The following information will be needed:
 - a) Signed declaration, or anticipated time of a declaration.
 - b) Description of DoD tasking (what do you want them to do)?
 - c) What type of resources and quantity do you need (people, trucks, etc.)?
 - d) When and where do they report?
 - e) Who do they report to and what is their contact information?
- 4) The EMDO will contact the MT DES Duty Officer [REDACTED] with the request.
- 5) The MT DES Duty Officer will coordinate with the NG Joint Operations Center [REDACTED] and the Montana Emergency Preparedness Liaison Officers (EPLO).

ATTACHMENT E

GALLATIN COUNTY FIRE INVESTIGATION TASKFORCE

The Gallatin County Fire Investigation Taskforce is composed of investigators from the Gallatin County Sheriff's Office, Bozeman Police Department, and local Fire Departments. Activation of the taskforce does not relieve the Fire Protection Agency Having Jurisdiction from the responsibility for the investigation, but rather the taskforce supports their investigation.

Activation Criteria

Upon request

Authorization

Law Enforcement or Fire Protection Agency Having Jurisdiction

Activation Procedure

- 1) Agency having jurisdiction contacts Gallatin County Dispatch [REDACTED] and requests the fire investigation taskforce be activated.
- 2) Gallatin County Dispatch will go through the call out list until contact is made with a taskforce member.
- 3) The taskforce will contact the agency having jurisdiction to identify what is needed.

ATTACHMENT F

MONTANA FIRE MARSHAL ASSISTANCE

The Montana Fire Marshal's Office has fire investigators throughout Montana. They are available upon request to provide investigators to local agencies to assist with investigations. The Montana Fire Marshal's Office is a mandatory notification for fatal fires.

Activation Criteria

Upon Request

Authorization

Law Enforcement or Fire Protection Agency Having Jurisdiction

Activation Procedure

- 1) Agency Having Jurisdiction contacts the Montana Fire Marshal's Office at [REDACTED] (MHP Dispatch after hours at [REDACTED]).

ATTACHMENT G

ALCOHOL, TOBACCO, FIREARMS, AND EXPLOSIVES (ATF) ASSISTANCE

The ATF has special agents throughout Montana and a special agent in Billings dedicated to fire investigation. ATF resources are available to assist local agencies in their investigation. Depending upon the level of assistance necessary, the local ATF agents can bring in additional tools and specialized resources from the ATF National Response Team. The ATF is a mandatory notification for fires involving churches, state or federal buildings, and firearm robberies.

Activation Criteria

Local investigative capacity is exceeded.

Authorization

Lead law enforcement or taskforce investigator.

Activation Procedure

- 1) Lead investigator contacts the Billings ATF Office at [REDACTED] or the ATF Joint Special Operations Center at [REDACTED]
- 2) An ATF Special Agent will then coordinate with the lead investigator.

LAW ENFORCEMENT

Annex G

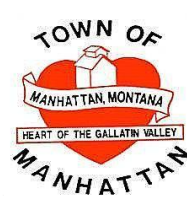
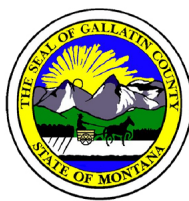
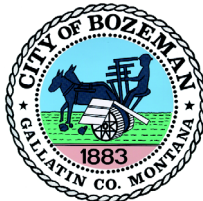
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

RECORD OF CHANGES

ANNEX G: LAW ENFORCEMENT

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ANNEX G: LAW ENFORCEMENT

I. PRIMARY AGENCY

Law Enforcement Agency Having Primary Jurisdiction

II. SUPPORTING AGENCY

City/County Attorney, City/County Public Works, Emergency Management Agencies, State and Federal Law Enforcement Agencies

III. AUTHORITY

A. FEDERAL

Name	Description	Legal
FBI	Has authority across numerous areas	28, Section 533 of the U.S. Code; Title 18, U.S. Code, Section 3052
ATF	Gun Control Act; Explosive Materials	18 U.S.C. Chapters 40 and 44

B. STATE

Name	Description	Legal
Mutual Assistance Rights of Assisting Officers	Interstate Law Enforcement Mutual Aid Act	44-11-3, MCA

C. LOCAL

Name	Description	Legal
Sheriff's Office		7-32-21, MCA
Municipal Police Force		7-32-41, MCA
NPS & GCSO Agreement	M/A & Legal Authority for YNP	GCC 2008-144
Cooperative Law Enforcement Plan	Agreement between GCSO and USFS	GCC 2015-301

IV. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures to accomplish emergency law enforcement requirements. This annex is applicable to all agencies, organizations and personnel assigned law enforcement functional responsibilities.

V. EXPLANATION OF TERMS

A. ACRONYMS

FBI	Federal Bureau of Investigation
GCCC	Gallatin County Coordination Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
NIMS	National Incident Management System
NRF	National Response Framework
PEO	Principle Executive Officer
PIO	Public Information Officer
SOP	Standard Operating Procedures
UC	Unified Command

B. DEFINITIONS

Anti-terrorism Activities

Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.

Consequence Management

Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management.

Counter-terrorism Activities

Use of offensive measures to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.

Crisis Management

Measures taken to define the threat and identify terrorists, prevent terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law Enforcement Agencies will normally take the lead role in crisis management.

Evacuation Order

An order given by a law enforcement officer in Gallatin County, most likely in person or by posting to a property and the individuals on it that they are to leave immediately. Conditions in the area no longer make it safe for individuals to remain there. This is the last notice, and no further contact will be made.

Evacuation Warning

A warning given by a law enforcement officer in Gallatin County, most likely in person or by posting to a property and the individuals on it advising that they are in danger due to a current incident. Individuals under an Evacuation Warning are told that they need to be capable of leaving immediately, that it is possible officials will not be able to come back to tell them to leave if conditions worsen. If the individuals will not be capable of leaving immediately due to physical conditions, location, animals, etc., then they should consider leaving now.

Hazmat

Hazardous materials. The National Response Framework (NRF) defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.

Incident Action Plan

An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

National Incident Management System (NIMS)

The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents,

regardless of cause, size, or complexity.

National Response Framework (NRF)

An all-discipline, all-hazards plan that establishes a single comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to State and local and tribal incident managers and for exercising direct Federal authorities and responsibilities.

Terrorist Incident

According to the National Response Framework (NRF), a terrorist incident is any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United State or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

VI. SITUATIONS & ASSUMPTIONS

A. SITUATIONS

- 1) Law Enforcement Agencies are expected to continue their efforts to protect lives and property during emergency situations.
- 2) During large-scale emergencies and major disasters, Law Enforcement Agencies may be required to expand their operations and undertake certain tasks that are not performed on a day-to-day basis.
- 3) Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment, and facilities.

B. ASSUMPTIONS

- 1) During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.
- 2) During large-scale evacuations, law enforcement support may be needed to manage traffic. In the aftermath of an evacuation, security must be provided for areas that have been evacuated to protect property and deter theft.
- 3) In the aftermath of a disaster, it may be necessary to control access to damaged areas to protect public health and safety and deter theft.

- 4) If there is a threat of terrorism or civil disturbance, key local facilities that house government operations or provide essential services to the public may require protection.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) Local Law Enforcement Agencies have the primary responsibility for enforcing laws and protecting lives and property during emergencies. Our law enforcement resources located in Gallatin County include:
 - a) The Sheriff's Office.
 - b) The Belgrade, Bozeman, Manhattan, Montana State University and West Yellowstone Police Departments, and the Gallatin Airport Authority Police.
 - c) Montana Highway Patrol, MT Division of Criminal Investigation, Montana Fish, Wildlife, and Parks, MT Department of Livestock
 - d) USDA Forest Service, National Park Service, Federal Bureau of Investigation
- 2) Our law enforcement emergency response operations are in accordance with National Incident Management System (NIMS), which employs two levels of incident management structures.
 - a) The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
 - b) Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
- 3) Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. These responsibilities include enforcing laws, maintaining order, traffic control, and crowd control.
- 4) During emergency situations, law enforcement may be called on to undertake a number of tasks not typically performed on a daily basis,

including protecting key facilities, enforcing curfews and restrictions on the sales of certain products, and controlling access to damaged areas.

B. IMPLEMENTATION OF NIMS/ICS

- 1) The first official responder on the scene of an emergency situation will follow their agency SOP for incident management, initiation of an ICS, and the establishment of an ICP. As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. The IC will direct and control responding resources and designate emergency operating areas. The GCCC will generally not be activated.
- 2) During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The GCCC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The GCCC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

C. LAW ENFORCEMENT

- 1) Law enforcement personnel are expected to enforce the laws and regulations during emergency situations in the same way that they do on a daily basis.
- 2) During emergency situations, particularly major disasters, some disaster-related laws, and regulations may be put into effect for a limited period; Local Law Enforcement Agencies must also enforce these. When a disaster threatens or has occurred, the PEO may issue a disaster declaration. The County Commission/City Council may enact an emergency order/ordinance suspending other orders/ ordinances and/or putting into effect temporary emergency regulations. See Annex U (Legal) for additional information.

D. EVACUATION OPERATIONS

- 1) Law enforcement typically initiates the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. The PEO may also take action to control re-entry, curtail movement, and deny building occupancy within a disaster area under 10-3-406, MCA. Law Enforcement Agencies have the lead role in planning and conducting evacuations. See Annex E (Evacuation) for more detailed information on this emergency function.
- 2) Evacuation may be expedient or preplanned. Evacuation preplanning should

be performed for those geographic areas known to be at risk from specific hazards. Such risk areas include areas subject to recurrent flooding, areas downstream from unsafe dams, and areas at risk from a release of hazardous materials from facilities that make, use, or store such materials.

a) Expedient Evacuation

Expedient evacuations are evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander at the scene.

b) Preplanned Evacuation

For known risk areas, evacuation preplanning will be conducted, and primary and alternate evacuation routes identified as part of this plan. Such evacuation preplanning should involve the emergency management staff and other emergency services. The PEO will normally initiate preplanned evacuations.

c) During evacuations, law enforcement will:

- i. Evacuate the affected area.
- ii. Determine preferred evacuation routes, based on the status of preplanned primary and alternate routes and the current situation.
- iii. Provide information on evacuation routes to the Public Information Officer (PIO) for dissemination to the public through the media.
- iv. Alert those in the affected area who have not been warned by other means.
- v. Deploy units to direct and control traffic.
- vi. If the evacuation of correctional facilities becomes necessary, provide security support for such operations.
- vii. If time permits, alter traffic signal timing and request that Public Works deploy signs and other traffic control devices to expedite the flow of traffic.
- viii. Notify adjacent jurisdictions that may be affected by the evacuation, preferably before the evacuation commences.

- ix. Monitor traffic flow and resolve problems; report evacuation progress to the GCCC.
- x. Provide appropriate road condition information and travel recommendations to the public through the PIO.
- xi. For large-scale evacuations, ensure that there are provisions to remove disabled vehicles or those that run out of fuel from evacuation routes in a timely manner.

E. WARNING

- 1) The Gallatin County 911 Communications Center has primary responsibility for the warning function and operates the local warning system. See Annex A (Warning) for further information on this emergency function.
- 2) Law Enforcement Agencies and other emergency services may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems. In most areas, law enforcement units and other vehicles equipped with sirens and public address systems can be used for route alerting. In some areas, such as large office or residential buildings, door-to-door warning may be necessary.

F. AREA SECURITY & INCIDENT SCENE CONTROL

- 1) Incident Scene Control: In response to a request from the Incident Commander, law enforcement provides traffic control and perimeter control at incident scenes, including hazmat spills, major fires and explosions, and other types of incidents.
- 2) Security for Evacuated Areas: In an evacuation, the security of evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Experience has shown that Law Enforcement Agencies must provide security in evacuated areas to minimize looting. Access to such areas will be controlled by roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols or unmanned aerial system monitoring particularly within areas that are readily accessible by persons on foot.
- 3) Access Control and Security for Damaged Areas: In areas that have suffered damage, access must be controlled to protect health and safety, as well as to protect property. When a PEO has issued a local disaster declaration, he or she may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area. Law Enforcement Agencies will control access to such areas with roadblocks and, where appropriate, barricades. Access controls should be

supplemented by periodic roving patrols or unmanned aerial systems, particularly within areas that are readily accessible by persons on foot. Re-entry to damaged areas will generally be conducted in the three phases outlined below:

- a) Phase One – Emergency Workers: Admit police, fire, EMS, utility crews, emergency management personnel, building inspectors, limited media, state, and federal response agencies, as outlined in the AHJ's SOP.
- b) Phase Two – Concerned Parties: Admit homeowners, business owners, insurance agents, media, and contractors making temporary repairs, as outlined in the AHJ's SOP. The following conditions should prevail before these individuals are authorized to enter the damaged area:
 - i. The threat that caused the evacuation has been resolved.
 - ii. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - iii. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired or rendered safe; and other significant safety hazards have been eliminated.
 - iv. Structures have been checked for obvious hazards and those unsafe to enter are so marked.
 - v. Some means of fire protection is available.
- c) Phase Three – General Public.
 - i. Guidance for Personnel Staffing Access Control Points
 - ii. To ensure consistent treatment, personnel staffing access control points shall be provided with clear written guidance on who may be admitted to damage areas in each phase or reentry. This guidance should be formulated by the law enforcement staff, coordinated by the GCCC.
 - iii. A pass or permit system may be implemented to simplify regular ingress and egress. If a pass or permit system is used, passes, or permits and appropriate written instructions for their use should be developed by the law enforcement staff and coordinated by the GCCC. Copies should be provided to all personnel staffing access control points. Common sense suggests that identification cards issued by government,

utilities, insurance companies, and the media to their employees be honored as passes or permits for those individuals, unless questions arise regarding their authenticity.

G. SECURITY OF KEY FACILITIES

- 1) There are a number of public and private facilities that must remain in operation during and after an emergency situation to provide essential services to the public. These include selected government coordination facilities, operating locations for emergency response units, utilities, medical facilities, food suppliers, and key communications services. When there is a credible threat to these facilities that threatens to disrupt continuity of government or provision of essential services to the public, law enforcement may be requested to provide security for these key facilities.
- 2) In the event there is a credible threat of terrorist action within the State of Montana, the Montana Analysis & Technical Information Center may provide an alert to the Law Enforcement Agency Having Jurisdiction requesting an increase of security personnel at the critical infrastructure facilities and other potential targets throughout the affected jurisdiction(s). Law enforcement personnel shall then alert the appropriate officials, who shall review the potential emergency situation, plans, and procedures. See Annex V (Terrorist Incident).

H. TERRORISM INCIDENT RESPONSE

- 1) Crisis Management
 - a) Law Enforcement Agencies have the lead in terrorism crisis management activities. Pre-incident crisis management activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident crisis management activities include efforts to resolve the terrorist incident, investigate it, and apprehend those responsible. Law Enforcement has the lead local role in terrorism crisis management and will coordinate its efforts with state and federal Law Enforcement Agencies as appropriate. Refer to Annex V (Terrorist Incident) for more information on the response to terrorist threats and activities. The requirements of crisis management and consequence management are combined in the National Response Framework.
- 2) Consequence Management
 - a) Consequence management activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as

investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The lead agencies for crisis management and consequence management should mutually determine when crisis management activities are complete. The lead role in terrorism consequence management may be assigned to one of several local departments or agencies, depending on the type of incident that has occurred. Law Enforcement Agencies will typically play a significant supporting role in the conduct of consequence management activities. The requirements of crisis management and consequence management are combined in the National Response Framework.

I. DISASTER RECONNAISSANCE

In the immediate aftermath of an emergency situation, the Incident Commander or the GCCC staff may request law enforcement units to conduct reconnaissance to identify specified areas affected and provide an initial estimate of damages. Timely initial disaster reconnaissance, also referred to as a windshield survey, is important in deciding what assistance is needed immediately and where limited resources should be initially committed.

J. EXTERNAL ASSISTANCE

If local law enforcement resources and those available through inter-local agreements are insufficient to deal with an emergency situation, local officials may request support from the State using the procedures outlined in the Basic Plan.

K. PHASES OF MANAGEMENT

1) Prevention

- a) Operate a local warning system; see Annex A (Warning).
- b) Carry out anti-terrorist activities; see Annex V (Terrorist Incident).
- c) Avoid building correctional facilities in known hazard areas to preclude the need for evacuation during emergency situations.

2) Preparedness

- a) Review and update plans and procedures.
- b) Identify preplanned evacuation routes for known risk areas and prepare traffic control plans.

- c) Train primary and auxiliary law enforcement personnel to conduct emergency operations.
- d) Identify and train law enforcement personnel to staff the GCCC and ICP.
- e) Conduct drills and exercises to evaluate plans, procedures, and training.

3) Response

- a) Maintain law and order.
- b) Evacuate the affected areas.
- c) Carry out backup warning; see Annex A (Warning).
- d) Manage traffic control for evacuations and other appropriate situations; see Annex E (Evacuation).
- e) Carry out crowd control where needed.
- f) Provide security for evacuated areas.
- g) Conduct counter-terrorism operations.
- h) Conduct initial disaster reconnaissance.
- i) Support other emergency operations.

4) Recovery

- a) Continue security operations as needed.
- b) Manage traffic control for return of evacuees, if needed.
- c) Provide access control for damaged areas, issuing passes/permits if required.
- d) Assist in damage assessment.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

Our normal emergency organization, described and depicted in Attachment C to the Basic Plan, will plan and carry out law enforcement operations.

B. ASSIGNMENT OF RESPONSIBILITIES

1) Law Enforcement will:

- a) Prepare law enforcement inter-local agreements.
- b) Maintain law and order during emergency situations.
- c) Plan, direct, and control evacuations; see Annex E (Evacuation).
- d) Protect property in evacuated areas.
- e) Manage access control to damaged areas.
- f) Manage traffic control when and where needed.
- g) Manage crowd control when needed.
- h) Conduct counter-terrorism and anti-terrorist operations.
- i) Support search and rescue operations; see Annex R (Search & Rescue).
- j) Assist in hazardous materials incidents; see Annex Q (Hazardous Materials).
- k) If necessary, evacuate prisoners from the jail to another suitable facility.
- l) Provide qualified individuals to staff the GCCC and ICP when those facilities are activated.
- m) Support other emergency functions as necessary.

2) The Incident Commander will:

- a) Establish an ICP and control and direct emergency response resources at the incident scene from that ICP to resolve the incident.
- b) Provide an initial incident assessment, request additional resources if needed, and provide periodic updates to the GCCC.
- c) Establish a specific division of responsibilities between the incident command operation and the GCCC, if the GCCC has been activated.

- d) Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
- 3) County/City Attorney will:
 - a) Upon request, advise Law Enforcement Agencies regarding the emergency powers of local government and their potential impact on law enforcement requirements during emergency situations.

IX. COORDINATION

A. GENERAL

- 1) Routine law enforcement operations may continue during some emergency situations. Coordination of such operations will be by those that normally direct and control day-to-day operations.
- 2) For most emergency situations, an Incident Commander will establish an ICP at the scene and direct and control emergency operations at incident site from that command post; law enforcement and other resources committed to the incident will carry out missions assigned by the Incident Commander. The Incident Commander will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present should serve as the Incident Commander. Hence, for incidents that primarily involve a law enforcement matter, the senior law enforcement officer present will typically serve as the Incident Commander.
- 3) In some situations, the GCCC may be activated without an incident command operation. This type of organizational arrangement is most likely when: (a) a hazard threatens but has not yet impacted the local area (such as a predicted flood), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior law enforcement officer will normally direct the combined efforts of local Law Enforcement Agencies from the GCCC, receiving general guidance from the PEO and coordinating as necessary with the Law Enforcement Agencies concerned and other emergency functions.
- 4) External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the GCCC. However, organized response units will normally work under the immediate control of their own supervisors.

B. INCIDENT COMMAND SYSTEM- GCCC INTERFACE

If both the GCCC and an ICP are operating, the Incident Commander and the GCCC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort and conflicting guidance and direction. The GCCC and the ICP must maintain a regular two-way information flow. A general division of responsibilities between the ICP and the GCCC that can be used as a basis for more specific agreement is provided in Annex N, (Coordination).

X. ADMINISTRATION & SUPPORT

A. REPORTING

In addition to reports that may be required by their parent organization, law enforcement elements participating in emergency operations should provide appropriate situation reports to the Incident Commander, or if an incident command operation has not been established, to the GCCC. The Incident Commander will forward periodic reports to the GCCC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices B and C to Annex N (Coordination).

B. RECORDS

Activity Logs

The Incident Commander and, if activated, the GCCC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. See Annex N, (Coordination), for more information on the types of information that should be recorded in activity logs.

Documentation of Costs

Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale law emergency operations.

C. POST-INCIDENT REVIEW

For large-scale emergency operations, the PEO shall organize and conduct a review of emergency operations in accordance with the guidance provided in the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Law enforcement personnel who participated in the operations should participate in the review.

D. COMMUNICATIONS

General emergency communications capabilities and connectivity are discussed and depicted in Annex B (Communications).

E. RESOURCES

A listing of law enforcement resources is provided in Annex M (Resource Management).

XI. ANNEX DEVELOPMENT & MAINTENANCE

- 1) Law Enforcement is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- 2) This annex will be revised annually and updated in accordance with the schedule outlined in the Emergency Management Plan.
- 3) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOP covering those responsibilities.

ATTACHMENT A

INTERSTATE COMPACT ACTIVATION PROCEDURES

ATTACHMENT B

PROJECT STAR ACTIVATION PROCEDURES

Project Star is a joint project between the Montana Department of Natural Resources and Conservation, Montana Sheriff's and Peace Officers Association, and the Northern Rockies Coordinating Group. The intent of the project is to provide pre-configured strike teams of law enforcement officers quickly for rapidly developing incidents.

Activation Criteria

A county will have an incident, or several incidents when they have an emerging fire which will require a number of evacuations and/or quick securing of an area evacuated. The local agency is already stretched beyond taking that on, their officers are already exhausted, the number of incidents, staffing shortage, or for whatever reason the Sheriff of that jurisdiction, the Incident Commander/Incident Management Team, and the wildland resource agency (DNRC or federal agency) will meet and all agree that the help is needed and on who will pay the bill.

Activation Procedure

- 1) Once payment is decided and agreed on, then the host agency, IMT, or IC will generate a resource order to the covering wildland fire dispatch office.
- 2) They will use the closest force concept. The dispatch will call the contact (who will have met with and worked out the details prior between the SO and dispatch). The "Star Evacuation Leader" will make his contacts of his own department and other surrounding departments who are part of this and put together his team which will be 4 or 5. He will notify dispatch back with the normal information and they will respond as a module. The teams are called "Star Evacuation Teams" and the leader known as "Star Evacuation Team Leader."
- 3) When they arrive (as per the resource order guidelines) he will check in with the local Sheriff and IMT/IC for briefing and directions. Typically, the team will be working for the Sheriff, but will be in the IAP as to assignments, frequencies, maps, etc. That means the Sheriff will have to be connected to the fire management folks.
- 4) This is NOT to replace the road guards and security folks we hire as normal part of business; this is for short term emergency help to the local Sheriff, and they should make sure everyone knows that so they do not get stuck guarding a back road for three weeks.
- 5) Do the assignment, with support from the team or however has been decided by the SO and IMT. The team leader must make sure that they do crew and equipment time sheets for every person and unit. Those will end up going back with them and end up with MSPOA in Helena, who will submit the bill to whomever agreed to pay. If the receiving county is paying the bill, then the bill will go to the receiving county.



Gallatin
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P r e p a r i n g O u r C o m m u n i t y

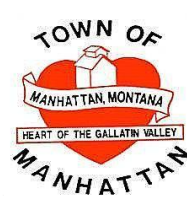
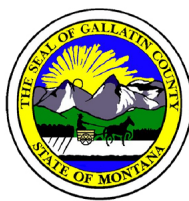
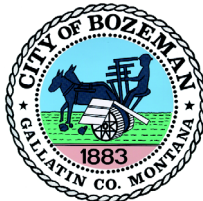
HEALTH & MEDICAL SERVICES Annex H



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

RECORD OF CHANGES

ANNEX H: HEALTH & MEDICAL SERVICES

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ANNEX H: HEALTH & MEDICAL SERVICES

I. PRIMARY AGENCIES

Gallatin City-County Health Department, Coroner

II. SUPPORTING AGENCIES

Emergency Management, Bozeman Deaconess Hospital, Community Health Partners, Montana State University Health Partners, Health Care Providers, EMS

III. AUTHORITY

A. FEDERAL

Name	Description	Legal
Public Health Statute		42 CFR

B. STATE

Name	Description	Legal
Duties of County Coroner	Coroner	7-4-2911, MCA
Powers and duties of local health officers	Health Officer	50-2-118, MCA
Powers and Duties of Local Boards of Health	Health Department	50-2-116, MCA

C. LOCAL

Name	Description	Legal
City County Health Dept	Created dept	GCC 1993-158

IV. PURPOSE

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to provide emergency public health and medical

services to Gallatin County.

V. EXPLANATION OF TERMS

A. ACRONYMS

AHJ	Agency Having Jurisdiction
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Services Team
DPHHS	Department of Public Health & Human Services
EMDO	Emergency Management Duty Officer
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
GCCC	Gallatin County Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
NDMS	National Disaster Medical System
NIMS	National Incident Management System
PEO	Principal Executive Officer
PIO	Public Information Officer
SOP	Standard Operating Procedures

B. DEFINITIONS

Disaster Medical Assistance Team

A team of medical professionals and support personnel equipped with deployable equipment and supplies that can move quickly to a disaster area and provide medical care.

Disaster Mortuary Services Team

A team of mortuary service personnel that provide mortuary and victim identification services following major or catastrophic disasters.

Joint Information Center

A facility established to coordinate all incident-related public information activities, authorized to release general medical and public health response information delivered by a recognized spokesperson from the public health and medical community.

National Disaster Medical System

A coordinated partnership between Department of Homeland Security (DHS), Department of Health and Human Services Commission, Department of Defense, and the Department of Veterans Affairs for the purpose of responding to the needs of victims of a public health emergency. Non-federal participants

include major pharmaceutical companies and hospital suppliers, the national Foundation for Mortuary Care, and certain international disaster response and health organizations.

Special Needs Individuals/Groups

Includes elderly, children, those who are medically fragile, as well as mentally and/or physically challenged. These groups may need to have specially trained health care providers to care for them, special facilities equipped to meet their needs, and may require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) Emergency situations could result in the loss of water supply and wastewater/solid waste disposal services creating potential health hazards.
- 2) Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be damaged or destroyed in major emergency situations.
- 3) Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.
- 4) Medical and health care facilities that remain in operation could be overwhelmed by the “walking wounded” and seriously injured victims transported to facilities in the aftermath of a disaster.
- 5) Uninjured persons who require frequent medications, such as insulin and anti-hypertensive drugs, or regular medical treatment, such as dialysis, may have difficulty in obtaining these medications and treatments in the aftermath of an emergency situation.
- 6) Use of nuclear, chemical, or biological weapons of mass destruction could produce a large number of injuries requiring specialized treatment that could overwhelm local and state health and medical systems.
- 7) Emergency responders, victims, and others who are affected by emergency situations may experience stress, anxiety, and display other physical and psychological symptoms that may adversely impinge on their daily lives. In some cases, disaster mental health services may be needed during

response operations.

B. ASSUMPTIONS

- 1) Although many health-related problems are associated with disasters, there is an adequate local capability to meet most emergency situations.
- 2) Public and private medical, health, and mortuary resources located in Gallatin County will be available for use during emergency situations. However, these resources may be adversely impacted by the emergency.
- 3) If hospitals and nursing homes are damaged, it may be necessary to relocate significant numbers of patients to other comparable facilities.
- 4) Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.
- 5) Damage to chemical plants, sewer lines, water distribution systems, and secondary hazards, such as fires, could result in toxic hazards that pose a threat to response personnel and the general public. This includes exposure to hazardous chemicals, biological and/or radiological substances, contaminated water supplies, crops, livestock, and food products.
- 6) The public will require guidance on how to avoid health hazards caused by the disaster or arising from its effects.
- 7) Some types of emergency situations may affect a large proportion of Gallatin County making it difficult to obtain mutual aid from the usual sources.
- 8) Appropriate local, state, and possibly federal, tribal medical, public health officials, and organizations will coordinate to determine current medical and public assistance requirements.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) This government will provide a consistent approach to the effective management of public health and medical situations to ensure the health and welfare of its citizens operating under the principles and protocols outlined in the National Incident Management System (NIMS).

- 2) Gallatin City-County Health Department serves as the lead for public health for Gallatin County.
- 3) This annex is based on the concept that emergency functions of the public health, medical, and mortuary services will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Some day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency, and the resources that would normally be committed to those functions will be redirected to the accomplishment of emergency tasks.
- 4) Provisions must be made for the following:
 - a) Establishment of a command post at the disaster site
 - b) Coordinating health & medical response team efforts
 - c) Triage of the injured, if appropriate
 - d) Medical care and transport for the injured
 - e) Identification, transportation, and disposition of the deceased
 - f) Holding and treatment areas for the injured
 - g) Isolating, decontaminating, and treating victims of hazardous materials or infectious diseases, as needed
 - h) Identifying hazardous materials or infectious diseases, controlling their spread, and reporting their presence to the appropriate state or federal authorities
 - i) Issuing health and medical advisories to the public on such issues as drinking water precautions, waste disposal, the need for immunizations, and food protection techniques
 - j) Conducting health inspections of congregate care and emergency feeding facilities

B. MENTAL HEALTH SERVICES

Appropriate disaster mental health services need to be made available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Services may include crisis counseling, critical incident stress management, information and

referral to other services, and education about normal, predictable reactions to a disaster experience and how to cope with them. Information on disaster mental health services procedures can be found in Annex O (Human Services).

C. MEDICAL SERVICES

See Gallatin County Mass Casualty Incident Plan.

D. MORTUARY SERVICES

- 1) Law enforcement is responsible for investigating deaths that are not due to natural causes or that do not occur in the presence of an attending physician. The Coroner is responsible for determining cause of death, authorization of autopsies to determine the cause of death, forensic investigations to identify unidentified bodies, and removal of bodies from incident sites.
- 2) When it appears an incident involves fatalities, the Incident Commander shall request Gallatin County 911 Communications make notifications to the Coroner and Law Enforcement requesting a response to the scene.
- 3) Law Enforcement or the Coroner shall arrange for the transportation of bodies requiring autopsy or identification to morgues or suitable examination facilities. When mass fatalities have occurred, it may be necessary to establish a temporary morgue and holding facilities. Additional mortuary assistance may be required.
- 4) Funeral homes will collect bodies of victims from the scene and from hospitals, morgues, and other locations and arrange with next of kin for the disposition of remains.

E. MEDICAL & MORTUARY ASSISTANCE

- 1) In a large incident with a large number of injured subjects, the Gallatin County medical system will likely be overwhelmed. The agencies responsible for provision of care will utilize the [Gallatin County Mass Casualty Incident Plan](#) for pre hospital services and the Gallatin County Surge Capacity Plan for the coordination and expansion of the health care system.
- 2) In an incident with large numbers of fatalities the storage capacity in the county will quickly be overwhelmed. The Coroner will have to obtain refrigerated storage from private vendors to supplement the established morgues.
- 3) Disaster Medical Assistance Team (DMAT). As noted previously, DMAT is a group of medical professionals and support personnel equipped with supplies and equipment that can be moved quickly to a disaster area and provide medical care. DMATs are a part of the National Disaster Medical System (NDMS). Each DMAT is an independent self-sufficient team that can be

deployed within a matter of hours and can set up and continue operations at the disaster site for up to 72 hours with no additional supplies or personnel. The 72-hour period allows federal support, including medical supplies, food, water, and any other commodity required by the DMAT to arrive. See Attachment B.

- 4) Disaster Mortuary Services Team (DMORT). DMORT provides mortuary and victim identification services following major or catastrophic disasters. The team is comprised of professionals from the mortuary and funeral industries. See Attachment C.

F. DAMAGE ASSESSMENT

- 1) Water Supply Systems. In cooperation with local public works, the Department of Environmental Quality (DEQ) has responsibility for evaluating damage to public water treatment facilities following disaster occurrences. Because of system vulnerability to numerous forms of contamination and the impact which prolonged shutdown of water treatment facilities could have on public health and welfare, it is essential that a rapid and accurate assessment of damage is completed. Accurate timely estimates for required repairs will permit DEQ, Gallatin City-County Health Department and local public works to identify appropriate interim measures such as rationing, expedient water treatment, or construction of temporary water delivery systems.
- 2) Wastewater Systems. Public wastewater treatment facilities are vulnerable to disaster-related interruptions and their unavailability can have a major impact on the community's health. DEQ, in cooperation with GCCHD and local Public Works, has a responsibility for evaluating damage to those facilities, as well as advising local officials concerning expedient sanitation practices that may be required in the affected areas.
- 3) Medical Facilities. The LHCA has primary responsibility for obtaining reports of damage sustained by medical facilities in a disaster area. The hospital and nursing homes in Gallatin County will provide support in this activity. The facility administrator or his designee will gather initial damage reports and identify necessary actions to be taken for patient safety and functional integrity. This data will be provided to the LHCA.

G. REQUESTING EXTERNAL ASSISTANCE

If health and medical problems resulting from an emergency situation cannot be resolved with local resources, those obtained pursuant to inter-local agreements, or resources obtained by the staff in the GCCC, local government may request medical or mortuary assistance from the state. The PEO should make requests for such assistance to Montana DES.

H. PHASES OF MANAGEMENT

1) Prevention

- a) Provide immunizations.
- b) Conduct continuous health inspections.
- c) Promote and encourage the use of the blood donation program.
- d) Conduct specialized training (e.g., hazmat, decontamination, etc.)
- e) Conduct epidemiological surveillance, detection, investigation, evaluation, and containment of communicable diseases.
- f) Conduct routine public health awareness programs.

2) Preparedness

- a) Identify organizations or agencies responsible for health and medical activities during an emergency
- b) Identify liaison to communicate between those agencies and GCCC
- c) Identify agencies requiring a liaison at GCCC during emergency
- d) Maintain adequate medical supplies.
- e) Coordinate with Gallatin County officials to ensure water quality.
- f) Coordinate with Gallatin County officials to provide safe waste disposal.
- g) Review emergency plans for laboratory services
- h) Review emergency plans for identification, registration, and disposal of the deceased.
- i) Train and exercise personnel.

3) Response

- a) Conduct public information programs dealing with personal health and hygiene.
- b) Conduct disease control operations.

- c) Monitor sanitation activities.
- d) Ensure that supplies of potable water are available.
- e) Conduct environmental health activities regarding waste disposal, refuse, food and water control, and vector control.
- f) Begin the collection of vital statistics.
- g) Coordinate and maintain health and medical situation awareness
- h) Coordinate health and medical information to and between supporting agencies
- i) Coordinate health and medical activities, needs and resources
- j) Identify health and safety risks of disaster
- k) Ensure at-risk populations are included in communications and public information

4) Recovery

- a) Compile health reports for state and federal officials.
- b) Identify potential and/or continuing hazards affecting public health.
- c) Distribute appropriate guidance for the prevention of the harmful effects of the hazard.
- d) Continue to collect vital statistics.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) Our normal emergency organization as described in the Basic Plan will plan and carry out health and medical operations during emergency situations.
- 2) The Gallatin City-County Health Department functions as the Lead Health Coordinating Agency (LHCA). The Health Officer, or a designee, will represent the LHCA and serve as a member of the GCCC staff. It is expected that there will also be hospital representation at the GCCC. The LHCA, in collaboration with supporting partners- those agencies responsible for providing medical services, will plan and coordinate public health and medical services during emergency situations. Medical services will remain primarily the responsibility of medical organizations. Initial health and medical response activities at an incident scene will be coordinated through the Incident Commander. Large-scale or long-term health and medical efforts shall be coordinated from the GCCC.
- 3) Upon receipt of official notification of an actual or potential emergency condition, it is the responsibility of the LHCA to receive and evaluate requests for health and medical assistance, determine need for additional resources, and communicate this information to all appropriate public health, medical, and mortuary services.

B. ASSIGNMENT OF RESPONSIBILITIES

- 1) All agencies/organizations assigned to provide health and medical services supports are responsible for the following:
 - a) Designating and training representatives of their agency, including NIMS and ICS training.
 - b) Ensuring that appropriate SOP are developed and maintained.
 - c) Maintaining current notification procedures to ensure trained personnel are available for extended emergency duty in the GCCC.
- 2) Agencies/organizations that provide medical care will:
 - a) Provide essential medical, surgical, and hospital care and treatment for persons whose illnesses or injuries are a result of a disaster or where care and treatment are complicated by a disaster.

- b) Designate a representative to perform pre-emergency planning for emergency health and medical services and to coordinate with the LHCA during major emergencies and disasters.
 - c) Provide qualified staff to support health and medical operations at the ICP (and the GCCC if requested).
- 3) The LHCA will:
- a) Ensure public health protection for the affected population
 - b) Designate a representative to perform pre-emergency planning for emergency health and medical services
 - c) Conduct rapid assessments of health and medical needs, and of damage to public health and medical facilities and systems
 - d) Coordinate efforts of local health and medical organizations activated for an emergency by assessing needs, obtaining additional resources, and ensuring that necessary services are provided.
 - e) Coordinate with State and federal officials regarding state and federal assistance.
 - f) Assist with coordination of response units, such as DMAT.
 - g) Ensure individual health and medical volunteers are screened obtaining positive identification and proof of licensure.
 - h) Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
 - i) Utilize immunization campaigns or quarantines, if required.
 - j) Inspect foodstuffs, water, and other consumables that were exposed to the hazard.
 - k) Inspect damaged buildings for health hazards.
 - l) Coordinate disposal of dead animals that pose a public health risk with the Gallatin County animal control agency.
 - m) Implement measures to prevent or control disease vectors such as flies, mosquitoes, and rodents.
 - n) Institute communicable disease control measures, particularly in

shelters.

- o) Monitor food handling and sanitation in emergency facilities.

3) Emergency Medical Services will:

- a) Respond to the scene with appropriate emergency medical personnel and equipment.
- b) Triage, stabilize, treat, and transport the injured.
- c) Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.
- d) Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.). Continue radio and/or telephone communications with hospitals.
- e) Assist evacuation of patients from affected hospitals and nursing homes, if necessary.
- f) Work with Medical Director to establish medical command posts

4) Hospitals and health care facilities will:

- a) Implement internal and/or external disaster plans.
- b) Advise health and medical services staff in the GCCC of conditions at the facility and the number and type of available beds.

Hospitals will:

- a) Establish and maintain field and inter-facility medical communications.
- b) Provide medical guidance to EMS, as needed.
- c) Coordinate with EMS, other facilities, and any medical response personnel at the scene to ensure the following is accomplished:
 - i. Casualties are transported to the appropriate medical facility.
 - ii. Patients are distributed to hospitals both inside and outside the area based on severity and types of injuries, time, and mode of transport, treatment capabilities, and bed capacity.

- iii. Take into account special designations such as trauma centers and burn centers
- iv. Consider the use of clinics to treat less acute illnesses and injuries.
- d) Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.
- e) Coordinate with other hospitals and with EMS on the evacuation of affected hospitals, if necessary. Evacuation provisions should specify where patients are to be taken.
- f) Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
- g) Establish and staff a reception and support center at each hospital for relatives and friends of disaster victims searching for their loved ones.
- h) Assign a liaison to the GCCC capable of making or relaying hospital decisions, if requested.

5) The Coroner will:

- a) Conduct inquests for the deceased and prepare death certificates.
- b) Order or conduct autopsies to determine cause of death.
- c) Order or conduct forensic investigations to identify unidentified bodies.
- d) Authorize removal of bodies from incident sites to the morgue or mortuary facilities.
- e) Provide information through the PIO to the news media for the dissemination of public advisories, as needed.

6) The Mental Health Authority/Other will:

- a) Ensure appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Information on disaster mental health services procedures can be found in Annex O (Human Services).

7) Law Enforcement will:

- a) Provide security for medical facilities, if necessary.
- b) Conduct investigations of deaths not due to natural causes.
- c) Locate and notify next of kin.

8) Mortuary Services will:

- a) Provide for the collection and care of human remains.
- b) Establish temporary holding facilities and morgue sites, if required.
- c) Coordinate with emergency health and medical services.
- d) Provide mortuary and vital records services.

IX. COORDINATION

A. GENERAL

- 1) The LCHA, supported by an appropriate network, such as the Unified Health Command, shall coordinate the efforts of local health and medical services agencies and organizations during major emergencies requiring an integrated response.
- 2) Routine health and medical services operations may continue during less severe emergency situations. Coordination of such operations will be by those that normally coordinate day-to-day health and medical activities.
- 3) External agencies providing health and medical support during emergencies are expected to conform to the general guidance provided by senior decision-makers and carry out mission assignments directed by the Incident Commander or the GCCC. However, organized response units will normally work under the immediate control of their own supervisors.

B. INCIDENT COMMAND SYSTEM-COORDINATION CENTER INTERFACE

If both the GCCC and an ICP are operating, the Incident Commander and the

GCCC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort as well as conflicting guidance and direction. The GCCC and the ICP must maintain a regular two-way information flow. A general division of responsibilities between the ICP and the GCCC that can be used as a basis for more specific agreement is provided in Annex N (Coordination).

C. DISASTER AREA MEDICAL COORDINATION

- 1) In emergency situations involving considerable damage to Gallatin County medical facilities, each facility shall be responsible for determining its overall status and compiling a consolidated list of resources or services needed to restore vital functions. Each operating unit will report its status and needs to a single contact point designated by the facility. This facility contact should consolidate the data provided and report it to the health and medical staff in the GCCC.
- 2) The GCCC must be prepared to receive the consolidated requests and channel various elements of those requests to departments, agencies, and organizations that can best respond. Requests for resources that cannot be obtained through normal sources of supply or through mutual aid should be identified to the resource management staff in the GCCC for action.

X. ADMINISTRATION & SUPPORT

A. REPORTING

- 1) In addition to reports that may be required by their parent organizations, health & medical organizations participating in emergency operations should provide appropriate situation reports to the Incident Commander or to the Health Officer in the GCCC. The Incident Commander will forward periodic reports to the GCCC.
- 2) Pertinent information from all sources will be incorporated into the Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Situation Report are outlined in Annex N (Coordination).

B. MAINTENANCE & PRESERVATION OF RECORDS

- 1) Maintenance of Records. Health and medical operational records generated during an emergency will be collected and filed in an orderly manner. A record of events must be preserved for use in determining the possible

recovery of emergency operations expenses; response costs, settling claims, assessing the effectiveness of operations, and updating emergency plans and procedures.

- 2) Documentation of Costs. Expenses incurred in carrying out health and medical services for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale health and medical operations.
- 3) Preservation of Records. Vital health & medical records should be protected from the effects of a disaster to the maximum extent possible. Should records be damaged during an emergency situation, professional assistance for preserving and restoring those records should be obtained as soon as possible.

C. POST-INCIDENT REVIEW

For large-scale emergencies and disasters, the PEO shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Health and medical services that participated in the emergency operations being reviewed should participate in the post-incident review.

D. EXERCISES

Local drills, tabletop exercises, functional exercises, and full-scale exercises based on the hazards faced by Gallatin County will periodically include health and medical services operations. Additional drills and exercises may be conducted by various agencies and services for the purpose of developing and testing abilities to make effective health and medical response to several types of emergencies.

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT & MAINTENANCE

- 1) The Health Department is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- 2) This annex will be revised annually and updated in accordance with the schedule outlined in the Basic Plan.

- 3) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOP covering those responsibilities.

ATTACHMENT A

National Disaster Medical System (NDMS)



The National Disaster Medical System (NDMS) is a federal and private sector program that augments local medical care when an emergency exceeds the scope of a community's hospital and healthcare resources. NDMS was previously part of the Department of Health and Human Services and became part of DHS when the new department was created in 2003. The Department of Veterans Affairs and the Department of Defense also participate in NDMS. These emergency resources of the Medical Response Component of NDMS include 104 teams comprised of over 9,000 medical and support personnel coming from federal, state, and local governments, the private sector, and civilian volunteers.

The Medical Response Components of NDMS includes DMATs, DMORTs, IMSURTs, and VMATs.

- The Federal Emergency Management Agency coordinates the Medical Response Component of NDMS. This component includes the Disaster Medical Assistance Teams (DMAT) and specialty teams in burn, pediatrics, crush medicine, mental health, and weapons of mass destruction. The DMATs are comprised of professional and para-professional medical personnel (supported by a cadre of logistical and administrative staff) designed to provide medical care in response to a disaster or other incident.
- The NDMS also includes Disaster Mortuary Operational Response Teams (DMORT), one of which is qualified in weapons of mass destruction. DMORTs are composed of private citizens, each with a particular field of expertise. DMORT members are required to maintain appropriate certifications and licensures within their discipline. When deployed to an emergency, the teams work under the guidance of local authorities and provide technical assistance and personnel to recover, identify, and process deceased victims.
- Other specialty teams consist of International Medical / Surgical Response Teams (IMSURT). In addition, teams providing Nursing (NNRT) and Pharmaceutical (NPRT) assistance are also components of NDMS.
- Veterinary Medical Assistance Teams (VMAT) are deployed to provide veterinary care to injured animals, and veterinary oversight concerning animal and public health issues when the local veterinary community is overwhelmed following a major disaster or emergency. These teams include clinical veterinarians, pathologists, animal health technicians, microbiologists, and others who assist animal disaster victims and provide care to search dogs.

Deployment and Activation:

- Ground and air transportation routes are available to move NDMS assets.
- 24-hour post activation (day plus one (D+1)) teams will be in place, setup, and providing care within their region (East, Central, and West).
- If an incident occurs in one region (East or West), only one third (1/3) of assets will be on site and providing care at D+1. All other activated teams could arrive and initiate care at D+2 to D+3.
- In the event of a catastrophic incident, the —standard of care|| will be minimal life support and patient holding for two (2) to three (3) days.
- The NDMS timeline of care is based on the following teams:
 - 12 DMATs
 - 3 NMRTs
 - 1 IMSURT
 - 3 Base Support Teams

Care Provided	NDMS Patient Volume Capability		
	Single Team (D+0) 35 Personnel	14 Teams (D+1) 660 Personnel	Entire NDMS System (D+3) 1,080 Personnel
Treat and Release (Outpatient Facility)	250 patients per day	2,500 patients per day	5,000 patients per day
Treat and Limited Holding (Alternate Care Facility)	160 outpatients per day 8 inpatients	2,250 outpatients per day 112 inpatients	4,500 outpatients per day 224 inpatients
Standard Medical Holding Facility (Hospital Ward)	50 patients	700 patients	1,400 patients
Mass Casualty Incident (Holding Collection Facility)	150 patients	2,100 patients	4,200 patients

TEAM	Number of Teams
Disaster Medical Assistance Team (DMAT) (operational)	37
Disaster Medical Assistance Team (DMAT) (augment / developmental)	15
National Medical Response Team (NMRT) – WMD	4
Disaster Medical Assistance Team – Specialty Team Burn	4
Disaster Medical Assistance Team – Specialty Team Pediatric	2
Disaster Medical Assistance Team – Specialty Team Crush Medicine	1
Disaster Medical Assistance Team – Specialty Team Mental Health	2
Disaster Mortuary Operational Response Team (DMORT)	10
Disaster Mortuary Operational Response Team (DMORT) – WMD	1
International Medical / Surgical Response Team (IMSURT)	3
National Pharmaceutical Response Team (NPRT)	10
National Nursing Response Team (NNRT)	10
Veterinary Medical Response Team (VMAT)	4
Management Support Team (MST)	1
Total Teams	104

[illegible]

ATTACHMENT B

Disaster Medical Assistance Team (DMAT)

Capabilities:

- Sustain 24-hour operation for 72 hours without external support
- Provide initial resuscitative care to victims.
- For a 24-hour mission, provide out-of-hospital, acute care to 250 patients (including geriatric and pediatric patients).
- Provide sustained hospital ward care for 30 medical/surgical (non-critical) inpatients.
- Provide primary response to a mass casualty incident resulting from a non-chemical, biological, radiological, nuclear, or high-yield explosive (CBRNE) event.
- Triage and prepare 200 patients at a casualty collection point for evacuation or transport in a mass casualty incident.
- Provide sustained 24/7 care to 125 patients per day, including:
 - Limited laboratory and pharmaceutical services
 - Immediate referral, transfer, or evacuation for 25 patients
 - Stabilizing/holding a maximum of six patients for up to 10 hours
 - Supporting two (2) critical patients for up to 24 hours
- Provide patient staging for up to 100 patients at a Federal Coordinating Center (FCC) reception site.
- Augment or assist at a mass drug distribution, immunization, or packaging center.
- Staff or augment alternate care facilities.

35 Person Team:

- **9 non-health care positions**
 - 1 Team Leader (1 Deputy Team Leader)
 - 1 Safety Officer
 - 1 Administrative/Finance Chief
 - 1 Administrative Assistant
 - 1 Logistics Chief
 - 1 Equipment Specialist
 - 2 Communications Officers
- **21 health care positions**
 - 3 Medical Officers
 - 1 Pharmacist
 - 1 Pharmacy Assistant
 - 1 Supervisory Nurse Specialists
 - 4 Registered Staff Nurses

- 2 Advanced Practice Nurses or Physician Assistant
- 4 Paramedics
- 4 Nurse, Sup/Staff, Paramedic/EMT
- 1 Mental Health Specialist/Social Worker
- **5 positions determined by DMAT**

Activation Criteria

Local Disaster

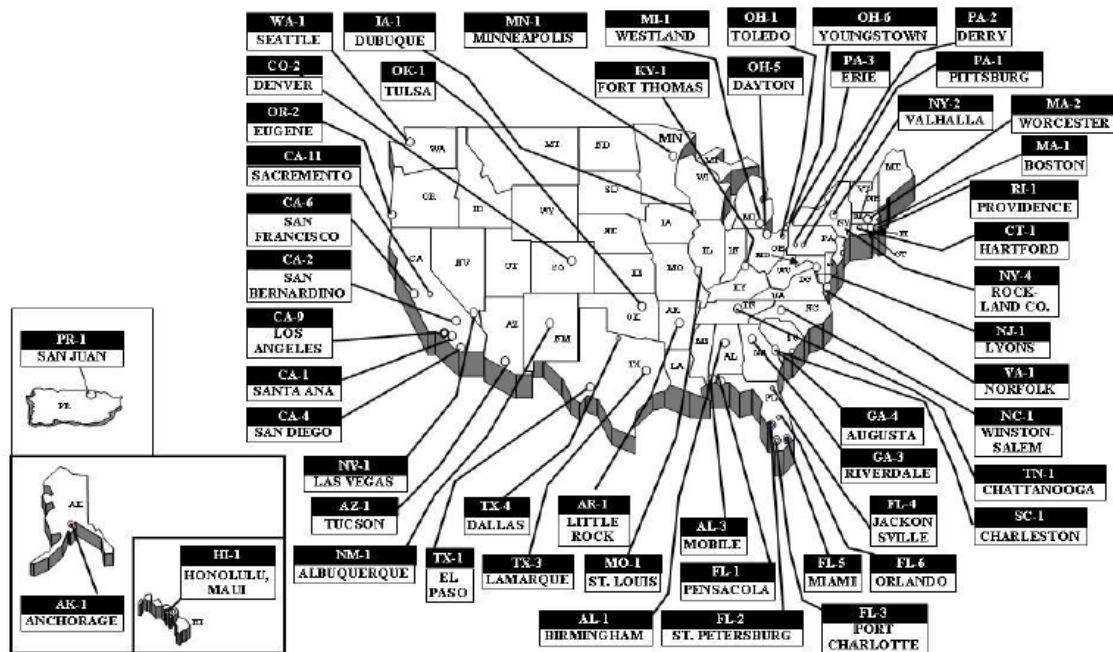
Authorization

NDMS Emergency Operations Center

Activation Procedure

- 1) Contact Gallatin County Emergency Management Duty Officer [REDACTED]
- 2) EMDO will contact MT DES Duty Officer [REDACTED]
- 3) MT DES Duty Officer will contact RRCC [REDACTED] or the NDMS Emergency Operations Center [REDACTED]

DISASTER MEDICAL ASSISTANCE TEAMS



ATTACHMENT C

Disaster Mortuary Operational Response Teams (DMORT)

- Technical assistance and personnel to recover, identify, and process deceased victims.
- Process 60 – 75 bodies in a 12-hour day under optimum operating conditions.
- DMORT-WMD: Capable of addressing mortuary concerns, including deaths from chemical, biological, or radiological intervention, and decontaminating human remains for the ultimate purpose of returning remains to family members, if possible.
- During activation DMORT-WMD National Team adds 3 NRMT-WMDs.
- The DMORT program maintains two (2) Disaster Portable Morgue Units (DPMUs) at FEMA Logistics Centers (one in Rockville, MD, one in Sacramento, CA).
 - The DPMU is a cache of equipment and supplies for deployment to an accident site.
 - The cache contains a complete morgue, including workstations for each processing element and prepackaged equipment and supplies.

Team Members: (50-person team)

- Medical examiners
- Coroners
- Funeral Directors
- Mortuary Officers
- Photographers
- Medical records technicians/transcribers
- Forensic specialists (anthropologists, odontologists, pathologists)
- Latent fingerprint experts
- Logistics specialists
- Security specialists
- Computer specialists
- HAZMAT technicians

Activation Criteria

Local Disaster

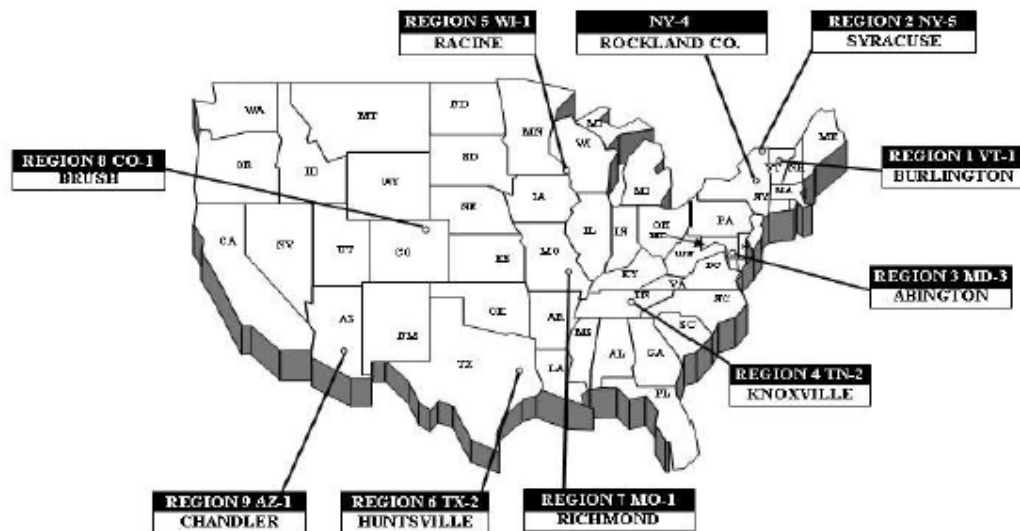
Authorization

NDMS Operations Center

Activation Criteria

- 1) Contact Gallatin County Emergency Management Duty Officer [REDACTED]
- 2) EMDO will contact MT DES Duty Officer [REDACTED]
- 3) MT DES Duty Officer will contact RRCC [REDACTED] or the NDMS Emergency Operations Center [REDACTED]

DISASTER MORTUARY OPERATIONAL RESPONSE TEAMS (DMORT)



ATTACHMENT D

National Medical Response Team (NMRT)

- The four 50-person NMRTs are equipped to perform the functions of a DMAT but possess additional capabilities to respond to a CBRNE event, to include operating in Level —A|| protective equipment.
- Specialized unit whose members all have WMD medical decontamination training and whose responsibility it is to provide human decontamination and/or physician supervised advanced medical care for mass casualty events.
- Teams provide agent identification, limited "Hot Zone" extraction, medical triage, treatment, and mass decontamination (up to 300 ambulatory patients per hour).
- Team is equipped with Level A, B, and C personal protective, medical and supply equipment for mass decontamination and communications.
- Each team carries medical supplies and medications, including sufficient antidotes to manage 5,000 victims of a chemical incident.
- Each NMRT is equipped with its own chemical and biological monitors and detectors, used primarily for personnel and victim safety.
- Provide small size patient holding and treatment facilities.
- Based in Los Angeles, CA; Denver, CO; Winston-Salem, NC; Washington, DC
 - (NMRT-West; NMRT-Central; NMRT-East; NMRT-NCR)
- A NMRT can perform the following specific functions:
 - Provide mass or standard decontamination
 - Collect samples for laboratory analysis
 - Provide medical care to contaminated victims
 - Provide technical assistance to local Emergency Medical Services (EMS)
 - Assist in CBRNE triage and treatment before and after decontamination
 - Provide technical assistance, decontamination, and medical care
 - Provide medical care to Federal responders on-site

Team Members

- Medical Staff (14-19 personnel)
- Non-Ambulatory Medical Staff (6-8 personnel)
- Medical Staging (8 personnel)
- Ambulatory Staff (6 personnel)
- Team Medical/Rehab (2 personnel)
- Forward Response (5-10 personnel)

- Command Staff (5-6 personnel)
- Logistics (7 personnel)
- Non-Ambulatory Staff (6-8 personnel)

Activation Criteria

Local Disaster

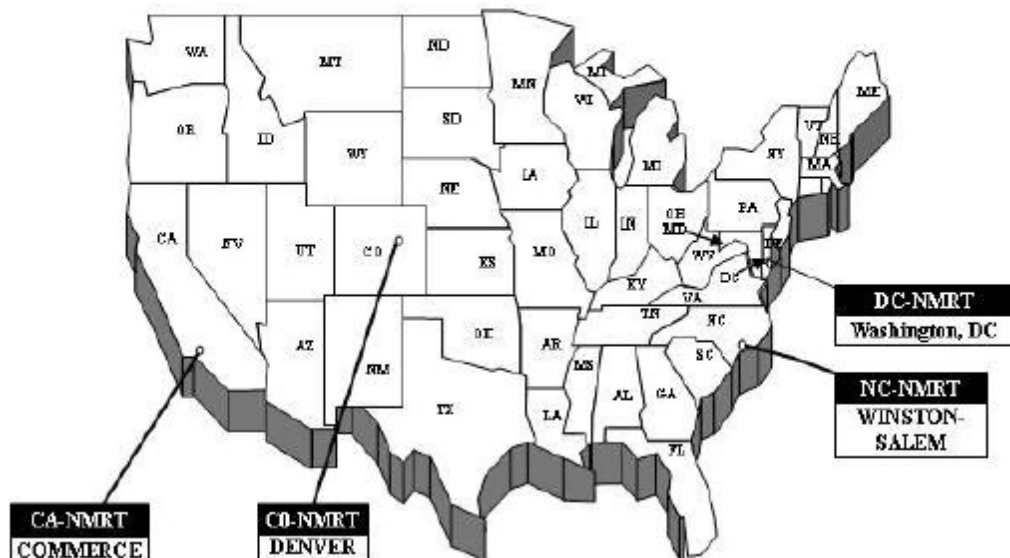
Authorization

NDMS Operations Center

Activation Criteria

- 1) Contact Gallatin County Emergency Management Duty Officer [REDACTED]
- 2) EMDO will contact MT DES Duty Officer [REDACTED].
- 3) MT DES Duty Officer will contact RRCC [REDACTED] or the NDMS Emergency Operations Center [REDACTED]

NATIONAL MEDICAL RESPONSE TEAMS (NMRT)



ATTACHMENT E

Veterinary Medical Assistance Teams (VMAT)

The VMAT mission is to provide veterinary care to injured animals and veterinary oversight following a major disaster or emergency. Teams are composed of clinical veterinarians, veterinary pathologists, animal health technicians (veterinary technicians), microbiologists / virologists, epidemiologists, toxicologists, and various scientific and support personnel.

Capability:

- Assessing the medical needs of animals.
- Treating and stabilizing animal patients.
- Providing animal disease surveillance.
- Collecting samples for animal disease diagnosis.
- Providing zoonotic disease surveillance and public health assessment.
- Advising on animal carcass disposal.
- Helping to maintain food and water safety.
- Mitigating hazards.
- Assisting in providing biological and chemical terrorism surveillance.
- Decontaminating animals.

Activation Criteria

Local Disaster

Authorization

NDMS Operations Center

Activation Criteria

- 1) Contact Gallatin County Emergency Management Duty Officer [REDACTED]
- 2) EMDO will contact MT DES Duty Officer [REDACTED].
- 3) MT DES Duty Officer will contact RRCC [REDACTED] or the NDMS Emergency Operations Center [REDACTED]

VETERINARY MEDICAL ASSISTANCE TEAMS (VMAT)



ATTACHMENT F

National Nurse Response Team

The National Nurse Response Team is a specialty DMAT that is used in any scenario requiring hundreds of nurses to assist in chemoprophylaxis, a mass vaccination program, or a scenario that overwhelms the nation's supply of nurses, to include responding to weapons of mass destruction events.

The NNRTs are directed by the NDMS in conjunction with a Regional Team Leader in each of the NDMS regions. The NNRTs are composed of approximately 200 civilian nurses.

Capability:

- Maintain appropriate certifications and licensure within their discipline.
- Stay current in treatment recommendations for illnesses related to WMD, complete web-based training courses in subjects such as disaster response, humanitarian relief, bioterrorism, and other relevant training.
- Participate in a yearly training exercise.
- Be available to deploy when needed in the event of a disaster or emergency.

Activation Criteria

Local Disaster

Authorization

NDMS Operations Center

Activation Criteria

- 1) Contact Gallatin County Emergency Management Duty Officer [REDACTED]
[REDACTED]
- 2) EMDO will contact MT DES Duty Officer [REDACTED]
- 3) MT DES Duty Officer will contact RRCC [REDACTED] or the NDMS
Emergency Operations Center [REDACTED]

ATTACHMENT G

National Pharmacy Response Team (NPRT)

The National Pharmacy Response Team is a specialty DMAT that is used in any scenario that overwhelms the nation's pharmaceutical community. Such scenarios include chemoprophylaxis, a mass vaccination program, or responding to WMD events. The NPRTs are directed by the NDMS in conjunction with a Regional Team Leader in each of the NDMS Regions (East, Central, and West). The NPRTs will be composed of approximately 200 civilian pharmacists.

Capabilities:

- Maintain appropriate certifications and licensure within their discipline.
- Participate in a yearly training exercise.
- Be available to deploy when needed in the event of a disaster or emergency.
- Stay current in treatment recommendations for illnesses related to WMD, complete web-based training courses in subjects such as disaster response, humanitarian relief, bioterrorism, and other relevant training.

Activation Criteria

Local Disaster

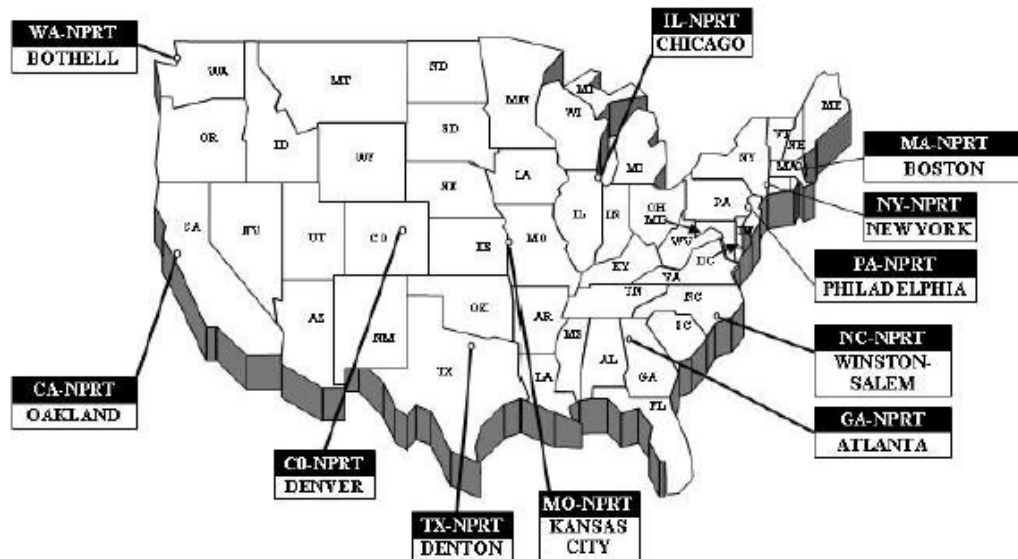
Authorization

NDMS Operations Center

Activation Criteria

- 1) Contact Gallatin County Emergency Management Duty Officer [REDACTED]
- 2) EMDO will contact MT DES Duty Officer [REDACTED].
- 3) MT DES Duty Officer will contact RRCC [REDACTED] or the NDMS Emergency Operations Center [REDACTED]

NATIONAL PHARMACY RESPONSE TEAMS (NPRT)



PUBLIC INFORMATION

Annex I

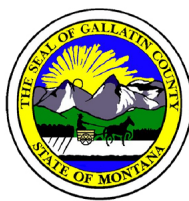
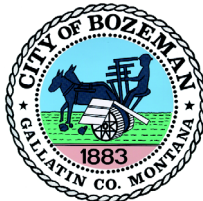
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

ANNEX I: PUBLIC INFORMATION

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ANNEX I: PUBLIC INFORMATION

I. PRIMARY AGENCIES

Gallatin County Emergency Management, Agencies Having Jurisdiction

II. SUPPORTING AGENCIES

Local Elected Officials, Media

III. AUTHORITY

A. FEDERAL

Name	Description	Legal
Not applicable		

B. STATE

Name	Description	Legal
Montana Emergency Alert System		

C. LOCAL

Name	Description	Legal
Not applicable		

IV. PURPOSE

The purpose of this annex is to outline the means, organization, and process by which we will provide appropriate information and instructions to the public during emergency situations. This annex also provides for public education to be conducted in advance of emergency situations to reduce the likelihood that citizens will place themselves in hazardous situations that may require an emergency response.

V. EXPLANATION OF TERMS

A. ACRONYMS

AHJ	Authority Having Jurisdiction
ARC	American Red Cross
DHS	Department of Homeland Security
EAS	Emergency Alert System
ECC	Emergency Communications Center
EMDO	Emergency Management Duty Officer
FEMA	Federal Emergency Management Agency
GCCC	Gallatin County Coordination Center (aka EOC)
GCEM	Gallatin County Emergency Management
HSOC	Homeland Security Operations Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LWP	Local Warning Point
NIMS	National Incident Management System
PEO	Principal Executive Officer
PIO	Public Information Officer
PNG	Public Notification Guide
SECC	State Emergency Coordination Center
SWP	State Warning Point

B. DEFINITIONS

Public Information

Information provided to citizens before, during, and after emergency situations/incidents specifically including instructions on how to protect personal health, safety, and property, or how to obtain assistance.

Rumor Control

Process of monitoring media, social networking, and citizen inquiries to identify potential misinformation so that it may be addressed and corrected.

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) The county faces a number of hazards which may cause emergency situations; see section VI. Situation & Assumptions of the Basic Plan for a summary of those hazards.
- 2) During emergencies, the public and the media need timely, accurate information on the emergency situation and appropriate instructions regarding the situation and protective actions that should be taken to minimize injuries, loss of life, and damage to property.
- 3) For some slowly developing emergency situations (such as river flooding), local government and the media will provide detailed information about the hazard and what citizens should do for several days.
- 4) For other emergency situations, there may be no warning, leaving the public information system unable to react rapidly enough to properly inform the public about the hazard and what to do. For this reason, it is important that the public be advised of likely hazards and what protective measures should be taken to lessen the effect of an emergency and/or disaster.

B. ASSUMPTIONS

- 1) An effective program combining both education and emergency information can significantly reduce loss of life and property. However, many people are unconcerned about hazards until they may be affected and will not participate in or retain pre-emergency education. Therefore, special emphasis must be placed on the delivery of emergency information during emergencies and disasters.
- 2) Local media will cooperate in disseminating warning and emergency public information during emergency situations and may participate in pre-disaster awareness programs and other disaster education activities.
- 3) Some emergency situations may generate substantial media interest and draw both local media and media from outside the local area, overwhelming the available emergency public information staff.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) Pursuant to the National Incident Management System (NIMS) operating principles and protocols, public information efforts should generally focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. Attachment B describes some basic emergency information needs.
- 2) A special effort should be made to keep the public informed of the general progress of events. Reporting positive information regarding emergency response will help to reassure the community that the situation is under control. Rumor control must be a major aspect of the informational program.
- 3) Education efforts are to be directed toward increasing public awareness about potential hazards and how people should prepare for them. All information and education efforts will rely heavily on the cooperation of every type of media organization.

B. INFORMATION DISSEMINATION

- 1) In the initial stages of an emergency situation, the Local Warning Point (LWP) may have to take action on time-sensitive hazards. The LWP is operated by Gallatin County 911 Communications and is located in the Emergency Communications Center. Within the limits of the authority delegated to it, the LWP will determine if a warning needs to be issued, formulate a warning if necessary, and disseminate it. Pre-scripted emergency messages have been prepared for likely hazards and are included in Annex A (Warning). These pre-scripted messages may be used as written or tailored as needed for specific circumstances.
- 2) As Emergency Alert System (EAS) messages are limited to two minutes, EAS warning messages may have to be supplemented with Special News Advisories prepared by the PIO staff that contain amplifying emergency information. Special News Advisories are generally disseminated to media outlets by electronic means. Copies of the pre-scripted messages, which include warning messages and Special News Advisories, are maintained on computers at the LWP and in the GCCC so that they can be modified quickly. See Annex A (Warning), Attachment D for more information and pre-scripted messages.
 - a) Broadcasters and cable companies must carry national security warnings and messages initiated by the President; they may broadcast alerts and messages initiated by state and local

governments. The Federal Communications Commission encourages licensees to broadcast local warning and instruction messages, but the final decision on broadcasting such messages rests with the broadcasters.

- b) See Annex A (Warning) for more information on warning systems.
- 4) When the Incident Command System (ICS) is activated for an emergency situation, the Incident Commander (IC) will normally warn the public in and around the incident site. A designated PIO at the Incident Command Post (ICP) will normally provide information on the emergency situation to the media. All information, relayed to the media by the PIO, will be approved by the Authority Having Jurisdiction regardless of a single or unified command structure.
- 5) Once the GCCC has been activated for an emergency situation, the GCCC will normally coordinate the need for additional warning and instructions. The PIO will formulate additional warning messages and public instructions, using the sample messages contained in Annex A (Warning). The LWP will normally execute such warnings by activating the warning system, including transmitting EAS messages to broadcasters. The PIO will disseminate public information materials to the media directly utilizing established procedures.
- 6) In the case of large-scale emergencies or disasters where there are substantial external responders from other jurisdictions and/or state or federal agencies and in which the response and recovery effort may continue for an extended period, a Joint Information Center (JIC) should be considered. The JIC, a physical element of the Joint Information System (JIS) developed to provide information to the public during an emergency, is a working facility where the emergency public efforts of all participating jurisdictions, agencies, volunteer organizations, and other responders can be coordinated to ensure consistency and accuracy. In federally declared incidents, a JIC will typically be set up as part of the Joint Field Office (JFO). See Attachment F for more information.

C. PROVIDING EMERGENCY INFORMATION TO SPECIAL POPULATIONS

Special populations will be provided information on emergency situations and appropriate instructions by the following methods:

Hearing-Impaired

Captioned EAS messages and news advisories on television and in print media. Information will also be provided by website and email.

Special Facilities

EAS messages on radio, television, NOAA Weather Radio, and EPNS.

Visually-impaired

EAS messages and news advisories on radio, NOAA Weather Radio and by door-to-door notification.

Populations without access to Internet

Door-to-door notification, road signage, radio, television, print media.

D. RESOURCES

The PIO should maintain a current Media Roster that contains the names, telephone (office and cellphone) and fax numbers, and e-mail addresses of each of the media resources. Agencies utilizing Gallatin Media Center may rely on media outlet subscription to it rather than a physical list. See Attachment A.

A variety of tools are available for use in rapid distribution of information in Gallatin County by public information officers.

Gallatin Media Center

Gallatin Media Center is an interagency media release system available to all agencies in the county. This system can be accessed using a web browser or smart device application. See Attachment E.

Social Media

Many social media platforms and tools are utilized around the county. Gallatin County maintains Facebook, Twitter, Instagram YouTube and NextDoor accounts as the primary social media feeds for emergency and disaster information within Gallatin County. With the understanding that many agencies have their own dedicated social media accounts, it is recommended that all emergency information be released on the emergency management social media accounts as the primary single point for emergency information, as well as those accounts belonging to affected agencies. To remain clear to the public it is important to maintain a small amount of originating sources of information, then have other agencies share the original social media messages. It is encouraged that hashtags be utilized for incident information utilizing the format of [incident name] [incident type]. This makes it quicker for the community to find the information. See attachment F.

E. PHASES OF MANAGEMENT

1) Mitigation

- a) Conduct hazard awareness programs

- b) Develop systems to enhance information dissemination during emergency situations

2) Preparedness

- a) Develop and distribute educational materials; conduct public education programs
- b) In coordination with the EMDO, prepare pre-scripted warning and public instruction messages for known hazards. See Annex A (Warning), Attachment D for a list of those messages.
- c) Brief local media on local warning systems and coordinate procedures for transmitting emergency information to media
- d) Conduct public education on warning systems and the actions that should be taken for various types of warnings
- e) Train public information staff
- f) Brief local officials and emergency responders on working with the media. See Attachment C
- g) Maintain this annex
- h) Identify suitable facilities for a Joint Information Center

3) Response

- a) Develop, obtain authorization, and release public information on the emergency situation.
- b) Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions.
- c) Manage rumor control. This includes social media monitoring.
- d) Conduct news conferences and arrange interviews as needed.

4) Recovery

- a) Provide public information relating to recovery process and programs.
- b) Compile record of events.
- c) Assess effectiveness of public information and education program.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) The overall responsibility for providing emergency information and instructions to the public rests with the Authority Having Jurisdiction.
- 2) The Authority Having Jurisdiction shall appoint a Public Information Officer (PIO) and provide general guidance.
- 3) The PIO will manage and coordinate all public information related activities and direct such staff as may be assigned or recruited to assist in those activities.
- 4) Qualified Public Information Officers will staff PIO positions at the Incident Command Post and in the GCCC.

B. ASSIGNMENT OF RESPONSIBILITIES

- 1) Authority Having Jurisdiction will:
 - a) Appoint a Public Information Officer (PIO).
 - b) Ensure that the jurisdiction has implemented and institutionalized processes and procedures to coordinate and integrate public information functions including the development of a public education program for emergency situations.
 - c) Authorize release of all approved incident information to the public and media.
 - d) Ensure that a Joint Information Center (JIC) is activated when warranted by the incident.
- 2) The Public Information Officer (PIO) will:
 - a) Represent and advise the Authority Having Jurisdiction on all public information matters relating to the management of the incident.
 - b) Ensure Authority Having Jurisdiction approve the release of all incident-related information.

- c) Coordinate and integrate public information functions across jurisdictions and functional agencies as required.
- d) Develop accurate and complete information on the incident for both internal and external consumption.
- e) Coordinate overall public information efforts of local government.
- f) Serve as the official representative in the JIC.
- g) Conduct ongoing public education programs.
- h) Monitor media coverage of emergency operations for accuracy of reports, and issue corrections where necessary.
- i) Monitor social media for accuracy of posts and respond with correct information where necessary.
- j) Take action to control rumors.
- k) Brief potential Incident Commanders, department heads and key staff, and the GCCC staff on basic public information needs, working with the media, and media access during emergency operations. See Attachments B, C and D for further information on these subjects.
- l) Maintain a media briefing area in a designated area.
- m) Maintain a current Media Contact Roster.
- n) Compile printed and photographic documentation of the emergency/disaster.
- o) Anticipate and be prepared to handle unscheduled inquiries from the media and the public.

3) The EMDO will:

- a) Advise the Authority Having Jurisdiction on when to disseminate emergency instructions to the public.
- b) Coordinate with the PIO in the development of pre-scripted emergency messages.
- c) Identify concerns raised by the public, rumors, and other issues involving citizens to the PIO so they may be addressed in public information activities.

- 4) All local government departments and agencies will:
 - a) Refer media inquiries during emergency situations to the PIO.
 - b) Assist the PIO in responding to requests for information from the public or the media.
 - c) When necessary, provide qualified staff to the JIC when deployed.
- 5) Media companies are encouraged to:
 - a) Disseminate warning messages and Special News Advisories provided by local government to the public as rapidly as possible.
 - b) Participate in periodic tests of the EAS and other warning systems.
 - c) Provide coverage of emergency management activities.
 - d) Work with PIO and EMDO on public education programs relating to emergencies.
 - e) Check accuracy of information on emergency operations with the PIO or EMDO prior to dissemination.

IX. COORDINATION

A. GENERAL

- 1) The Authority Having Jurisdiction has overall responsibility for public information, shall provide general guidance for emergency-related public education and information activities, shall appoint a PIO, and in conjunction with the IC, approve all information released to the news media.
- 2) Each Public Information Officer shall direct all emergency public information activities, coordinating as necessary with other individuals, departments, and agencies performing other emergency functions.
- 3) To the extent possible, the PIO shall release, upon approval, all information to the public and the media during emergency operations. During emergency operations, departments and agencies shall refer media inquiries to the PIO.

X. ADMINISTRATION & SUPPORT

A. MEDIA CONTACT ROSTER

GCEM shall maintain a current contact roster for media organizations that participate in local emergency management programs. Physical contact lists have largely been replaced by the Gallatin Media Center. See Attachment A.

B. RECORDS

- 1) The PIO shall maintain a file of all news advisories and press releases issued during emergency operations.
- 2) The PIO shall also compile and maintain copies of newspaper articles, videotapes of emergency operations and news broadcasts relating to an emergency, and other media materials distributed for use in post-incident analysis and future training activities.

C. TRAINING

Members of the public information staff for whom public information is not their primary daily work should attend public information training, preferably training focusing on emergency public information activities.

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT & MAINTENANCE

- 1) GCEM is responsible for working with other agencies in the development, maintenance, and improvement of this annex. Each agency tasked will develop standard operating procedures that address assigned tasks.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Emergency Management Plan in section IX.D.

ATTACHMENT A

MEDIA ROSTER

Name	Phone	E-Mail
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

ATTACHMENT B

PUBLIC INFORMATION NEEDS

A. BACKGROUND

During emergency situations, it is important to provide the general public with adequate information on the situation as rapidly as possible to alleviate concerns and reduce the likelihood of panic or inappropriate actions. The news media is one of the primary means of disseminating such information by providing up-to-date information quickly to a large audience. The information they provide reduces the time and manpower that local government would have to divert from response and recovery tasks. Every effort should be made to cooperate with the news media in providing information and in recognition of the rights of the news media to perform their proper function.

B. INFORMATION NEEDS

The following types of information shall be provided to the public as soon as possible in as much detail as possible. Do not speculate.

1) What Happened

- a) Nature of incident or emergency.
- b) Location.
- c) Time of occurrence.
- d) Situation resolved or response on going.
- e) Estimate of number of people impacted.
- f) Cause (until an investigation has determined the cause with reasonable certainty, DO NOT speculate.)

2) Current Response Actions

What actions have been or are being taken to protect public health and safety and public and private property.

3) Known Damages

- a) Homes.
- b) Businesses.

- c) Government buildings.
- d) Infrastructure (e.g. roads, bridges, parks, etc.).

4) Casualties

- a) Number dead and apparent cause (DO NOT speculate).
- b) Number injured, nature/severity of injuries, and where being treated.
- c) Number missing and circumstances.
- d) General identification of casualties (age, sex, situation, employee, homeowner, responder, etc.) Again, DO NOT speculate.
- e) Names of casualties (only released after next of kin have been notified).

5) Evacuations

- a) Areas and facilities evacuated.
- b) Approximate number of evacuees.

6) Shelter & Mass Care

- a) Shelters open (name and location).
- b) Approximate number of persons being housed in shelters.
- c) Mass feeding site or other mass care facilities in operation (name, location, and number of persons being served).

7) Status of Utilities

- a) Electric service.
- b) Telephone system.
- c) Water system.
- d) Sewer system.
- e) Natural gas distribution.

- 8) Road and Facility Closures
- 9) Schools
 - a) Status
 - b) Standard pick-up instruction
- 10) Organizations Responding
 - a) Local government.
 - b) State agencies.
 - c) Federal agencies.
 - d) Volunteer groups.
- 11) Means of Contacting Evacuees
- 12) Areas of Restriction & Reasons
- 13) Planned Response Activities
- 14) In the Recovery Phase
 - a) Disaster assistance programs available.
 - b) How to apply for disaster assistance.

C. COLLECTION & DISSEMINATION INFORMATION

- 1) Information shall be collected and disseminated as soon as possible by the appropriate personnel. The IC, prior to dissemination, must approve all incident-related information.
- 2) Where an Incident Command Post has been established and a qualified public information staff member is at the scene, that individual may provide information directly to the media if the GCCC is not activated. If no qualified public information staff member is present at the scene, the Incident Commander or a member of his staff should pass situation information to the Emergency Management Duty Officer for release to the media.
- 3) Where an Incident Command Post has been established and the Coordination Center has been activated, information from the incident scene

will normally be passed to the Public Information Officer at the Coordination Center. The Public Information Officer will utilize reports from the scene and other available pertinent information to brief the media and prepare news advisories for release to the media.

- 4) The Shelter and Mass Care representative is responsible for collecting information on shelter and mass care activities and providing that information to the PIO.
- 5) The Energy and Utilities representative in the GCCC is responsible for obtaining information on the status of utilities and providing it to the PIO.
- 6) Law Enforcement and Public Works/Engineering are responsible for obtaining information on road closures and facility closures and providing it to the PIO.
- 7) The PIO is responsible for collection of information from the Incident Commander, the GCCC staff, and other sources and agencies. The PIO staff is responsible for preparation of news releases, for the dissemination of information directly to the news media, and, where appropriate, making arrangements for announcements directly to the public via radio and/or television hookups.
- 8) Hospitals are responsible for dissemination of information concerning casualties. They generally have policies restricting the release of detailed information without permission of patients or their families. The information that they choose to release will normally be disseminated directly to the news media. The PIO should request that the GCCC be provided copies of any information released to the media.
- 9) The Coroner is responsible for dissemination of information concerning deaths. They generally have policies restricting the release of detailed information without permission of their families. The information that they choose to release will normally be disseminated directly to the news media. The PIO should request that the GCCC be provided copies of any information released to the media.

ATTACHMENT C

WORKING WITH THE MEDIA

A. WHAT TO DO WHEN WORKING WITH THE MEDIA

- 1) Identify your spokesperson beforehand.
- 2) Have a number the media know to call and/or text, and an email they can write to, when they need information.
- 3) Make certain the person answering the phones/emails knows to whom to direct media calls.
- 4) Get all the information you can from those in charge before you talk with the media.
- 5) Write out the answers to these questions for your use:
 - a) What happened?
 - b) When did it happen?
 - c) Where did it happen?
 - d) Why did this happen?
 - e) Who is responsible, involved, injured?
 - f) How many were hurt or killed? What are their names/ages/addresses?
 - g) Can I shoot video/take photos? How close can I get?
 - h) Who can I talk to?
 - i) What is your agency doing about it?

B. WHEN YOU TALK WITH THE MEDIA

- a) Tell the truth, and if related to the incident, ensure the IC has approved the information.
- b) Be courteous and do not play favorites.
- c) Avoid "off the record" remarks.

- d) Never say anything you would not want to see printed or broadcast.
- e) Stay on top of the interview by listening to the reporter's questions.
- f) Do not accept the reporter's definitions of what happened.
- g) Pause, think; ask for more time if you need it.
- h) Respond only to the question you have been asked. Do not speculate.
- i) Stick to the core message.

ATTACHMENT D

MEDIA ACCESS & IDENTIFICATION

A. MEDIA ACCESS

- 1) In recognition of the public's right to know as much information as possible about a disaster, local response agencies will cooperate with legitimate news media representatives and provide equal access to information and, within the limits of safety and other response needs, access to incident scene to various news organizations. News media representatives are required to cooperate with response personnel as directed for safety and efficient operation.
- 2) The Incident Commander, or his/her designee, will allow media such access to the incident scene as is consistent with safety and does not disrupt critical operations.
- 3) The EMDO, in coordination with the PIO, shall establish rules for media access to the GCCC. When the GCCC is activated, representatives of news media may be provided access to those areas of the GCCC designated by the EMDO. As a general rule, press briefings will not be conducted in the GCCC because they can disrupt on-going GCCC operations; briefings will normally be conducted in a designated area. Photo shoots and interviews may be conducted, but these should be scheduled to minimize disruption.
- 4) Hospitals establish their own rules of access for news media representatives and these may vary for individual circumstances. For emergency situations where there have been substantial casualties, it may be desirable for hospitals to provide a pressroom or other designated area with access to telephones for the use of news media representatives.
- 5) When incident scenes are on private property, the property owner may establish and enforce policies with regard to access by the media and other persons who are not emergency responders.

B. MEDIA IDENTIFICATION

All media representatives operating in Gallatin County are required to have photo identification on them. Representatives of news media will be considered to have satisfactory identification if they have an identification card containing the following: photograph, full name, media outlet name, network affiliate, station phone number, and unexpired expiration date.

ATTACHMENT E

GALLATIN MEDIA CENTER PUBLIC INFORMATION SYSTEM

The Gallatin Media Center (www.gallatinmedia.org) serves two primary functions through a common location for information that is non-agency specific. Users can either send media releases directly to the media with the mailing list, or post information directly to the website, which also distributes via email automatically.

Activation Criteria

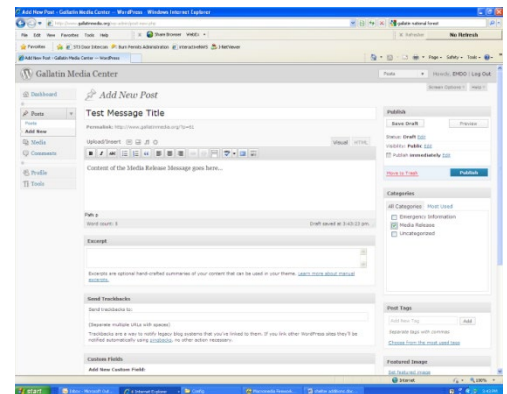
GallatinMedia.org is online and active 24/7. No activation is required.

Authorization

No authorization is required outside of agency specific protocols. User accounts must be obtained from Gallatin County Emergency Management.

Activation Procedure

- 1) Go to [REDACTED]
- ** Can also be accessed utilizing WordPress smart device app.
 - a) Enter Username
 - b) Enter Password
- 2) Select "Posts" from the Menu on the left side.
- 3) Select "Add New" from the sub menu below Posts on the left side.
- 4) Enter the Title of your Media Release
- 5) Enter the Body of your Media Release with any attached images.
- 6) Select a Category for the message from the list on the Right Side in the Middle.
 - a) Media Release – Regular Media Release Information
 - b) Emergency Information – Time sensitive emergency content
- 7) Select "Preview" on the Right Side at the top
 - a) A window will open and show a preview. If there is an error, close the window and make changes followed by repeating Step 7. If everything is correct, close the window and proceed to Step 8.
- 8) If everything is correct, select "Publish" on the Right Side.
 - a) This release is now available on the internet
 - b) This release has now been emailed to the media



ATTACHMENT F

JOINT INFORMATION SYSTEM

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

The JIC is a central location that facilitates operation of the JIS. It is a location where personnel with public information responsibilities perform critical emergency information functions and crisis communications. If possible, it is advised to have location(s) identified that could be used as a JIC before an incident occurs; ideally, in close proximity to the EOC. It is important that these locations meet the working needs of the PIO function and allow easy access for the media. Once a JIC has been identified, it is recommended to have appropriate equipment and other resources available and operational. The PIO should develop standard operating procedures on the actual use of the JIC and the equipment and staff that may be needed.

The JIS provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines, including the private sector and NGOs. It includes the plans, protocols, procedures, and structures used to provide information to:

- General public
- Disaster victims
- Affected jurisdictions
- Elected officials
- Community leaders
- Private sector
- Media
- NGOs (e.g., American Red Cross)
- Response and recovery organizations (e.g., urban search and rescue, utilities)
- Volunteer groups (e.g., CERT, VOAD)
- International interests (e.g., international media and donations)

- Other impacted groups.

Federal, State, tribal, local, and voluntary agencies, private sector PIOs, and established JICs are critical supporting elements of the JIS. Key elements include the following:

- Gathering, verifying, coordinating, and disseminating consistent messages
- Interagency coordination and integration
- Support for decision-makers
- Flexibility, modularity, and adaptability.

Agencies issue their own releases related to their policies, procedures, programs, and capabilities; however, messages need to be coordinated utilizing the JIS to ensure message consistency.

JOINT INFORMATION CENTER (JIC)

To ensure coordination of public information during incidents that involve multiple agencies and/or jurisdictions, the IC/UC may use a JIC to support the gathering, verification, coordination, and dissemination of accurate, accessible, and timely information. The JIC is a central location that facilitates operation of the JIS. In the early stages of response to an incident, the PIO shall consult with the IC/UC regarding the opening of a JIC. The IC/UC shall retain authority to order the opening of a JIC, although the lead PIO may recommend when it is appropriate. JICs are established:

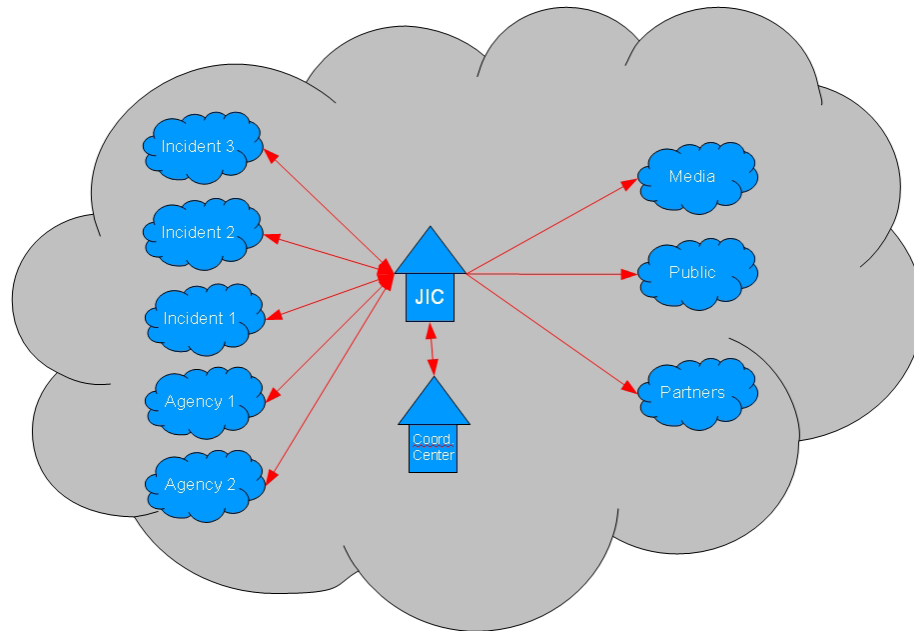
- At the direction of the IC/UC at various levels of government.
- At pre-determined or incident-specific sites; and
- As components of Federal, State, tribal, or local Multiagency Coordination Systems (MACS).

JICs may be staffed:

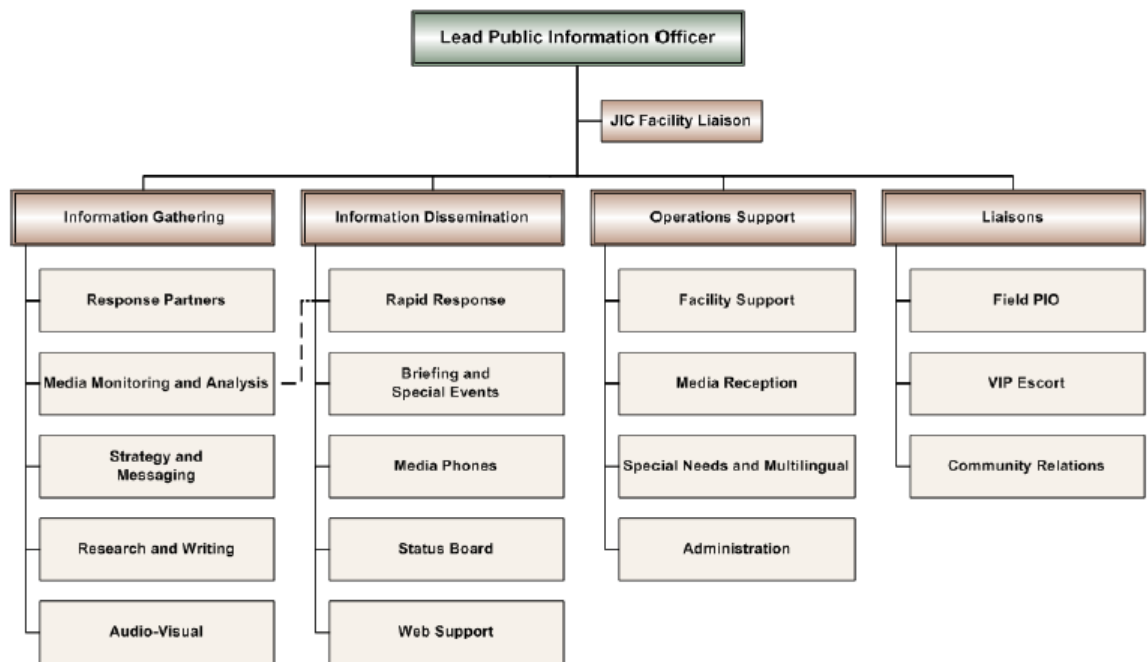
- By representatives from all agencies and jurisdictions involved in the response and recovery operation.

The JIC should be located close to the best sources of information, such as an EOC or ICP, without compromising safety or security of the personnel staffing the facility. A single JIC location is preferable, but the system is flexible and adaptable enough to accommodate virtual or multiple locations, as required.

Joint Information System



Large-Scale Incidents



ATTACHMENT F

SOCIAL MEDIA

Gallatin County Emergency Management maintains several social media accounts as the primary social media source during large events. While there are many social media accounts utilized around the county, these accounts should be utilized during large incidents as an absolute minimum.

Facebook – facebook.com/GCEM.MT



Facebook can be utilized to quickly push information containing text, images, and video.

Twitter – twitter.com/ReadyGallatin



Twitter can be utilized to alert people of information. Many people have Twitter set to alert them when a message is received. The characters are limited, so the message should contain a short message, or link to other sources of detailed information.

Youtube – youtube.com/ReadyGallatin



You tube allows for videos to be posted and easily viewed by the community. This is especially useful for providing video showing an incident or creating a recording official briefing/ update using a smart device and sharing it.

Activation Criteria

Available to any government agency in Gallatin County.

Authorization

No authorization is required outside of agency specific protocols and authorization of the Incident Commander.

Activation Procedure

Contact the EMDO via Gallatin County Dispatch [REDACTED]

RECOVERY

Annex J

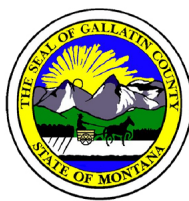
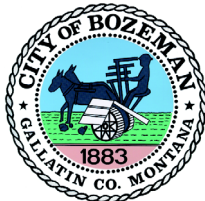
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

RECORD OF CHANGES

ANNEX J: RECOVERY

[illegible]

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ANNEX J: RECOVERY

I. PRIMARY AGENCIES

Emergency Management, FEMA Recovery Representative, State Recovery Representative

II. SUPPORTING AGENCIES

Auditor, Financial Advisors, Elected Officials

III. AUTHORITY

A. FEDERAL

Name	Description	Legal

B. STATE

Name	Description	Legal

C. LOCAL

Name	Description	Legal

IV. PURPOSE

The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required to recover from a major emergency or disaster.

V. EXPLANATION OF TERMS

A. ACRONYMS

CFR	Code of Federal Regulations
DRC	Disaster Recovery Center
DSO	Disaster Summary Outline
EMC	Emergency Management Coordinator
EMDO	Emergency Management Duty Officer
FEMA	Federal Emergency Management Agency
GCCC	Gallatin County Coordination Center
IA	Individual Assistance
JFO	Joint Field Office
JIC	Joint Information Center
PA	Public Assistance
PDA	Preliminary Damage Assessment
PEO	Principal Executive Officer
PIO	Public Information Officer
PW	Project Worksheet
SBA	Small Business Administration
SOP	Standard Operating Procedures

B. DEFINITIONS

Individual Assistance (IA)

Programs providing financial assistance to individuals, families, and business owners in declared disaster areas whose property has been damaged or destroyed and whose losses are not covered by insurance.

Public Assistance (PA)

Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.

Stafford Act

The Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Primary and Secondary Agents

The individuals who will be representing the jurisdiction in the grant process.

Project Worksheet

A FEMA document that lists the specifications of an approved PA project.

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) As identified in the Gallatin County Hazard Analysis summarized in the Basic Plan, this jurisdiction is at risk from a number of hazards that have the potential for causing extensive property damage. If such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster.
- 2) The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. Most federal disaster assistance programs are administered by state agencies.
- 3) The State of Montana does not have a specific disaster assistance program for individuals similar to the Stafford Act.
- 4) Federal assistance is governed by the Stafford Act and 44 CFR, part 206.

B. ASSUMPTIONS

- 1) Adopting and enforcing land use regulations can reduce much of the structural damage that would otherwise result from a disaster.
- 2) We must be prepared to deal with a major emergency or disaster until outside help arrives.
- 3) Timely and accurate damage assessment to private and public property is the basis for requesting state and federal assistance for citizens, for repairs to infrastructure, and should be a vital concern to local officials following a disaster.
- 4) State and federal assistance may be requested to assist citizens or government entities. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if approved, will generally be in the form of financial reimbursement and will require considerable paperwork and take time to deliver.
- 5) Volunteer organizations will be available to assist citizens in meeting some basic needs, but they may not provide all needed assistance.
- 6) Damage assessment and recovery operations may commence while some emergency response activities are still underway.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) Our disaster recovery program will be conducted in five steps:
 - a) Pre-Emergency Preparedness. Prior to an emergency, this annex shall be developed and maintained, and key recovery staff members identified. These individuals shall obtain training and develop operating procedures for recovery activities. Requirements for personnel to staff damage assessment teams and assist in recovery programs shall be determined and basic training provided.
 - b) Initial Damage Assessment. An initial damage assessment is required to support requests for state and federal assistance. This assessment will be conducted as soon as possible; often while some emergency response activities are still underway. During this phase, the PEO should declare a local state of disaster, which allows local officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance. Guidance on issuing a local disaster declaration is provided in Annex U (Legal).
 - c) Requesting Assistance. State and federal disaster assistance must be requested in a letter to the Governor, which must be accompanied by a Disaster Summary Outline (DSO) reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a state disaster declaration for the affected area and may request that the President issue a federal disaster declaration.
 - d) Short Term Recovery Activities. Prior to a federal disaster or major emergency declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested. During the initial stages of recovery, state agencies and volunteer groups may assist disaster victims with basic needs, such as temporary shelter, food, and clothing. A local donations management program may be activated to distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government. See Annex O (Human Services) and Annex T (Resource and Donations Management) for more information.
 - e) Post-Declaration Recovery Programs. Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster declaration.

B. DAMAGE ASSESSMENT

- 1) An extensive and detailed damage assessment is the basis of most recovery programs at state and federal levels. The county is responsible for compiling the necessary information regarding loss of life, injuries, and property damage.
- 2) The Damage Assessment Officer will manage the damage assessment function by organizing, training, and employing a Damage Assessment Team composed of local personnel.
- 3) Damage Assessment Teams: There will be two types of damage assessment teams. Public Assistance (PA) teams will survey damage to government property and private non-profit organizations. Individual Assistance (IA) teams will assess impact on citizens and businesses. Each team will have a designated team leader who will compile and report team findings to the Damage Assessment Officer.
 - a) PA Team: This team will assess damage to publicly owned property. Damage will be reported in terms of dollars and impacts in the following categories:
 - i. Emergency services
 - ii. Debris removal and disposal
 - iii. Roadways and bridges
 - iv. Water control facilities
 - v. Buildings, equipment, and vehicles
 - vi. Publicly owned utilities
 - vii. Parks and recreational facilities
 - b) IA Team: This team will survey damage to homes and businesses.
- 4) Homes. The 1-PR form provides a matrix used to report damage to homes, which will be categorized by:
 - a) Type of housing unit: single family, mobile homes, and multi-family units.
 - b) Type of damage: destroyed, major damage, minor damage, affected

- c) For each type of housing unit, an estimate of average percent of units covered by insurance must be provided.
- 5) Businesses: The 2-BU form should be used to report business damages to the state officials. This information will be needed should our jurisdiction not qualify for FEMA assistance.
 - a) Business name and address
 - b) Owner's name and phone number
 - c) Type of business
 - d) Estimated dollar loss
 - e) Amount of anticipated insurance
 - f) Value of business
 - g) Fair replacement value of Contents
 - h) Structure
 - i) Land
 - j) Number of employees
 - k) Number of employees for which unemployment insurance is carried
 - l) Estimated number of days out of operation
 - m) Percent of uninsured loss

C. REQUESTING ASSISTANCE

- 1) Requests for assistance should be forwarded to MT DES within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration.
- 2) If the PEO determines that a disaster is of such severity as to be beyond the local capability to recover and that state or federal assistance is needed for long-term recovery, s/he should prepare a letter requesting disaster assistance, with the following attachments. A complete local disaster declaration, with data from all cities and unincorporated areas that suffered damage, should be included.

- 3) MT DES will review the information submitted, coordinate with the Governor's Office regarding the request, and maintain contact with the PEO as the request is processed.
- 4) If local damages appear to exceed the state and local capability to recover, MT DES will contact the FEMA regional office and arrange for federal, state, and local personnel to conduct a preliminary damage assessment. If the results of that assessment confirm that the severity of the disaster is beyond state and local capabilities, the Governor may forward a request for assistance to the President through FEMA.

D. POST-DECLARATIONAL EMERGENCY PROGRAMS

- 1) Presidential Disaster Declaration. When a federal disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed, and recovery facilities are established. A Joint Field Office (JFO), staffed by state and federal personnel, will normally be established in the vicinity of the disaster area to administer recovery programs. One or more Disaster Recovery Centers (DRC), staffed by state and federal agency personnel, may be established to assist disaster victims in obtaining assistance; mobile DRCs may also be employed.
- 2) Individual Assistance
 - a) The FEMA Tele-registration System is activated so that disaster victims may register by phone for federal disaster assistance.
 - a. 800-621-3362
 - b. <http://www.fema.gov/assistance>
 - b) Federal, state, and local personnel conduct follow-up damage assessments.
 - c) State and federal outreach programs for disaster victims are initiated.
 - d) Individual assistance activities for citizens and businesses may continue for months.
- 3) Public Assistance
 - a) Public assistance is provided to repair or rebuild public facilities affected by a disaster, including buildings, state or local roads and bridges, water supplies, sewage treatment, flood control systems, airports, and publicly owned electric utilities. Public assistance is also available to repair or rebuild schools and public recreation facilities.

- b) As reconstructing infrastructure may require demolition and site cleanup, design, and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.
 - c) Nearly all federal public-assistance programs are on a cost share basis. The federal government picks up a large percentage of the costs, but local government must cover the remainder. Hence, it is particularly important to maintain complete and accurate records of local response and recovery expenses.
- 4) Small Business Administration (SBA) Disaster Declarations. If the emergency situation does not meet the criteria for a Presidential disaster declaration, assistance in the form of loans may be available from the SBA.
- 5) Agricultural Disaster Declarations. The Secretary of Agriculture is authorized to make agricultural disaster declarations for weather-related crop losses. When such declarations are made, farmers and ranchers become eligible for an emergency loan program.
- 6) Other State Programs. Limited assistance may be available through the Montana Disaster Fund for costs above the 2-mill emergency assessment and below the Montana public assistance Threshold.

E. PHASES OF MANAGEMENT

- 1) Mitigation
 - a) Develop and enforce adequate building codes
 - b) Develop and enforce adequate land use regulations
 - c) Develop hazard analysis
 - d) Develop potential mitigation measure to address the hazards identified in the analysis
- 2) Preparedness
 - a) Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities
 - b) Identify damage assessment team members
 - c) Train personnel in damage assessment techniques

- d) Maintain pre-disaster maps, photos, and other documents for damage assessment purposes
 - e) Identify critical facilities requiring priority repairs if damaged
 - f) Ensure that key local officials are familiar with jurisdiction's insurance coverage
 - g) Conduct public education on disaster preparedness
 - h) Conduct exercises
- 3) Response
- a) Gather damage reports
 - b) Compile damage assessment reports
 - c) Keep complete records of all expenses
- 4) Recovery
- a) Identify unsafe structures and recommend condemnation
 - b) Monitor restoration activities
 - c) Review building codes and land use regulations for possible improvements
 - d) Communicate effectively with disaster victims

VII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) The county organization for disaster recovery includes the general emergency structure described in the Basic Plan and the additional recovery positions described in this annex.
- 2) The EMDO shall coordinate recovery efforts. The EMDO will serve as the Damage Assessment Officer or designate an individual to serve in that capacity.

- 3) All departments and agencies may be called on to provide staff support for damage assessment and recovery activities.

B. ASSIGNMENT OF RESPONSIBILITIES

- 1) The PEO will:

- a) Oversee the local disaster recovery program, including pre-disaster planning and post-disaster implementation.
- b) Appoint an Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer, who will carry out specific recovery program activities and report to the EMC.
- c) In the aftermath of a disaster:
 - i. Review damage assessments and request state and federal disaster assistance if recovery from the disaster requires assistance beyond that which local government can provide.
 - ii. Participate in recovery program briefings and periodic reviews.
 - iii. Monitor and provide general guidance for the operation of the local recovery program when implemented.

- 2) The EMDO will:

- a) Serve as the Damage Assessment Officer or designate an individual to fill that position
- b) Participate in recovery program briefings, meetings, and work groups
- c) Supervise local recovery operations; coordinating as needed with state and federal agencies and maintaining required records
- d) Provide guidance to and supervise recovery activities of the Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer
- e) Coordinate training for damage assessment team members and other individuals with disaster recovery responsibilities
- f) Assist the PEO in preparing documents to request state and federal recovery assistance

- g) Develop appropriate public information relating to recovery programs, in coordination with the PIO

3) The Damage Assessment Officer will:

- a) Develop a damage assessment program.
- b) Organize and coordinate training for damage assessment teams.
- c) In the aftermath of a disaster:
 - i. Collect damage assessments from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance
 - ii. Compile damage assessment information
 - iii. Participate with state and FEMA representatives in the PDA process
 - iv. Coordinate with the Incident Commander to ensure that response activities have either terminated or are in a phase of transitioning to recovery, before deploying damage assessment teams

4) The PA Officer will:

- a) Attend the following PA program meetings:
 - i. Applicant's Briefing
 - ii. Kick-off Meeting
 - iii. Other program meetings, as needed
- b) Obtain maps showing damage areas from PDA team leaders
- c) Prepare or assist state and federal teams in preparing recovery Project Worksheets (PW) for the local area
- d) Monitor all PA program activities and:
 - i. Ensure deadlines are complied with or time extensions requested in a timely manner
 - ii. Ensure the work performed complies with the description and intent of the PW

- iii. Ensure all environmental protection and historical preservation regulations are complied
 - e) Request alternate or improved projects, when appropriate
 - f) Request progress payments on large projects, if appropriate
 - g) Request final inspections and audit when projects are completed
 - h) Prepare and submit Project Completion and Certification Report (P.4) as appropriate
 - i) Provide insurance information when needed
 - j) Ensure costs are properly documented
 - k) Assist with final inspections and audits
 - l) Monitor contract for de-barred contractors
 - m) The duties of the PA Officer are further explained in the Disaster Recovery Manual
- 5) The IA Officer will:
- a) Act as our liaison with state and federal Outreach and Public Relations programs
 - b) Assist in locating a local facility for use as DRC, if needed
 - c) Act as the local government representative at the DRC, when needed
 - d) Coordinate with the state and federal Outreach staff to arrange community meetings
 - e) Act as an advocate for disaster victims who need assistance in dealing with state, federal, and volunteer agencies
- 6) The PIO will establish a media site, sometimes referred to as a JIC, to ensure that accurate and current information is disseminated to the public.
- 7) The Chief Financial Officer will:
- a) Administer fiscal aspects of the recovery program

- b) Ensure that the financial results of each project are accurate and fully disclosed
- c) Monitor the source and application of all funds
- d) Ensure that outlays do not exceed approved amounts for each award
- e) Maintain information establishing the local cost share
- f) Ensure that all laws, regulations, and grant requirements are complied with
- g) Coordinate between the grant managers (also known as Primary and Secondary Agents) and the accounting staff
- h) These duties are further explained in the Disaster Recovery Manual

8) Public Works will:

- a) Survey roads, bridges, traffic control devices, and other facilities and determine extent of damage and estimate cost of restoration
- b) Determine extent of damage to government-owned water and wastewater systems and other utilities and estimate the cost of restoration
- c) Coordinate with local public non-profit utility providers to obtain estimates of damage to their facilities and equipment and estimates of the cost of restoration

9) The School District will:

- a) Assess and report damage to its facilities and equipment and the estimated cost of repairs
- b) Estimate the effects of the disaster on the school district tax base

10) The City Finance Director will:

- a) Estimate dollar losses to local government due to disaster
- b) Estimate the effects of the disaster on the local tax base and economy

11) All departments and agencies will:

- a) Pre-emergency:

- i. Identify personnel to perform damage assessment tasks
 - ii. Identify private sector organizations and individual with appropriate skills and knowledge that may be able to assist in damage assessment
 - iii. Participate in periodic damage assessment training
 - iv. Participate in using geographic information systems (GIS) that may be used in damage assessment
 - v. Periodically review forms and procedures for reporting damage with designated damage assessment team members
- b) Emergency:
 - i. Make tentative staff assignments for damage assessment operations
 - ii. Review damage assessment procedures and forms with team members
 - iii. Prepare maps and take photos and videos to document damage
- c) Post-emergency:
 - i. Identify and prioritize areas to survey
 - ii. Refresh damage assessment team members on assessment procedures
 - iii. Deploy damage assessment teams
 - iv. Complete damage survey forms and forward to the Damage Assessment Officer
 - v. Catalog and maintain copies of maps, photos, and videotapes documenting damage for further reference
 - vi. Provide technical assistance for preparation of recovery project plans
 - vii. Maintain disaster-related records

IX. COORDINATION

A. GENERAL

- 1) The PEO may establish local rules and regulations for the disaster recovery program and may approve those recovery programs and projects that require approval by the local governing body.
- 2) The PEO shall provide general guidance for and oversee the operation of the local disaster recovery program and may authorize those programs and projects that require approval by the chief elected official or chief operating officer of the jurisdiction.
- 3) The EMDO shall direct day-to-day disaster recovery activities and shall serve as the Damage Assessment Officer or designate an individual to fill that position.
- 4) The PEO shall appoint local officials to fill the positions of IA Officer, PA Officer, and Recovery Fiscal Officer. These individuals shall report to the EMDO in matters relating to the recovery program.

X. ADMINISTRATION & SUPPORT

A. REPORTS

Each damage survey team will collect data using the Site Assessment forms (see Attachment B) that can be found in the *Disaster Recovery Manual*. Once completed, these forms should be utilized to determine priorities for beginning repairs and evaluating the need for requesting state and federal assistance.

B. RECORDS

Each department or agency will keep detailed records on disaster related expenses, including:

- 1) Labor
 - a) Paid (regular and overtime)
 - b) Volunteer
- 2) Equipment Used
 - a) Owned
 - b) Rented /leased

- c) Volunteered
- 3) Materials
 - a) Purchased
 - b) Taken from inventory
 - c) Donated
- 4) Contracts
 - a) Services
 - b) Repairs

C. CONTRACTS

- 1) The Recovery Fiscal Officer should monitor all contracts relating to the recovery process. Contracts that will be paid from federal funds must meet the following criteria:
 - a) Meet or exceed federal and state procurement standards and must follow local procurement standards if they exceed the federal and state criteria
 - b) Be reasonable
 - c) Contain right to audit and retention of records clauses
 - d) Contain standards of performance and monitoring provisions
 - e) Fall within the scope of work of each FEMA project
 - f) Use line items to identify each FEMA project, for multiple project contracts
- 2) The following contract-related documents must be kept:
 - a) Copy of contract
 - b) Copy of PWs
 - c) Copies of requests for bids

- d) Bid documents
- e) Bid advertisement
- f) List of bidders
- g) Contract let out
- h) Invoices, cancelled checks, and inspection records

D. TRAINING

- 1) The individual assigned primary responsibility for the recovery function shall attend disaster recovery training.
- 2) Those individuals assigned duties, as the IA Officer and PA Officer should also attend training appropriate to their duties.
- 3) The Damage Assessment Officer is responsible for coordinating appropriate training for local damage assessment teams.

E. RELEASE OF INFORMATION

- 1) Personal information, such as marital status, income, and Social Security numbers gathered during the damage assessment and recovery process is protected by state and federal privacy laws. Due care must be taken by all individuals having access to such information to protect it from inadvertent release.
- 2) General information, such as the numbers of homes damaged and their general locations, may be provided to private appraisers, insurance adjusters, etc.

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT & MAINTENANCE

- 1) Development

The EMDO is responsible for developing and maintaining this annex.

- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.

- 3) Those individuals charged with responsibilities for managing various recovery activities are also responsible for developing standard operating procedures for those activities.

NOTE: CITIES submit damage info to the appropriate COUNTY. The COUNTY collates the data onto a SINGLE PR/BU report PER DAY, then sends the ONE report to the State mid to late afternoon. The forms MUST be completed using a computer. Return to hsdamage@emd.wa.gov

Jurisdiction / area affected:	Your County Here	PRIMARY RESIDENCES ONLY When in doubt on how to fill in a cell, read the Pop Up box. (Save doc as Excel 97-2003 .xls file NOT .xlsx)	FOR OFFICE USE ONLY <div></div>
Type of Occurrence:	XXX		
Date of Occurrence:	xx/xx/xxxx		
TODAY'S DATE:			

TOTALS ROW							\$0	\$0	\$0			\$0								\$0	
#	First Name	Last Name	Street Address	City	Zip	Occupant: Owner or Renter	Estimated Pre-Disaster FMV of STRUCTURE	Estimated STRUCTURE Loss in \$\$	Estimated PERSONAL PROPERTY Loss in \$\$	Primary Cause of Damage	Type of Insurance	Deductible	Habitable? Yes or No	Accessible? Yes or No	Category of Damage	Description of Damages	Contact Name	Contact Phone	Contact Email	Total Uninsured Loss	% of Total Uninsured Loss / FMV
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4																					
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Human Services Disaster Damage Assessment Form - PRIMARY RESIDENCES

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Human Services Disaster Damage Assessment Form - PRIMARY RESIDENCES

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Human Services Disaster Damage Assessment Form - PRIMARY RESIDENCES

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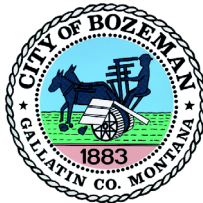
COMMUNITY INFRASTRUCTURE Annex K



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

RECORD OF CHANGES

ANNEX K: COMMUNITY INFRASTRUCTURE

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ANNEX K: **COMMUNITY INFRASTRUCTURE**

I. PRIMARY AGENCIES

Public Works, Utilities

II. SUPPORTING AGENCIES

Communication Providers, Private Water & Sewer Providers, Gallatin County
Emergency Management

III. AUTHORITY

A. FEDERAL

Name	Description	Legal

B. STATE

Name	Description	Legal

C. LOCAL

Name	Description	Legal

IV. PURPOSE

- 1) The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public works, engineering activities, and to prevent, protect from, respond to, and

recover from temporary disruptions in utility services that threaten public health or safety in the local area.

- 2) This annex is not intended to deal with persistent shortages of water due to drought or prolonged statewide or regional shortages of electricity or natural gas. Measures to deal with protracted water shortages are addressed in the drought plans that must be maintained by each public water supply utility. Resolving protracted water shortages normally requires long-term efforts to improve supplies. Measures to deal with widespread energy shortages are normally promulgated by state and federal regulatory agencies. Local governments may support utility efforts to deal with long-term water and energy supply problems by enacting and enforcing conservation measures and providing the public information pertinent to the local situation.

V. EXPLANATION OF TERMS

A. ACRONYMS

AHJ	Authority Having Jurisdiction
COOP	Continuity of Operations Plan
FEMA	Federal Emergency Management Agency
GCCC	Gallatin County Coordination Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
PEO	Principal Executive Officer
PSC	Public Service Commission
SAR	Search & Rescue
SOP	Standard Operating Procedures

B. DEFINITIONS

Debris Clearance

Clearing roads of debris by pushing it to the roadside.

Debris Disposal

Placing mixed debris and/or the residue of debris volume-reduction operations into an approved landfill.

Debris Removal

Debris collection and transport to a temporary storage or permanent disposal site for sorting and/or volume reduction. Debris removal also includes damaged structure demolition and removal.

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) See the general situation statement and hazard summary in the Basic Plan.
- 2) This county anticipates emergency situations may occur which threaten public health, safety, and property. An emergency situation of this nature may require emergency public works and engineering services.
- 3) As noted in the general situation statement and hazard summary, our area is vulnerable to a number of hazards. These hazards could result in the disruption of electrical power, telephone service, water, and wastewater services as well as natural gas service.
- 4) Public utilities are defined as those companies and organizations authorized to provide utility services, including electricity, water, sewer service, natural gas, and telecommunications to the general public in a specified geographic area. Utilities may be owned and/or operated by a municipality, a regional utility authority, investors, or by a private non-profit organization such as a member cooperative (CO-OP).
- 5) The loss of utility services, particularly extended utility outages, could adversely affect the capability of local personnel to respond to and recover from the emergency situation that caused the disruption of utility service and create additional health and safety risks for the general public.
- 6) The utilities serving our communities include:
 - a) Electric.
 - b) Water/Wastewater.
 - c) Telephone.
 - d) Natural Gas/ Propane.
 - e) Cable.
 - f) Waste Disposal.

- 7) Additional information on these utilities is provided in Attachment B to this annex.
- 8) The state and/or federal government regulate most utility providers. State regulators include:
 - a) Public Service Commission.
 - b) Department of Environmental Quality.
 - c) Department of Public Health & Human Services.
- 9) Virtually all utilities are required by state regulations to have emergency operations plans for restoring disrupted service. Many utilities maintain emergency operation centers. Those that do not normally have procedures to establish temporary facilities when they need them.
- 10) Extended electrical outages can directly impact other utility systems, particularly water and wastewater systems. In areas where telephone service is provided by above-ground lines that share poles with electrical lines, telecommunications providers may not be able to make repairs to the telephone system until electric utilities restore power lines to a safe condition.
- 11) Municipal, special district and private non-profit utilities may be eligible for reimbursement of a portion of the costs for repair and restoration of damaged infrastructure in the event the emergency situation is approved for a Presidential Disaster Declaration that includes public assistance.

B. ASSUMPTIONS

- 1) Employing public works and engineering personnel and equipment during pre-disaster operations should minimize disaster damage. Advance preparation of personnel and equipment may also hasten restoration efforts.
- 2) Public works and engineering may have insufficient resources to remove the debris created by a major emergency or disaster and accomplish other recovery tasks.
- 3) Public works & engineering are expected to accomplish expedient repair and restoration of essential services and vital facilities. Depending on the scale of the operation(s), major reconstruction initiatives will likely require contract assistance.
- 4) Public works and engineering will be able to organize and carry out debris clearance in the aftermath of an emergency. Large-scale debris and/or hazardous material operations, however, will likely require external assistance.

- 5) Private construction companies, engineering firms, and equipment rental contractors have staff and equipment that may be contracted to carry out public works and engineering activities during emergency situations. However, local government may have to compete with businesses and individuals seeking those resources for repairs or rebuilding.
- 6) Assistance may be available from other jurisdictions through inter-local agreements and from commercial firms through contingency contracts. Some types of emergency situations, including earthquakes and floods, may affect large areas and make it difficult to obtain assistance from the usual sources.
- 7) Damage to chemical plants, power lines, sewer and water distribution systems, and secondary hazards, such as fires, may result in health and safety hazards. These hazards could pose a threat to public works and engineering personnel and impede operational capabilities.
- 8) Alternate disposal methods and facilities may be needed as local landfills and waste disposal facilities may prove inadequate to deal with large amounts of debris. Special considerations must be made if the debris has been contaminated with chemicals or petroleum products.
- 9) If local capabilities prove inadequate to deal with a major emergency or disaster, state and/or federal resources may be available to assist in debris removal and restoration of essential services.
- 10) In the event of damage to or destruction of utility systems, utility operators will restore service to their customers as quickly as possible.
- 11) A major disaster, or one affecting a wide area, may require extensive repairs and reconstruction of utility systems that may take considerable time to complete.
- 12) Damage to electrical distribution systems and sewer and water systems may create secondary hazards such as increased risk of fire and public health hazards.
- 13) Each utility will use its own resources and plan to carry out its own response operations, coordinating as necessary with local government and with other utilities.
- 14) Individual utility operators, particularly small companies, may not have sufficient physical or monetary resources to restore utility systems affected by a major disaster or one having widespread effects. Utilities typically obtain supplementary repair and restoration assistance from other utilities pursuant to mutual aid agreements and by using contractors hired by the utility.

- 15) Equipment and personnel from other city departments and agencies may be employed to assist a municipal utility in repairing its systems and restoring service to the public.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) The tasks to be performed during emergency situations include:
 - a) For slow developing situations, take actions to protect government facilities, equipment, and supplies prior to the onset of hazardous conditions.
 - b) Provide heavy equipment support for search and rescue operations.
 - c) Conduct damage-assessment surveys of public facilities, roads, bridges, and other infrastructure.
 - d) Inspect damaged structures.
 - e) Clear debris from roadways and make repairs to re-open transportation arteries.
 - f) Make expedient repairs to essential public facilities to restore operations or protect them from further damage.
 - g) Remove debris from public property and manage debris disposal operations for public and private property.
 - h) Assist in controlling public access to hazardous areas.
- 2) Incident activities for the utilities function will include work in an Incident Command System (ICS) environment with an Incident Commander (IC), maintaining communications with the GCCC, and implementing local and regional mutual aid agreements as required.
- 3) Public and non-profit organizations should utilize gravel for emergency repairs from gravel pits approved by the Montana State Historic Preservation Officer (SHPO). Use of non-SHPO approved gravel may result in those repairs being ineligible for state and federal disaster funds.
- 4) In the event of a loss of utility service, local government is expected to 1) rapidly assess the possible impact on public health, safety, and property, and 2) take appropriate actions to prevent a critical situation from occurring or to minimize the impact in accordance with the Continuity of Operations Plan.

Where utility service cannot be quickly restored, city and county governments will have to take timely action to protect people, property, and the environment from the effects of a loss of service.

- 5) Local governments are not expected to direct utility companies to repair utility problems. Utilities have a franchise that requires them to provide service to their customers, and they have the ultimate responsibility for dealing with utility service outages. Virtually all utilities are required by state regulations to make all reasonable efforts to prevent interruptions of service and, if interruptions do occur, to reestablish service in the shortest possible time. Utilities are required to inform state officials of significant service outages and expected to keep customers and local officials informed of the extent of utility outages and, if possible, provide estimates of when service will be restored.
- 6) Local governments that own or operate utilities are responsible for restoring service to local customers and may commit both their utility and non-utility resources to accomplish the task.
- 7) For utilities that are not government-owned, local government is expected to coordinate with those utilities to facilitate their efforts to restore service to the local area.
- 8) The county should identify critical local facilities and establish general priorities for restoration of utility service. This list of priorities must be communicated to the utilities serving those facilities. Examples of critical facilities are included in Annex P (Hazard Mitigation).
- 8) Attachment D provides a sample of initial utility restoration priorities for critical facilities. These priorities are based on general planning considerations; they should be reviewed and, if necessary, updated based on the needs of a specific situation.
- 9) Utility companies may not be able to restore service to all critical facilities in a timely manner, particularly if damage has been catastrophic, a substantial amount of equipment must be replaced, or if repairs require specialized equipment or materials that are not readily available. In large-scale emergencies, utility companies may have to compete with individuals, businesses, industry, government, and other utility companies for manpower, equipment, and supplies.

B. PROTECTING RESOURCES & PRESERVING CAPABILITIES

- 1) Public works and engineering may be employed during slow developing emergency situations to protect and limit damage to government facilities, equipment, and essential utilities. Protective actions may include sandbagging, building protective levees, ditching, installing protective window coverings, or

removing vital equipment. Public works and engineering are expected to identify buildings and other infrastructure that will benefit from protective measures and, in coordination with the departments or agencies that occupy those facilities, carry out necessary protective actions.

- 2) If time permits, public works and engineering are also expected to take action in advance of an emergency situation to preserve response and recovery capabilities by protecting vital equipment and supplies. It is desirable for agencies to enter into advanced agreements with other agencies or jurisdictions to ensure the safety and security of vital equipment and resources.

C. SEARCH & RESCUE

Public works and engineering may be required to provide heavy equipment support for search and rescue operations, particularly support for search operations in collapsed buildings. See Annex R (Search & Rescue) for more information.

D. LOCAL GOVERNMENT RESPONSE TO A UTILITY OUTAGE

- 1) It is essential for elected officials to obtain an initial estimate of the likely duration of a major utility outage from the utility as soon as possible for response actions to begin. Once that estimate is obtained, local officials should make a determination of the anticipated impact and determine the actions required to protect public health, safety, and property.
- 2) Extended utility outages may require action to protect public health, safety, and property. Such actions may include:

Water or Sewer Outage

- a) Curtail general water service to residents to retain water in tanks for firefighting and for controlled distribution to local residents in containers.
- b) Arrange for supplies of emergency drinking water for the general public and for bulk water for those critical facilities that require it to continue operations.
- c) If sewer service is disrupted, arrange for portable toilets and hand-washing facilities to meet sanitary needs.

Electrical or Natural Gas Outage

- a) Obtain emergency generators to power water pumping stations, water treatment facilities, sewage lift stations, sewage treatment facilities, fueling facilities, and other critical sites.

- b) During periods of cold weather, establish public shelters for residents who lack heat in their homes.
- c) During periods of extreme heat, establish “cooling sites” for residents who do not have air conditioning in their homes.
- d) Request that volunteer groups set-up mass feeding facilities for those without electrical or gas service who cannot prepare meals.
- e) Coordinate with ice distributors to ensure ice is available locally to help citizens preserve food and medicines.
- f) Arrange for fuel deliveries to keep emergency generators running at critical facilities.

Telecommunications Outage

- a) Request telecommunications providers implement priority service restoration plans.
- b) Activate amateur radio support.
- c) Request external assistance in obtaining additional radios and repeaters or satellite telephones.

General

- a) Isolate damaged portions of utility systems to restore service quickly to those areas where systems are substantially undamaged.
- b) In cooperation with utilities, institute utility conservation measures.
- c) Disseminate emergency public information requesting conservation of utilities.
- d) Assist in relocating patients of medical facilities, residential schools, and similar institutions that cannot maintain the required level of service for their clients.
- e) Provide law enforcement personnel to manage traffic at key intersections if traffic control devices are inoperative.
- f) Consider staging fire equipment in areas without electrical or water service.

- g) Consider increased security patrols in areas that have been evacuated due to the lack of utility service.
- h) See Annex M (Resource Management) for planning factors for emergency drinking water, ice, portable toilets, and food.

E. DAMAGE ASSESSMENT

- 1) The Authority Having Jurisdiction for building inspections will lead damage assessments of public buildings, homes, and businesses. The AHJ for public works will lead damage assessments of roads, bridges, and utilities.
- 2) The AHJ for building inspections should inspect damaged structures. Inspections are conducted to identify unsafe structures and, if necessary, take actions to restrict entry and occupancy until the structures can be made safe.
- 3) Damaged buildings posing an immediate threat to public health and safety should be appropriately posted to restrict public access pending repairs or demolition. Local ordinance or regulation provides for expedited demolition of structures that pose a threat to public health during emergency situations.

F. FACILITATING UTILITY RESPONSE

- 1) Local officials may facilitate utility response by:
 - a) Identifying utility outage areas reported to local government. Although many utility systems have equipment that reports system faults and customer service numbers for people to report problems, outage information reported to local government can also be helpful.
 - b) Asking citizens to minimize use of utilities that have been degraded by emergency situations.
 - c) Identifying local facilities for priority restoration of utilities.
 - d) Coordinating with the utility on priorities for clearing debris from roads, which also provides access to damaged utility equipment.
 - e) Providing access and traffic control in utility repair areas where appropriate.
- 2) Large-Scale Emergency Situations
 - a) In large-scale emergency situations, which produce catastrophic damage in a limited area (such as a tornado) or severe damage over a wide area (such as an ice storm), utilities are typically faced with a

massive repair and rebuilding effort that cannot be completed in a reasonable time without external support. In such circumstances, utilities typically bring in equipment and crews from other utilities and from specialized contractors. In these situations, utilities may request assistance from the county in:

- i. Identifying lodging for repair crews – hotels, motels, school dormitories, camp cabins, and other facilities.
- ii. Identifying restaurants to feed crews or caterers who can prepare crew meals.
- iii. Identifying or providing a staging area or areas for utility equipment coming from other locations and providing security for such areas.
- iv. Obtaining water for repair crews.
- v. Identifying operational sources of fuel in the local area.

G. PROTECTING RESOURCES & PRESERVING CAPABILITIES

- 1) In the event of a slowly developing emergency, it is possible that utilities may be able to mitigate some of the effects of a major emergency or disaster by protecting key facilities and equipment.
- 2) In the event of a flooding threat, constructing dikes, sandbagging, or using pumps to prevent water from entering the facility may protect facilities or electrical substations. In some cases, in an effort to preserve pumps, electrical control panels, and other vital equipment, it may also be prudent to remove that equipment from facilities to prevent damage due to rising water.
- 3) In the event of hazardous materials spills in rivers or lakes used for water supplies, contamination of water distribution systems may be avoided by temporarily shutting down water intakes.
- 4) Loss of power could severely affect critical functions such as communications, water pumping, purification, distribution, sewage disposal, traffic control, and operation of critical medical equipment. Critical facilities that require back-up electrical power should have appropriate generation equipment on site if possible. If this is not feasible, emergency generator requirements should be determined in advance to facilitate timely arrangements for such equipment during emergency situations.

H. TEMPORARY REPAIRS & RESTORATION

- 1) Public works and engineering are expected to make timely temporary repairs to government-owned buildings and other infrastructure essential to emergency response and recovery operations. Building contents should be removed or restricted until the restoration process is complete. Personnel should coordinate with building occupants to determine which areas and equipment have the highest priority for protection.
- 2) Hazardous situations may result in damage to computers storing vital government records and/or hard copy records, such as building plans, legal documents, and tax records. When computers or paper records are damaged, it is essential to obtain professional technical assistance for restoration as soon as possible.
- 3) It is generally impractical to restore buildings sustaining major damage during the emergency response phase. Major repairs will normally be postponed until recovery operations commence and will typically be performed by contract personnel.

I. UTILITY SUPPORT FOR EMERGENCY RESPONSE OPERATIONS

The assistance of utility providers may be needed to support other emergency response and recovery operations. Such assistance may include:

- 1) Rendering downed or damaged electric lines safe to facilitate debris removal from roadways.
- 2) Cutting off utilities to facilitate the emergency response to fires, explosions, building collapses, and other emergency situations.
- 3) Facilitating search and rescue operations by cutting off electrical power, gas, and water to areas to be searched.
- 4) Establishing temporary utility hookups to facilitate response activities.

J. UTILITY SUPPORT FOR DISASTER RECOVERY OPERATIONS

- 1) Utilities play a primary role in the recovery process and must coordinate closely with local government to:
 - a) Render electrical lines and gas distribution lines safe before local officials authorize re-entry of property owners into affected areas to salvage belongings and repair damage to their homes and businesses.
 - b) Participate in inspections of affected structures to identify hazards created by damaged utilities and eliminate those hazards.
 - c) Determine the extent of damage to publicly owned utility infrastructure and equipment.
 - d) Restore utility systems to their pre-disaster condition.

K. PUBLIC INFORMATION

- 1) It is essential to provide the public current information on utility status, the anticipated time to restore service, recommendations on dealing with the consequences of a utility outage, conservation measures, and information on sources of essential life support items such as water. Locally developed emergency public information relating to utility outages should be developed in coordination with the utilities concerned to ensure that messages are accurate and consistent.
- 2) In some emergency situations, many of the normal means of disseminating emergency public information may be unavailable and alternative methods of getting information out to the public may have to be used.
- 3) Utilities are complex systems and service may be restored on a patchwork basis as damaged components are repaired or replaced. Some neighborhoods may have utility service restored while adjacent neighborhoods are still without power or water. In some cases, one side of a street may have power and the opposite side may not. In these circumstances, the quality of life for local residents can often be significantly improved by using public information messages to encourage those who have working utilities to take in their neighbors who do not. This approach can also significantly reduce the number of people occupying public shelters and using mass feeding facilities.

L. REQUESTING EXTERNAL ASSISTANCE

- 1) The Montana Water/ Wastewater Agency Response Network (MTWARN) provides a mechanism for water utilities to share resources among members. See Attachment A for information on MTWARN.
- 2) Any agency can request assistance through the Montana Intrastate Mutual Aid System (IMAS). See Attachment D for information on IMAS.

M. PHASES OF MANAGEMENT

- 1) Prevention
 - a) Identify vulnerabilities of existing public buildings, roads, bridges, water systems, and sewer systems to known hazards and take steps to lessen vulnerabilities.
 - b) Reduce vulnerability of new public facilities to known hazards through proper design and site selection.
 - c) Develop plans to protect facilities and equipment at risk from known hazards.
 - d) Install emergency generators in key facilities and have portable generators available to meet unexpected needs. Ensure procedures are in place to maintain and periodically test back-up sources of power, such as generators and fuel, in the event of an emergency power loss.
 - e) Have emergency management personnel, who are familiar with the local hazard assessment, review proposed utility construction or renovation activities to determine if existing hazards will be increased by such activities.
 - f) Assess the vulnerability of existing municipal electrical, gas, water, and sewer systems to known hazards and take actions to avoid or lessen such vulnerabilities.
 - g) Maintain portable generators and pumps to meet unexpected needs and/or identify rental sources for such equipment that can respond rapidly during an emergency to avoid and/or reduce the effects of other incidents.
- 2) Preparedness
 - a) Ensure government buildings, roads and bridges, and public works equipment are in good repair.

- b) Ensure an adequate number of personnel are trained to operate heavy equipment and other specialized equipment.
- c) Stockpile materials needed to protect and repair structures, roads, bridges, and other infrastructure.
- d) Develop general priorities for clearing debris from roads and maintain an adequate quantity of barricades and temporary fencing.
- e) Maintain current maps and plans of government facilities, roads, bridges, and utilities.
- f) Review plans, evaluate emergency staffing needs considering potential requirements, and make tentative emergency task assignments.
- g) Execute contingency contracts for emergency equipment and services with local contractors and execute agreements with individuals and businesses to borrow equipment.
- h) Develop procedures to support or accomplish the tasks outlined in this annex.
- i) Ensure government-owned vehicles and other equipment can be fueled during an electrical outage.
- j) Contact local utilities to determine the type of damage assessment information that they can normally provide in an emergency. Provide utilities with the names and contact information of key officials that utilities can use to provide information to local government during an emergency.
- k) Reduce vulnerability of new utility infrastructure to known hazards through proper site selection and facility design.
- l) Coordinate with the emergency management staff to develop plans to protect public utility facilities and equipment at risk from known hazards and to maintain supplies and equipment to carry out such plans.
- m) Develop plans to install emergency generators in key facilities and identify emergency generator requirements for facilities where it is not possible to permanently install backup generators.
- n) Ensure the Utility Coordinator and the local agencies have emergency contact numbers for utilities serving the local area other than

published customer service numbers.

- o) Coordinate with the occupants of critical governmental and non-government facilities to establish a tentative utility restoration priority list for such facilities. Provide the restoration priority list to appropriate utilities.
- p) Cooperate with social service agencies and volunteer groups to identify local residents with potential health or safety problems that could be immediately affected by utility outages and provide such information to utilities for action.
- q) Request that utilities periodically brief local officials and members of the GCCC staff on their emergency service restoration plans.
- r) Encourage utilities to participate in local emergency drills and exercises.
- s) Train workers, especially supervisors, to be familiar with ICS incident site procedures.
- t) Ensure mutual aid agreements are completed.
- u) Train and exercise personnel in emergency response operations.
- v) Plan for adequate staffing during and after emergencies.
- w) Ensure emergency plans are kept up to date.
- x) Ensure emergency equipment is in good repair and secured against damage from likely hazards.
- y) Stockpile adequate repair supplies for likely emergency situations.
- z) Conclude utility mutual aid agreements and establish procedures for requesting assistance from other utilities.

3) Response

- a) If warning is available, take actions to protect government facilities and equipment.
- b) Survey areas affected by a hazard, assess damage, and determine the need and priority for expedient repair or protection to prevent further damage. Report damage assessments to the GCCC.

- c) Upon request, provide heavy equipment support for search and rescue operations. See Annex R (Search and Rescue) for more information.
- d) Clear roads of debris. See Attachment A to this annex for more information.
- e) Inspect damaged buildings to determine if they are safe for occupancy.
- f) Remove debris from public property and manage proper debris disposal.
- g) Make repairs to damaged government facilities and equipment, as needed.
- h) Coordinate with the energy & utilities staff to arrange for emergency electrical service, if required, to support emergency operations.
- i) Assist water, sewer, and utility departments in making emergency repairs to government-owned utility systems, as necessary.
- j) Restrict access to hazardous areas, using barricades and temporary fencing, upon request.
- k) Request that each utility that serves a local area which has suffered system damage regularly report its operational status, the number of customers affected by service outages, and areas affected.
- l) Provide expedient substitutes for inoperable utilities at critical facilities to the extent possible or relocate those facilities if necessary. Update utility restoration priorities for critical facilities as necessary.
- m) If an extended utility outage is anticipated, take those actions necessary to protect public health, safety, and property, and implement utility conservation measures.
- n) Facilitate utility emergency response to the extent possible.
- o) Include utility status information in the Initial Emergency Report and period Situation Reports produced during major emergencies and disasters. See Annex N (Coordination) for more information.
- p) For slowly developing emergency situations, take appropriate action to protect utility infrastructure from the likely effects of the situation.
- q) Make emergency utility repairs, as necessary. If a large number of utility customers or a wide area is affected, use the critical facility utility

restoration priorities

- r) Request mutual aid assistance or contractor support, if needed.
- s) If possible, provide trained utility crews to assist emergency services during emergency response operations.

4) Recovery

- a) Repair or contract repairs to government-owned buildings, roads, bridges, and other infrastructure.
- b) Support community clean-up efforts, as necessary.
- c) Participate in compiling estimates of damage and response and recovery costs.
- d) Participate in post-incident review of emergency operations and make necessary changes to improve emergency plans and procedures.
- e) Continue to request regular reports from each utility serving the local area concerning its operational status, the number of customers affected by service outages, and areas affected.
- f) For major emergencies and disasters, obtain estimates of damages from municipal utilities or member-owned non-profit utilities for inclusion in local requests for disaster assistance. See Annex J, (Recovery).
- g) Update utility restoration priorities for critical facilities as appropriate. See Attachment D to this annex
- h) Request utilities that participate in major emergency operations to participate in any local post-incident review of such operations.
- i) Provide regular updates to the GCCC on utility damages incurred, the number of customers affected, and areas affected.
- j) Participate in utility damage assessment surveys with state and federal emergency management personnel.
- k) In coordination with the GCCC staff, request mutual aid resources.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) The function of public works and engineering during emergency situations shall be carried out in the framework of our normal emergency organization described in the Basic Plan, and in accordance with National Incident Management System (NIMS)/National Response Framework (NRF) protocols. Preplanning for emergency public works and engineering tasks shall be conducted to ensure staff and procedures needed to manage resources in an emergency situation are in place.
- 2) During an Incident of National Significance or Disaster Declaration under the Stafford Act Public Assistance Program, Public Works and Engineering may integrate, as required, with NRF Emergency Support Function (ESF) #3 activities. The Federal ESF #3 will develop work priorities in cooperation with state, local, and/or tribal governments and in coordination with the Federal Coordinating Officer and/or the Federal Resource Coordinator.
- 3) The operations of utilities owned or operated by local government will be directed by those individuals who manage the utility on a daily basis.
- 4) These individuals are expected to continue to manage the operations of those utilities during emergency situations.
- 5) Individuals designated by the owners or operators of utilities that are not owned or operated by local government will manage the operation of those utilities.
- 6) The PEO shall appoint a Utility Coordinator to coordinate emergency preparedness activities with utilities, maintain this annex and related utility data that may be needed during emergency, and act as a liaison with utilities during emergency operations.

B. ASSIGNMENT OF RESPONSIBILITIES

- 1) The Director of Public Works for the AHJ will:
 - a) Coordinate certain pre-emergency programs to reduce the vulnerability of local facilities and other infrastructure to known hazards. See Annex P (Hazard Mitigation).
 - b) Manage the public works and engineering function during emergency situations in accordance with the NIMS.
 - c) Oversee the restoration of key facilities and systems and debris removal following a disaster.

- d) Develop and implement procedures to ensure a coordinated effort between the various local departments and agencies that perform the public works and engineering functions. Ensure appropriate emergency response training for assigned personnel.
 - e) Identify contractors who can provide heavy and specialized equipment support during emergencies and individuals and businesses that may be willing to lend equipment to local government during emergencies.
 - f) Assist the Resource Manager in maintaining a current list of public works and engineering resources. See Annex M (Resource Management).
 - g) Maintain this annex.
 - a) Carry out pre-disaster protective actions for impending hazards, including identifying possible facilities for debris storage and reduction.
 - b) Conduct damage assessments in the aftermath of disaster.
 - c) Repair and protect damaged government facilities.
 - d) Provide heavy and specialized equipment support for SAR operations.
 - e) Carry out debris clearance and removal. See Attachment A.
 - f) With the assistance of the Legal Officer, negotiate inter-local agreements for public works and engineering support.
 - g) Maintain stockpiles of disaster supplies such as sandbags, plastic sheeting, and plywood.
- 2) The AHJ for engineering and building inspection will:
- a) Develop damage assessment procedures and provide training for damage survey teams.
 - b) Provide engineering services and advice to the Incident Commander and GCCC staff.
 - c) Assist in conducting damage assessments in the aftermath of an emergency. See Annex J (Recovery).
 - d) Safeguard vital engineering records.
 - e) Support damage assessment operations.

- f) Determine if access to damaged structures should be restricted or if they should be condemned and demolished.
 - g) Inspect expedient shelter and mass care facilities for safety.
- 3) The AHJ for Transportation will:
 - a) Maintain paving materials.
 - b) Make emergency repairs to roads, bridges, culverts, and drainage systems.
 - c) Supervise debris clearance from the public right-of-way and support debris removal operations.
 - d) Emplace barricades where needed for safety.
 - e) Provide personnel and equipment to aid in SAR operations as needed.
 - f) Provide heavy equipment support for protective actions taken prior to an emergency and for response and recovery operations.
 - g) Assist in repairs to government-owned utilities and drainage systems.
- 4) The Health Department will:
 - a) Collect and properly dispose of refuse.
 - b) Support emergency public works and engineering operations with available resources.
- 5) The AHJ for Parks and Recreation will:
 - a) Assess damage to parks and recreation facilities and assist in assessing damage to other facilities.
 - b) Provide personnel and light equipment support for public works and engineering operations.
 - c) Upon request, establish and staff a facility to sort and catalog property removed from damaged government-owned facilities.
- 6) The PEO will:
 - a) Provide general direction for the local response to major utility outages

that may affect public health and safety or threaten public or private property and, within the limits of legal authority, implement measures to conserve utilities.

- b) For government-operated utilities, the PEO may provide general guidance and recommendations regarding the utility response to emergency situations in the local area through the Utility Coordinator or, where appropriate, through individual utility managers.

7) The Utility Coordinator will:

- a) Coordinate with utilities to obtain utility emergency point of contact information and provide emergency contact information for key local officials and the utilities.
- b) Maintain information on the utilities serving the local area, including maps of service areas.
- c) Maintain the Utility Restoration Priorities for Critical Facilities (Attachment D). In coordination with the GCCC, update utility restoration priorities for critical facilities in the aftermath of an emergency situation if required.
- d) Maintain information on existing emergency generators and potential generator requirements. See Attachment F.
- e) Coordinate regularly with utilities during an emergency situation to determine utility status, customers and areas affected, and what response, repair, and restoration actions are being undertaken, and provide information to the GCCC.
- f) Advise the GCCC what actions should be taken to obtain services for those without utilities or to relocate those where services cannot be restored where it appears outages will be long-term.
- g) Coordinate with the GCCC and respond to requests from utilities for assistance in facilitating their repair and reconstruction activities or coordinating their efforts with other emergency responders.
- h) Request resource assistance from utilities during emergencies when requested by the Resource Management staff.
- i) Develop and maintain this annex.

8) The Emergency Manager will:

- a) Provide guidance to the Utility Coordinator on handling utility issues and obtaining utility status reports.
 - b) Assign utility-related problems to the Utility Coordinator for resolution.
- 9) Utility Managers are expected to:
- a) Ensure utility emergency plans comply with state regulations and are up to date.
 - b) Respond in a timely manner during emergency situations to restore utility service. Advise designated local officials or the Utility Coordinator in the GCCC of utility status, number of customers affected, and areas affected so that local government may take action to assist residents that may be adversely affected by utility outages.
 - c) Train and equip utility personnel to conduct emergency operations.
 - d) Have utility personnel participate in periodic local emergency exercises to determine the adequacy of plans, training, equipment, and coordination procedures.
 - e) Maintain adequate stocks of needed emergency supplies and identify sources of timely resupply of such supplies during an emergency.
 - f) Develop mutual aid agreements to obtain external response and recovery assistance and identify contractors that could assist in restoration of utilities for major disasters.
 - g) Ensure utility maps, blueprints, engineering records, and other materials needed to conduct emergency operations are available during emergencies.
 - h) Obtain utility restoration priorities for critical local facilities from the Utility Coordinator for consideration in utility response and recovery planning.
 - i) Take appropriate measures to protect and preserve utility equipment, personnel, and infrastructure, including increasing security when there is a threat of terrorism directed against utility facilities.
- 10) Government owned or operated utilities will, in addition:
- a) Identify and train personnel to assist in damage assessment for public facilities.

- b) Where possible, provide personnel with required technical skills to assist in restoring operational capabilities of other government departments and agencies and in search and rescue activities.
- c) When requested, provide heavy equipment support for emergency response and recovery activities of local government.
- d) Draft regulations or guidelines for the conservation of power, natural gas, or water during emergency situations. If local officials approve such rules or guidelines, assist the Public Information Officer in communicating them to the public.
- e) Maintain records of expenses for personnel, equipment, and supplies incurred in restoring public utilities damaged or destroyed in a major emergency or disaster as a basis for requesting state or federal financial assistance, if such assistance is authorized.
- f) The Incident Commander will coordinate utility-related response issues through the Utility Coordinator if the GCCC has been activated, or through the EMDO or directly with the utility or utilities affected if that facility has not been activated. The Incident Commander may assign missions to utility crews that have been committed to an incident.

11) The Public Information Officer will:

- a) Coordinate with the Utility Coordinator and utilities to provide timely, accurate, and consistent information to the public regarding utility outages, including communicating:
- b) Protective measures, such as boil water orders.
- c) Conservation guidance, such as that provided in Attachment G.
- d) Instructions, including where to obtain water, ice, and other essentials.

IX. COORDINATION

A. GENERAL

- 1) The PEO shall, pursuant to NIMS, provide general guidance for the public works and engineering function and, when necessary, approve requests for state or federal resources.
- 2) The Incident Commander (IC) will manage public works and engineering

emergency resources committed to an incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. If the GCCC is not activated, the IC may request additional resources from local departments and agencies. The IC may also request authorized officials to activate mutual aid agreements or emergency response contracts to obtain additional resources.

- 3) The GCCC will be activated for major emergencies and disasters. When the GCCC is activated, the Utilities Coordinator will manage the emergency public works and engineering function from the GCCC. The IC shall direct resources committed to the incident site and coordinate resource requests through the Utilities Coordinator. The Utilities Coordinator shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.
- 4) The Utilities Coordinator will respond to mission priorities established by the IC or the EMDO, direct departments and agencies with public works and engineering resources to accomplish specific tasks, and coordinate task assignments to achieve overall objectives.
- 5) The Utilities Coordinator will identify public and private sources from which needed resources can be obtained during an emergency and coordinate with the Resource Manager to originate emergency procurements or to obtain such resources by lease, rental, borrowing, donation, or other means.
- 6) A major emergency or disaster may produce substantial property damage and debris requiring a lengthy recovery operation. In such incidents, it may be desirable to establish a Debris Removal Task Force to manage debris removal and disposal. The task force may continue to operate even after the GCCC deactivates.
- 7) Normal supervisors of public works and engineering personnel participating in emergency operations will exercise their usual supervisory responsibilities over assigned personnel, subject to NIMS span of control guidelines. Organized crews from other jurisdictions responding pursuant to inter-local agreements will normally operate under the direct supervision of their own supervisors. Individual volunteers will work under the supervision of the individual heading the team or crew to which they are assigned.
- 8) The PEO will provide general direction for the local response to major utility outages that may affect public health and safety or threaten public or private property and may, within the limits of legal authority, direct implementation of local measures to conserve utilities.
- 9) The Incident Commander, to protect lives and property, can make operational decisions affecting all incident activities and workers at the incident site. The Incident Commander normally may assign missions to

utility crews from government-owned or operated utilities that utility managers have committed to an incident or request other utilities to perform specific tasks to facilitate the emergency response.

- 10) The Utility Coordinator will monitor utility response and recovery operations, receive situation reports from utilities and disseminate these to local officials and the GCCC, identify local utility restoration priorities to utility providers, coordinate utility support for the Incident Command Post, facilitate local government support for utility response and recovery efforts, request resource support from utilities, and perform other tasks necessary to coordinate the response and recovery efforts of utilities and local government.
- 11) Utility managers will normally direct the emergency response and recovery activities of their organizations. Their normal supervisors will generally direct utility crews.
- 12) Utility crews responding from other areas pursuant to a utility mutual aid agreement and contractors hired by utilities to undertake repairs will normally receive their work assignments from the utility which summoned or hired them. Organized crews will normally work under the immediate control of their own supervisors.

X. ADMINISTRATION & SUPPORT

A. RESOURCE SUPPORT

- 1) A listing of local public works and engineering equipment is provided in Annex M (Resource Management).
- 2) Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.
- 3) If the public works and engineering resources available locally, from other jurisdictions, and from businesses pursuant to contracts are insufficient to deal the emergency situation, assistance may be requested from the state. The PEO should approve requests for state aid, which should be forwarded to Montana DES.
- 4) In general, utilities are responsible for obtaining and employing the resources needed to make repairs to or reconstruct their systems.
 - a) Local governments may commit their non-utility resources to assist the utilities they own or operate in responding to emergency situations.

Local governments may also utilize their utility resources in responding to non-utility emergencies unless local statutes preclude this.

- b) In general, local governments may not use public resources to perform work for privately owned companies, including utility companies. Privately owned utility companies are expected to use their own resources and additional resources obtained through mutual aid. They may also contract services in response to emergency situations. Most electric and telecommunications utilities are party to mutual aid agreements that allow them to request assistance from similar types of utilities within the region, within the state, or from other states. Some water and gas companies may also be party to mutual aid agreements. Many privately owned utility companies have contingency contracts with private contractors for repair and reconstruction.
 - c) Although local government may not use its resources to perform repair work for privately owned utilities, it may take certain actions to facilitate the response of utilities, whether public or private, to an emergency situation.
- 5) In the event of a utility outage, the County/City is expected to use its own resources and those that it can obtain pursuant to mutual aid agreements or by contracting with commercial suppliers to protect public health and safety as well as public and private property. In the event that these resources are insufficient to deal with the situation, the County/City may request state resource assistance. Requests for state assistance should be made or authorized by the PEO; cities must first seek assistance from their County before requesting state assistance.

B. KEY FACILITIES

- 1) The Utility Coordinator will ensure all utilities that serve the County/City are provided copies of the restoration priorities for local critical facilities. See Attachment D.

C. REPORTING & RECORDS

Reporting

- 1) In addition to reports that may be required by their parent organization, public works and engineering departments and agencies participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the GCCC. Pertinent

information will be incorporated into the Initial Situation Report and periodic updated Situation Reports. The essential elements of information for the Situation Report are outlined in Annex N (Direction and Control).

- 2) During major emergencies, the Utilities Coordinator should coordinate with utilities serving the local area to obtain information on their operational status, the number of customers and areas affected, and the estimated time for restoration of service. If possible, a schedule of periodic reporting should be established.
- 3) The Utilities Coordinator should provide utility status information to the GCCC staff and provide utility status inputs for the Initial Emergency Report and periodic Situation Reports prepared during major emergencies and disasters. See Annex N (Direction & Control) for information regarding these reports.

Records

- 1) Expenses incurred in carrying out emergency response and recovery operations for certain hazards may be recoverable from the responsible party, insurers, or as a basis for requesting reimbursement for certain allowable costs from the state and/or federal government. Hence, all public works and engineering elements will maintain detailed records of labor, materials, equipment, contract services, and supplies consumed during large-scale emergency operations
- 2) Certain expenses incurred in carrying out emergency response and recovery operations for certain hazards may be recoverable from the responsible party or, in the event of a Presidential disaster declaration, partially reimbursed by the federal government. Therefore, all government-owned or operated utilities should keep records of labor, materials, and equipment used and goods and services contracted for during large-scale emergency operations to provide a basis for possible reimbursement, future program planning, and settlement of claims.
- 3) Municipal utility districts and electric cooperatives are also eligible for federal assistance in a Presidential declared disaster. Estimates of damage to these utilities should be included in damage reports submitted by the County/City to support a request for federal assistance. Hence, such utilities should be advised to maintain records of repair expenses as indicated in the previous paragraph in order to provide a basis for possible reimbursement of a portion of those expenses.

D. POST-INCIDENT REVIEW

- 1) For large-scale emergency operations, the PEO shall organize and conduct an after-action critique of emergency operations in accordance with the guidance provided in Section X.G of the Basic Plan. The After Action Report will serve as the basis for an Improvement Plan.
- 2) Our Basic Plan provides that a post-incident review be conducted in the aftermath of a significant emergency event. The purpose of this review is to identify needed improvements in plans, procedures, facilities, and equipment. Utility managers and other key personnel who participate in major emergency operations should also participate in the post-incident review.

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT & MAINTENANCE

- 1) The County/City Public Works Officer is responsible for developing and maintaining this annex.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.
- 3) Departments and agencies assigned responsibilities in this annex will develop and maintain SOP covering those responsibilities.

ATTACHMENT A

MONTANA WATER/WASTEWATER AGENCY RESPONSE NETWORK (MTWARN)

Place Holder – No jurisdictions in Gallatin County are currently members.

ATTACHMENT B

LOCAL UTILITY INFORMATION

City of Bozeman Water & Sewer
814 N. Bozeman Ave., Bozeman, MT 59715

[REDACTED]
[REDACTED]

City of Belgrade Public Works
91 E. Central Ave., Belgrade, MT 59714

[REDACTED]
[REDACTED]

Town of West Yellowstone Public Works
440 Yellowstone Ave., West Yellowstone, MT 59758

([REDACTED]
[REDACTED]

Town of Manhattan
120 W. Main, Manhattan, MT 59741

[REDACTED]
[REDACTED]

Big Sky Water Sewer District
561 Little Coyote Rd., Big Sky, MT 59716

[REDACTED]
[REDACTED]

Northwestern Energy
121 E. Griffin Dr. Bozeman, MT 59715
402 E. Main Ste. #3, Bozeman, MT 59715

[REDACTED]
[REDACTED]

Spectrum Communications
1500 N 19th Ave.
Bozeman, MT 59718

[REDACTED]
511 W. Mendenhall, Bozeman, MT 59715
[REDACTED]

CenturyLink Communications

[REDACTED]

Three Rivers Communications

PO Box 429, Big Sky, MT 59716406 2nd Ave South
Fairfield, MT 59436

[REDACTED]

ATTACHMENT C

LANDFILLS & POTENTIAL TEMPORARY DEBRIS STORAGE & REDUCTION (TDSR) SITES

1) Name: Bozeman Landfill

- a. Address: 2143 Story Hill Rd.
- b. Operated by: City of Bozeman
- c. Estimated capacity remaining (cubic yards):
- d. Estimated daily processing capacity:
- e. Normal operating schedule:
- f. Restrictions:
- g. Fees:
- h. Other Factors: NO LONGER ACCEPTING WASTE

2) Name: Gallatin County Landfill

- a. Address: P.O. Box 461 Three Forks, MT
- b. Operated by: Martin [REDACTED]
- c. Estimated capacity remaining (cubic yards): 236,030cy capacity left
- d. Estimated daily processing capacity: 2000cy per day capacity
- e. Normal operating schedule: Monday – Saturday, 7:30 am to 4:30 pm
- f. Restrictions: 0 Hazardous waste, 0 liquids
- g. Fees: \$27/ton household \$48/Light Construction \$58/Heavy Construction
- h. Other Factors: Prior approval needed for asbestos

ATTACHMENT D

MONTANA INTRASTATE MUTUAL AID SYSTEM (IMAS)

Activation Criteria

None

Authorization

Principal Executive Officer

Activation Procedure

Resource requests will contain the following information, at a minimum:

- Incident Name, Tracking Number, and Date and Time of request
- Name, title, and contact information for the person placing the resource request
- Name, title, and contact information for the person authorizing the request
- Resource information, as applicable:
 - **S** – Size of resource
 - **A** – Amount/Quantity of resource
 - **L** – Location for resource to report/be delivered
 - **T** – Type of resource needed
 - **T** – Time for resource to report/be delivered and duration of the assignment
- Resource assignment details including:
 - Operating environment and conditions
 - To whom the resource will report
 - How it will be directed
 - Communications protocols
 - Other mission essential information

Resource requests can be made directly to other member jurisdictions, through the Montana Disaster and Emergency Services, or using a combined approach. However, a request does not constitute a resource order. Further coordination and authorization must occur before an IMAS agreement is reached.

Requests and deployment coordination may be done verbally or in writing. If verbal requests lead to deployments under IMAS, the agreement shall be committed to writing within thirty days of the date on which the agreement was made. However, it is recommended that the written agreement be done concurrently with the verbal request and deployment coordination or at the earliest possible time immediately following.

The IMAS Request and Deployment Form is to be utilized for this process.

State of Montana
Intrastate Mutual Aid Request

Form REQ-A, 2006

Type of print all information except signatures

Part I TO BE COMPLETED BY THE REQUESTING JURISDICTION									
Dated:		Time:		hrs.	From the County of:				
Contact Person:					Telephone:		Fax:		
To the County of:					Authorized Rep:				
Incident Requiring Assistance:									
Type Assistance/Resources Needed (for more space, attach Part IV):									
Date & Time Resources Needed:					Staging Area:				
Approximate Date/Time Resources To Be Released:									
Authorized Official's Name:					Authorized Officials Signature:				
Title:				Agency:				Mission No.:	
Part II TO BE COMPLETED BY THE ASSISTING JURISDICTION									
Contact Person:					Telephone:		Fax:		
Type of Assistance Available:									
Date & Time Resources Available From:					To:				
Staging Area Location:									
Approx Total Cost of this Deployment for which Reimbursement will be Requested:									
Trans. Costs from Home Base to Staging Area:							Trans. Cost to Return to Home Base:		
Logistics Required from Requesting Jurisdiction (for more space, attach Part IV):									
Authorized Official's Name:								Title:	
Authorized Official's Signature:								Agency:	
Dated:				Time:				hrs.	Mission No.:
Part III REQUESTING JURISDICTION'S APPROVAL									
Authorized Official's Name:								Title:	
Signature:								Agency:	
Dated:				Time:				hrs.	Mission No.:
Additional Information:									

Part IV MISCELLANEOUS ITEMS / OTHER MISSION INFORMATION

***** ADDITIONAL INFORMATION *****

ATTACHMENT E

UTILITY CONSERVATION MEASURES

The utility conservation measures outlined in this attachment are suggested measures. The specific measures to be implemented should be agreed upon by local government and the utilities concerned.

1) Conservation Measures for Natural Gas

a) Step 1 – Discontinue:

- i. Use of gas-fueled air conditioning systems except where necessary to maintain the operation of critical equipment.
- ii. All residential uses of natural gas, except refrigeration, cooking, heating, and heating water.
- iii. Use of gas-fueled clothes dryers.

b) Step 2 – Reduce:

- i. Thermostat settings for gas-heated buildings to 65 degrees during the day and 50 degrees at night.
- ii. Use of hot water from gas-fueled water heaters.

2) Conservation Measures for Electric Power

a) Step 1 – Discontinue:

- i. All advertising, decorative, or display lighting.
- ii. Use of electric air conditioning systems except where necessary to maintain the operation of critical equipment.
- iii. Use of electric ovens and electric clothes dryers.
- iv. Use of all residential electric appliances, except those needed to store or cook food, televisions, and radios.

b) Step 2 – Reduce:

- i. Reduce thermostat setting for electrically heated buildings to a maximum of 65 degrees during the day and 50 degrees at night.

- ii. Minimize use of hot water in buildings that use electric water heaters.
 - iii. Reduce both public and private outdoor lighting.
 - iv. Reduce lighting by 50 percent in homes, commercial establishments, and public buildings.
- c) Step 3 - Cut off electricity to:
 - i. Non-essential public facilities.
 - ii. Recreational facilities and places of amusement such as theaters.
- d) Step 4 - Cut off electricity to:
 - i. Retail stores, offices, businesses, and warehouses, except those that distribute food, fuel, water, ice, pharmaceuticals, and medical supplies.
 - ii. Industrial facilities that manufacture, process, or store goods other than food, ice, fuel, pharmaceuticals, or medical supplies or are determined to be essential to the response and recovery process.
 - iii. Office buildings, with the exception of those that house agencies or organizations providing essential services.

3) Water Conservation Measures

- a) Step 1:
 - i. Restrict or prohibit out-door watering and washing of cars.
 - ii. Close car washes.
- b) Step 2:
 - i. Restrict or curtail water service to large industrial users, except those that provide essential goods and services.
 - ii. Restrict or prohibit use of public water supplies for irrigation and filling of swimming pools.

- iii. Place limits on residential water use.

- c) Step 3:

- i. Restrict or cut off water service to industrial facilities not previously addressed, except those that provide essential goods and services.
- ii. Restrict or cut off water service to offices and commercial establishments, except those that provide essential goods and services.

- d) Step 4:

- i. Restrict or curtail residential water use.

RESOURCE & DONATIONS MANAGEMENT

Annex M

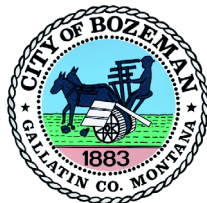
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

RECORD OF CHANGES

ANNEX M: RESOURCE & DONATIONS MANAGEMENT

[illegible]

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ANNEX M: RESOURCE & DONATIONS MANAGEMENT

I. PRIMARY AGENCIES

Volunteer Organizations Active in Disasters (Help Center & United Way)

II. SUPPORTING AGENCIES

Volunteer Agencies, Finance and Auditor

III. AUTHORITY

A. FEDERAL

Name	Description	Legal

B. STATE

Name	Description	Legal

C. LOCAL

Name	Description	Legal

IV. PURPOSE

The purpose of this annex is to provide guidance and outline procedures for effectively obtaining, managing, allocating, and monitoring the use of resources and donations during emergency situations or when such situations appear imminent.

V. EXPLANATION OF TERMS

A. ACRONYMS

ARC	American Red Cross
CBO	Community-Based Organizations
COAD	Community Organizations Active in Disaster
DC	Donations Coordinator
DSG	Donations Steering Group
EMDO	Emergency Management Duty Officer
GCCC	Gallatin County Coordination Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
RSA	Resource Staging Area
SOP	Standard Operating Procedures
SWMTCOAD	Southwest Montana Community Organizations Active in Disaster
TSA	The Salvation Army
VOLAG	Volunteer Agencies

B. DEFINITIONS

Donations

Refer to the following:

- 1) Cash: Currency, checks, money orders, securities, etc.
- 2) Goods: Food, water, clothing, equipment, toys, furniture, pharmaceuticals, bedding, cleaning supplies, etc.
- 3) Volunteers and Services:
 - a) Individuals who are not members of any particular volunteer group (often referred to as “spontaneous,” “emergent,” or “non-affiliated” volunteers).

- b) Individuals who are members of recognized disaster relief organizations that have undergone formal training by those organizations (i.e., “affiliated” volunteers).
- c) People with specialized training and expertise (e.g., doctors, nurses, medics, search and rescue, firefighting, heavy equipment operators, etc.), who may either be non-affiliated or members of a disaster relief organization.
- d) Teams that provide specialized equipment or capabilities (e.g., urban search and rescue, dog teams, swift water rescue teams, home repair teams, etc.).

Multiagency Coordination Systems (MAC)

Used in the support of incident management, this system combines facilities, equipment, personnel, procedures, and communications into a common framework. A multiagency coordination system can be used to develop consensus on priorities, resource allocation, and response strategies. Representatives from within the local government as well as external agencies and nongovernmental entities may work together to coordinate a jurisdiction’s response.

Resources

Refers to personnel, facilities, equipment, and supplies maintained, purchased, and/or supplied by government.

Resource & Donations Management

In accordance with the NIMS, our Resource & Donations Management program involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies.

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) Our county is exposed to many hazards; all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property.
- 2) Resource and donations management planning during pre-disaster hazard mitigation activities is designed to lessen the effects of known hazards by enhancing the local capability to respond to a disaster. Hence, we must have management capabilities that allow the jurisdiction to function efficiently

during emergency situations and that comply with the framework set forth by the National Incident Management System (NIMS), including certain reporting and coordinating requirements contained in the National Response Framework (NRF).

3) Resources

- a) Effective Resource & Donations Management is required in all types of emergency situations – from incidents handled by one or two emergency services to catastrophic incidents that require extensive resource assistance from the state and/or federal government for recovery.
- b) For some emergency situations, available local emergency resources will be insufficient for the tasks that may have to be performed. Therefore, other local resources may have to be diverted from their day-to-day usage to emergency response and others requested from other jurisdictions or the state. Additionally, it may be necessary to rent or lease additional equipment and purchase supplies in an expedient manner.
- c) In responding to major emergencies and disasters, the PEO may issue an emergency or disaster declaration pursuant to 10-3-4, MCA and invoke certain emergency powers to protect public health and safety and preserve property.
 - i. When a disaster declaration has been issued, the PEO may use all available local government resources to respond to the disaster and temporarily suspend statutes and rules, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster. See Annex U (Legal) for additional information regarding the emergency powers of government.
 - ii. When a disaster declaration has been issued, the PEO may commandeer public or private property subject to compensation, if necessary, to cope with a disaster. This procedure should be used as a last resort and only after obtaining the advice of the Gallatin County Attorney.

4) Donations

- a) Should an emergency where there is high level of media interest occur, individuals might want to donate money, goods, and/or services to assist victims or to participate in the recovery process. The amount of donations offered could be sizable and may create difficulties in

managing goods and volunteer workers.

- b) Gallatin County does not operate a system to collect, process, and/or distribute donations to disaster victims. Such a system is best operated by Community Organizations Active in Disasters (COAD). Local government does, however, desire to work with these organizations to coordinate the management of donations and volunteers. In Gallatin County the Help Center and United Way are the lead agencies for donations management for the Southwest Montana COAD (SWMTCOAD).

B. ASSUMPTIONS

1) Resources

- a) Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.
- b) Additional emergency supplies and equipment will generally be available from the normal sources of supply. However, some established vendors may not be able to provide needed materials on an emergency basis or may become victims of the emergency situation. Hence, standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent-need basis.
- c) Some emergency equipment and supplies are not used on a day-to-day basis or stockpiled locally and may have to be obtained through emergency purchases.
- d) Inter-local agreements will be invoked, and resources made available when requested.
- e) Some businesses and individuals that are not normal suppliers may be willing to rent, lease, or sell needed equipment and supplies during emergency situations.
- f) Some businesses may provide equipment, supplies, manpower, or services at no cost during emergency situations. Developing agreements between local government and the businesses in advance can make it easier to obtain such support during emergencies.
- g) Some community groups and individuals may provide equipment, supplies, manpower, and services during emergency situations.

- h) SW Montana Community Organizations Active in Disaster (SWMTCOAD) will provide such emergency services as shelter management and mass feeding when requested to do so by local officials.

2) Donations

- a) Donated goods and services can be a valuable source of resources.
- b) Should an emergency occur, donations of goods and cash might be delivered/given to Gallatin County whether or not they are requested. In some cases, the amount of donations received by a community may relate more to the media attention the emergency situation receives than the magnitude of the disaster or the number of victims. In large quantities, such donations may overwhelm the capability of the local community to handle and distribute them.
- c) Local government, volunteer groups, and agencies may be adversely affected and may not be able to cope with a sizable flow of donations.
- d) Many individuals donate goods that are not needed by disaster victims or offer services that are not needed in the recovery process. Receiving and sorting unneeded goods or hosting volunteers, who do not have needed skills, wastes valuable resources; disposing of large quantities of unneeded goods can be a lengthy and costly process.
- e) The problem of unneeded donations can be reduced but not eliminated by developing and maintaining a current list of disaster needs, screening donation offers, and providing information to potential donors through the media.
- f) Most personal donations are given with little expectation of return other than an acknowledgment of thanks. However, some donations may be unusable, have “strings attached,” or not really be donations at all.
- g) Donated goods may arrive in the local area without warning, day or night. Delivery drivers will want to know where they should deliver their load and who will unload it. They typically want their cargo off-loaded quickly so they can minimize downtime.
- h) Donations will frequently arrive unsorted and with minimal packaging and markings. When such goods are received, they must typically be sorted, repackaged, and labeled, temporarily stored, and then transported to distribution points to be picked up by disaster victims.

- i) Donors may want to:
 - i. Know what is needed in the local area -- cash, goods, and/or services.
 - ii. Know how they should transport their donation to the local area, or if there is someone who can transport it for them.
 - iii. Start a “drive for donations” to help disaster victims but have no knowledge of what to do and how to do it.
 - iv. Earmark their donation for a specific local group or organization, such as a church, fraternal society, or social service agency, or want to know to whom, specifically, received their donation.
 - v. Have their donation received by a local official and/or receive a letter of appreciation or public recognition.
 - vi. Want to be fed and provided with lodging if they are providing volunteer services.
- j) Disaster victims may:
 - i. Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
 - ii. Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.
 - iii. May have unmet needs which can be satisfied by additional donations.

VII. CONCEPT OF OPERATIONS

A. GENERAL

1) Resources

- a. In accordance with the NIMS, our Resource & Donations Management program involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies.

- b. When necessary, a multi-agency coordination system will be organized. Multi-agency coordination is important for the establishment of priorities, allocating critical resources, developing strategies for response and information sharing as well as facilitating communication.
- c. As established in the NIMS, Resource & Donations Management is based on four guiding principles:
 - i. The establishment of a uniform method of identifying, acquiring, allocating, and tracking resources.
 - ii. The classification of kinds and types of resources that is required for incident management.
 - iii. The use of a credentialing system linked to uniform training and certification standards.
 - iv. The incorporation of resources from non-traditional sources, such as the private sector and non-governmental organizations.
- d. In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations are responsible for establishing priorities for the use of available resources and identifying the need for additional resources.
- e. As a basis for employing resources to the greatest capacity during emergency situations, we will develop and maintain a current inventory of dedicated resources that may be needed. All of the resources, pursuant to the NIMS, are classified by kind and type.
- f. In the event that local resources have been committed or are insufficient, assistance will be sought from surrounding jurisdictions with which inter-local agreements have been established. Effective cross-jurisdictional coordination is absolutely critical in the establishment of such agreements. Assistance will also be sought from volunteer groups and individuals. Where possible, agreements will be executed in advance with those groups and individuals for use of their resources.
- g. Some of the resources needed for emergency operations may be available only from businesses. Hence, we have established emergency purchasing and contracting procedures to the extent possible.

- h. Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. The Resource Manager shall maintain a list of local and nearby suppliers for these essential-needs items. See Attachment A for additional information.
- i. Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential community support functions such as medical care and fire protection.
- j. It is important to maintain detailed records of resources expended in support of emergency operations:
 - i. As a basis for future department/agency program and budget planning.
 - ii. To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

2) Donations.

- a) The objectives of our donations management program are to:
 - i. Determine the needs of disaster victims and inform potential donors of those needs through the media and a variety of other means.
 - ii. Receive, process, and distribute goods and cash donations to victims that can be used to recover from a disaster.
 - iii. Accept offers of volunteers and donated services that will contribute to the recovery process.
 - iv. Discourage the donations of goods and services that are not needed, so that such donations do not become a problem.

B. MANAGEMENT OF RESOURCES

- 1) The IC is responsible for managing emergency resources at the incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. The ICS structure includes a Logistics Section, which is responsible for obtaining and maintaining personnel, facilities, equipment, and supplies committed to the emergency operation. The IC will determine the need to establish a Logistics

Section. This decision is usually based on the size and anticipated duration of the incident and the complexity of support required.

- 2) If the GCCC is activated, the Incident Commander shall continue to manage emergency resources committed at the incident site. The Resource Manager in the GCCC shall monitor the state of all resources, manage uncommitted resources, and coordinate with the Incident Commander to determine requirements for additional resources at the incident site. Departments and agencies involved in emergency operations that require additional resources should use the Emergency Resource Request form in Attachment B to communicate their requirements to the Resource & Donations Management staff.
- 3) If additional resources are required, the Resource Manager shall coordinate with the GCCC to:
 - a) Activate and direct deployment of additional local resources to the incident site.
 - b) Request mutual aid assistance.
 - c) Purchase, rent, or lease supplies and equipment.
 - d) Obtain specific donated resources from businesses, individuals, or volunteer groups.
 - e) Contract for necessary services to support emergency operations.
 - f) Commit such resources to the IC to manage.
- 4) If the resources above are inadequate or inappropriate for the tasks to be performed, the Resource Manager shall coordinate with the EMDO to prepare a request for state resource assistance for approval by the PEO.
- 5) The GCCC should be among those initially notified of any large-scale emergency. When warning is available, key suppliers of emergency equipment and supplies should be notified that short notice orders might be forthcoming.
- 6) The GCCC shall consult with the Gallatin County Attorney to determine potential liabilities before accepting offers of donations of supplies, equipment, or services or committing manpower from individual or volunteer groups to emergency operations.

C. MANAGEMENT OF DONATED GOODS

- 1) Gallatin County does not wish to operate a system to collect, process, and distribute donations to disaster victims. Such a system is best operated by SW Montana Community Organizations Active in Disaster and other organizations that have successfully handled donations in the past. However, experience has shown that volunteer groups can be overwhelmed by the scale of donations and may need certain government assistance (such as traffic control, security, and help in identifying facilities to receive, sort, and distribute donated goods). Additionally, large numbers of donations may be sent directly to local government. Hence, local government will need to help coordinate donation management efforts with volunteer organizations and agencies.
- 2) Recognized local and national charities have been accepting, handling, and distributing donations for many years. These organizations are skilled in the process and should be the first recourse for collecting and managing donations. Donors outside the local area should be encouraged to work through recognized community, state, or national social service organizations or voluntary human resource providers in the community in which they live. These organizations can receive donations in areas across the state or nation and then earmarking them for a particular disaster.
- 3) Donations of cash for disaster relief to COAD organizations allows these organizations to purchase the specific items needed by disaster victims or provide vouchers to disaster victims so that they can replace clothing and essential personal property with items of their own choosing. Cash donations also reduce the need for transporting, sorting, and distributing donated goods. *Cash is, therefore, generally the preferred donation for disaster relief.*

D. OPERATIONS FOR DONATED GOODS

The donations management program for the county is composed of several organizational elements and operating units that are activated as needed at a level suitable for the anticipated workload. The Greater Gallatin United Way is the lead agency for donated goods in Gallatin County. The operating units include a Donations Operations, Resource Staging Area, Phone Bank, one or more Distribution Points, and a Volunteer Center.

- 1) Organizational Elements
 - a) Donations Operations. A Donations Coordinator shall coordinate the donation management efforts of volunteer groups.
 - b) Key Donations Management Personnel. Key donations management personnel should, to the extent feasible, be identified in advance so

that they can receive training and assist in the development of operating procedures. In addition to the Donations Coordinator, key personnel include the individuals who will supervise operation of the Resource Staging Area, Phone Bank, Volunteer Center, and Distribution Point(s).

- c) Unmet Needs Committee. The function of the Unmet Needs Committee is to assist disaster victims who need assistance that local government has been unable to provide. The committee may continue to operate for an extended period and should consist of representatives from organizations that have provided or can provide money, manpower, or materials to assist in disaster relief. The chair should be elected by the members and preferably be a highly regarded and well-known local citizen who does not have other major commitments. As this committee will decide which individuals receive supplemental aid, it is generally inappropriate for government officials to serve as members of this committee. If they do, they should play a non-voting advisory or support role only. Members would typically include:
 - i. Representatives of local volunteer organizations.
 - ii. Representatives of the local ministerial alliance.
 - iii. Representatives of corporations that have donated money, staff, or goods for disaster relief.
 - iv. Other interested parties that have donated to disaster relief.

2) Operating Units

All the operating units listed below are established after a disaster has occurred. To facilitate rapid activation of the units, suitable local facilities for each unit should be identified in pre-emergency preparedness planning. Some of the operating units listed below may be collocated if suitable facilities are available. In coordinating use of facilities, it is important that those providing facilities understand that some of these facilities may need to continue operations for an extended period – possibly several months. Volunteers will also largely staff all these facilities.

- a) Donations Operations. The Donations Operations coordinates the donations management program in the aftermath of a disaster; it further:
 - i. Maintains a Current Needs List that identifies donations that are

needed and donations that are not needed utilizing the Volunteer Connections database maintained through the United Way.

- ii. Maintains a record of the following, as appropriate: phone responses and referrals; cash donations received and distributed; donated goods received and distributed, and volunteer workers utilized, and tasks accomplished.
- iii. Handles correspondence related to the donations management program.
- iv. Ensures an appropriate accounting and disbursing system is established for any cash donations received.
- v. Works closely with the Public Information Officer (PIO) to ensure that donation needs, information on the availability of donated goods, and pertinent information on the operation of the donations program is provided to the media for dissemination to the public.

b) Phone Bank

- i. A Phone Bank is normally established to receive and respond to offers of donations and disseminate other disaster-related information. Depending on the goods or services offered and the current local situation, the Phone Bank may refer some donors to other agencies that may be better equipped to handle their donations. The Phone Bank may also be used to provide disaster-related information to callers. The Help Center (211) is the primary phone bank for this purpose in Gallatin County.
- ii. Donation offers received by phone for goods and services on the Current Needs List will normally be recorded in the 211 Database which is linked to the United Way's Volunteer Connections Database.
- iii. The GCCC should work closely with the Help Center to advise on items needed and not needed, to obtain official, updated disaster relief information for rumor control and victim assistance referrals, and to provide data for government situation reports; etc.

c) Resource Staging Area (RSA)

- i. An RSA may be established to receive, sort, organize,

repackage if necessary, and temporarily store goods to then be transported to Distribution Points.

- ii. The RSA is normally located outside of the disaster area and is operated by volunteer workers.
- iii. A regional RSA may be established to serve a group of affected communities. If a regional RSA is established, volunteers from the communities that receive goods from the facility will normally participate in its operation.

d) Distribution Points

- i. Distribution Points are sites from which ready-to-use goods or cash vouchers will be distributed to disaster victims.
- ii. Distribution Points are generally located in proximity to areas where disaster victims are living. They may be housed in facilities owned by volunteer groups, local government, or in donated space.

d) Spontaneous Volunteers

- i. The Greater Gallatin United Way and the Help Center are the primary entry point for spontaneous volunteers in Gallatin County. Utilizing the 211 system infrastructure they will screen people wishing to volunteer and match them with the appropriate volunteer organization.
- ii. Depending on the scale of the incident, points of assembly may be setup for spontaneous volunteers.
- iii. Once spontaneous volunteers are assigned to an organization, that organization is responsible for tracking and caring for the volunteers assigned to them.

E. PHASES OF MANAGEMENT

1) Mitigation

- a) Review the local hazard analysis, and to the extent possible, determine the emergency resources needed to deal with anticipated hazards and identify shortfalls in personnel, equipment, and supplies.
- b) Enhance emergency capabilities by acquiring staff, equipment, and supplies to reduce shortfalls and by executing inter-local agreements to obtain access to external resources during emergencies.

2) Preparedness

- a) Establish and train an emergency Resource & Donations Management staff, who trained to perform Resource & Donations Management in an incident command operation or in the GCCC.
- b) Maintain a complete resource inventory list in the GCCC. This resource inventory should include resources not normally used in day-to-day incident response that may be needed during emergencies and disasters.
- c) Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.
- d) Maintain the list of local and nearby suppliers of immediate need resources. See Attachment A for more information.
- e) Ensure emergency call-out rosters include the Resource Manager, who should maintain current telephone numbers and addresses for sources of emergency resources.
- f) Ensure that after-hours contact numbers are obtained for those companies, individuals, and groups who supply emergency equipment and supplies and that those suppliers are prepared to respond on short notice during other than normal business hours.
- g) Prepare and update this annex with local donations management plans.
- h) Identify possible sites for a Donations Operations, Phone Bank, RSA, Distribution Points, and Volunteer Center.
- i) Develop tentative operating procedures for the Phone Bank, RSA, Distribution Points, and Volunteer Center and determine how those facilities will communicate with each other.
- j) Identify and coordinate with those volunteer organizations that could provide assistance in operating the jurisdiction's donations management program.
- k) Periodically brief elected officials, department heads, and local volunteer groups about the local donations management program.

- l) Brief the local media so they can be prepared to advise the public of specific donation needs, discourage donations of unneeded items, disseminate information on the availability of donated goods, and provide other information as applicable.
- m) Include consideration of donations management in local emergency management exercises to test plans and procedures.
- n) Ensure contingency procedures are established for rapidly activating a bank account to receive and disburse monetary donations.

3) Response

- a) Advise the PEO and emergency services staff on resource requirements and logistics related to response activities.
- b) Coordinate and use all available resources during an emergency or disaster and request additional resources if local resources are insufficient or inappropriate.
- c) For major emergencies and disaster, identify potential resource staging areas.
- d) Coordinate emergency resource needs with local departments, businesses, industry, volunteer groups, and where appropriate, with state and federal resource suppliers.
- e) Coordinate resources to support emergency responders and distribute aid to disaster victims.
- f) Maintain records of equipment, supply, and personnel costs incurred during the emergency response.
- g) Review the donations management program with senior government officials.
- h) Identify and prepare specific sites for donations management facilities and begin assembling needed equipment and supplies.
- i) Identify and activate staff for donations management facilities.
- j) Provide the media (through the PIO) with information regarding donation needs and procedures, and regularly update that information.

4) Recovery

- a) In coordination with department/agency heads, determine loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs, and costs of contract services to develop estimates of expenses incurred in response and recovery operations.
- b) In coordination with department/agency heads, determine repairs, extraordinary maintenance, and supply replenishment needed as a result of emergency operations and estimate costs of those efforts.
- c) Maintain records of the personnel, equipment, supply, and contract costs incurred during the recovery effort as a basis for recovering expenses from the responsible party, insurers, or the state or federal government.
- d) Set up the donations management facilities that are activated and determine how each facility will be logistically supported.
- e) Staff donations management facilities with volunteer or paid workers, conducting on-the-job training as needed.
- f) Collect, sort, store, distribute, and properly dispose of donations, if necessary.
- g) In coordination with the PIO, provide regular updates to the media on donations procedures, progress, status, and the Current Needs List (goods and services that are needed and not needed).
- h) Continually assess donations management operations and determine when the donations management facilities should close down or be consolidated and when the donations management program can be terminated.
- i) Keep records of donations received and, where appropriate, thank donors.
- j) Activate the Unmet Needs Committee to provide continuing assistance to victims in need, depending upon the donations available.
- k) Maintain accounts of expenses, individual work hours, etc. Donations activities and functions are not generally reimbursable; however, if certain expenses are considered for reimbursement, accurate records will have to be submitted.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. GENERAL

- 1) The function of Resource & Donations Management shall be carried out in the framework of the normal emergency organization described in the Basic Plan. Preplanning shall be conducted to ensure that the staff and procedures needed to manage resources in an emergency situation are in place.
- 2) The Finance Director shall serve as the Resource Manager and will be responsible for planning, organizing, and carrying out Resource & Donations Management activities during emergencies. The Resource Manager will be assisted by a temporary staff, described below, assembled from those departments and agencies with the required skills and experience.
- 3) During an emergency, the Resource Manager will fulfill requests for additional personnel, equipment, and supplies received from emergency response elements, identify resources to satisfy such requirements, coordinate external resource assistance, and serve as the primary point of contact for external resources made available to the jurisdiction.

B. ORGANIZATION

- 1) Our normal emergency organization, as described in the Basic Plan, will carry out government activities in support of donations management.
- 2) The organization for donations management shall consist of the organizations and facilities described in this annex, supplemented by government personnel and other resources where needed, available, and appropriate. The organizations described in this annex are composed largely of volunteers, and the facilities described in this annex will be operated primarily by volunteers.
- 3) The PEO is responsible for managing donations (cash and/or goods) that are made to the local government for disaster relief, subject to any regulations that may be enacted.
- 4) The PEO shall appoint a government liaison to coordinate the efforts of local government with volunteer groups. As the Emergency Management Duty Officer (EMDO) has demanding duties during emergency response and recovery, the EMDO should not be appointed as the Donations Coordinator.

C. ASSIGNMENT OF RESPONSIBILITIES

1) The PEO:

- a) Will administer the rules and regulations regarding Resource & Donations Management during emergency situations established by the local governing body.
- b) May provide general guidance on Resource & Donations Management and establish priorities for use of resources during emergency situations.
- c) May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to emergency situations. Furthermore, s/he may, under certain circumstances, commandeer private property, subject to compensation requirements, to respond to such situations. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to private or public property and state or federal assistance will be needed to recover from the incident. See Annex J (Recovery) and Annex U (Legal) regarding disaster declarations.
- d) May request assistance from the state if local resources are insufficient to deal with the emergency situation.
- e) Ensure that a donations management program that coordinates the efforts of volunteer groups is planned and ready for activation.
- f) Monitor the operation of the donations management program when activated.

2) The IC will:

- a) Manage resources committed to an incident site.
- b) Monitor the status of available resources and request additional resources through the Logistics Section at the ICP.

3) The Resource Manager will:

- a) Advise elected officials and department heads regarding Resource & Donations Management needs and the priorities for meeting them.
- b) Maintain the Gallatin County resource inventory list.
- c) Provide qualified staff at the ICP and the GCCC to track the status of resources -- those committed, available, or out-of-service.

- d) Maintain a list of suppliers for emergency resource needs. Identify sources for additional resources from public and private entities and coordinate the use of such resources.
- e) Determine the need for, identify, and operate facilities for resource staging and temporary storage of equipment and supplies, to include donated goods.
- f) Monitor potential resource shortages and establish controls on use of critical supplies.
- g) Organize and train staff to carry out the Logistics function at the ICP and the Resource & Donations Management function at the GCCC.

4) The Supply & Distribution Coordinator will:

- a) Determine the most appropriate means for satisfying resource requests.
- b) Locate needed resources using resource and supplier lists and obtain needed goods and services.
- c) Coordinate with the Donations Coordinator regarding the need for donated goods and services.
- d) Coordinate resource transportation requirements with the Transportation Officer. See Annex S (Transportation) for more information.
- e) Direct and supervise the activities of the Supply and Distribution Officers.

5) The Distribution Officer will:

- a) Arrange delivery of resources, to include settling terms for transportation, specifying delivery location, and providing point of contact information to shippers.
- b) Advise the Supply and Distribution Coordinator when the jurisdiction must provide transportation in order to obtain a needed resource.
- c) Oversee physical distribution of resources, to include material handling.
- d) Ensure temporary storage facilities or staging areas are arranged and activated as directed.

- e) Track the location and status of resources.
- 6) The Supply Officer will:
- a) Identify sources of supply for and obtain needed supplies, equipment, labor, and services.
 - b) Rent, lease, borrow, or obtain donations of resources not available through normal supply channels.
 - c) Keep the Distribution and Supply Coordinator informed of action taken on requests for supplies, equipment, or personnel.
 - d) Request transportation from and keep the Distribution Officer informed of expected movement of resources, along with any priority designation for the resources.
- 7) The Finance Officer shall:
- a) Oversee the financial aspects of meeting resource requests, including record keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction (if necessary and as permitted by the laws of the jurisdiction).
 - b) Advise officials and department heads of record-keeping requirements and other documentation necessary for fiscal accountability.
- 8) The County/City Attorney shall:
- a) Advise the Resource & Donations Management staff regarding procurement contracts and questions of administrative law.
 - b) Review and advise officials on possible liabilities arising from Resource & Donations Management operations during emergencies.
 - c) Monitor reports of overcharging/price gouging for emergency supplies and equipment and repair materials and refer such reports to the Office of the Attorney General.
- 9) All departments and agencies will coordinate emergency resource requirements that cannot be satisfied through normal sources of supply with the Resource & Donations Management staff.
- 10) The Volunteer Coordinator will:

- a) Select a site for a Volunteer Center and coordinate equipping and staffing the facility.
- b) Develop operating procedures for and train staff to operate the Volunteer Center.
- c) Supervise Volunteer Center operations.
- d) Prepare and keep current Tab I to Appendix 4.

11) The Resource Staging Area (RSA) Manager will:

- a) Select a site for an RSA and coordinate equipping and staffing the facility.
- b) Develop operating procedures for and train staff to operate the RSA.
- c) Supervise RSA operations.
- d) Prepare and keep current Tab F to Appendix 4.

12) The Phone Bank Supervisor will:

- a) Select a site for a Phone Bank and coordinate equipping and staffing the facility.
- b) Develop operating procedures for and train staff to operate the Phone Bank.
- c) Supervise Phone Bank operations.

13) The Donations Financial Officer will:

- a) Establish a donations account for receiving monetary donations.
- b) Establish specific wording for the "Pay to the Order of" line for all checks and other securities so that appropriate information can be provided to potential donors.
- c) Ensure written disbursing procedures are prepared in close coordination with the Unmet Needs Committee so account disbursing officials have a clear mandate on how to prepare assistance checks (e.g., when, how much, to whom, etc.).

IX. COORDINATION

A. GENERAL

- 1) The PEO shall, pursuant to NIMS, provide general guidance on the management of resources during emergencies and shall be responsible for approving any request for state or federal resources.
- 2) The Resource Manager may provide advice regarding Resource & Donations Management to the PEO, the IC, the EMDO, and other officials during emergencies.
- 3) The IC will manage personnel, equipment, and supply resources committed to an incident, establishing a Logistics Section if necessary. If the GCCC has not been activated, the IC may request additional resources from local departments and agencies and may request those local officials authorized to activate inter-local agreements or emergency response contracts to do so to obtain additional resources.
- 4) When the GCCC is activated, the Resource Manager will manage overall Resource & Donations Management activities from the GCCC. The IC shall manage resources committed to the incident site and coordinate through the Resource Manager to obtain additional resources. The Resource Manager shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.
- 5) The Resource Manager will identify public and private sources from which needed resources can be obtained during an emergency situation and originate emergency procurements or take action to obtain such resources by leasing, renting, borrowing, or other means.
- 6) The Resource Manager will direct the activities of those individuals assigned Resource & Donations Management duties in the GCCC during emergency operations. Normal supervisors will exercise their usual supervisory responsibilities over such personnel.
- 7) The PEO will provide general guidance for donations management operations.
- 8) The Donations Coordinator will manage the donations management program, supervise key donations management program personnel, and coordinate the efforts of volunteer groups.
- 9) The supervisor of the donations management facility will direct the work of volunteers and paid government employees working at that facility.

- 10) Volunteers working as an integral part of a recognized volunteer group (e.g., ARC or TSA) will respond to direction from those organizations.
- 11) Each individual supervising a donations management function will select an appropriate assistant or designee to run the operation in his or her absence.

B. COORDINATION

- 1) The DC will work out of and communicate from the Donations Operations Office.
- 2) Each volunteer group assisting in the disaster will designate a specific individual with authority to accept task assignments and coordinate its activities with the Donations Operations Office.

X. ADMINISTRATION & SUPPORT

A. GENERAL

- 1) Maintenance of Records. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.
- 2) Preservation of Records. Vital Resource & Donations Management records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.
- 3) Training. Individuals who will be performing Resource & Donations Management duties in the GCCC or at the Incident Command Post shall receive training on their required duties and the operating procedures for those facilities.
- 4) Support. The Resource Manager is responsible for coordinating standby agreements for emergency use of resources with businesses, industry, individuals, and volunteer groups. The County/City Attorney shall be consulted regarding such agreements and approve them.

B. REPORTING

- 1) During emergency operations, the Donations Operations Office shall compile and provide a daily summary of significant donations management activities to the GCCC for use in staff briefings and inclusion in periodic Situation

Reports. If the GCCC has been deactivated, a periodic summary of activities will be provided to local officials and the heads of volunteer organizations participating in the recovery process.

C. RECORDS

- 1) Activity logs: Each donations facility will maintain a log of major activities at that facility location, including activation and deactivation, arrivals and departure of staff, receipt of or return of major equipment, and the commitment of people, equipment, or materials to specific tasks.
- 2) The Unmet Needs Committee shall appoint a Secretary to maintain a written record of its actions. When the recovery process is completed, these records shall be turned over to the DC for retention.
- 3) Documentation of costs: Expenses incurred in operating the donations management system are generally not recoverable. However, in the event state and/or federal reimbursement is considered, accurate records would need to be provided. Therefore, all government departments and agencies should maintain records of personnel and equipment used and supplies consumed during donations management operations.

D. RESOURCES

Government resources that may be needed to operate the donations management system are listed in Annex M (Resource & Donations Management).

E. POST-INCIDENT REVIEW

The Basic Plan provides that the EMC shall organize and conduct a review of the emergency operations in the aftermath of major emergency or disaster. The purpose of this review is to identify needed improvements in this plan, its procedures, its facilities, and its equipment. When the donations management system has been activated after a major emergency or disaster, donations management program personnel shall participate in the review.

F. EXERCISES

Local drills and tabletop, functional, and full-scale exercises should periodically include a donations management scenario based on the anticipated hazards.

XI. ANNEX DEVELOPMENT & MAINTENANCE

- 1) VOAD is responsible for developing and maintaining this annex.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.

ATTACHMENT A

PLANNING FACTORS

1) Drinking Water

- a) The planning factor for drinking water is 3 gallons per person per day.
- b) Emergency drinking water is usually provided in the form of bottled water. Bottled water is available from a variety of sources already palletized and ready to ship.
- c) People sometimes request that water tankers be placed in specific areas as fill-it-yourself water stations. This arrangement is often undesirable because potable water tankers are generally in short supply, a distribution system of piping and faucets must be fabricated, and such facilities usually have to be staffed.

2) Ice

- a) Ice is needed to preserve food and medicines.
- b) The planning factor for ice is one 8-to-10-pound bag per person per day.
- c) Bagged ice is available from a number of distributors. When arranging for ice, keep in mind that ice is obviously perishable, and the refrigerated delivery truck will likely need to be retained to preserve the product while it is being distributed.

3) Portable Toilets

- a) The general planning factor is 8 to 10 toilets per hundred people. In areas where people are well dispersed, additional toilets may be needed to keep the walk to sanitary facilities reasonable.
- b) In requesting portable toilets, ensure that the contract for providing the toilets includes the requirement to service them on a regular basis. A local or nearby firm that has existing arrangements for waste disposal is often preferable.
- c) Portable toilets should be sited at least 100 feet for any water source or cooking facility. To prevent disease, it is desirable to have hand-washing facilities in the vicinity of toilets.

4) Food

- a) Shelter and mass care facilities and mobile feeding units generally aim to provide at least two, and preferably three, simple meals per day – cereal, sandwiches, and soup. When requesting feeding service, provide not only an estimate of the number of people that need to be fed, but also indicate the number of infants and children 1 to 3 years of age, so that suitable food can be provided.
- b) It may be possible to obtain packaged non-perishable meals for disaster victims who remain in their homes and cannot easily be served by fixed or mobile feeding facilities. A good estimate of the number of people who must be fed and for how long is vital in requesting such meals.

5) Plastic Sheeting & Tarps

- a) Plastic sheeting and tarps are used to protect damaged structures from further damage by foul weather.
- b) The planning factor for plastic sheeting is 1100 square feet per home. That amount covers half the roof of a typical 1800 square foot house.
- c) For plastic sheeting: 4 or 5 mil thickness, 8+ feet wide – the wider the better.
- d) For tarps: inexpensive polyethylene tarps are readily available. Tarps should have grommets.
- e) Rope can be used to install tarps that have grommets. Furring strips are usually needed to keep plastic sheeting on roofs and walls and may also be used with tarps.

6) Sandbags

- a) Sandbags may be used to protect structures from rising water.
- b) Sandbags are available in quantity from a number of commercial distributors.
- c) If you plan to use a substantial quantity of sandbags, a sandbag-filling machine can expedite filling. These machines are available from a variety of commercial vendors; sandbag distributors may be able to provide such machines or contact information for those who do.

7) Suppliers of Essential Disaster Supplies

ATTACHMENT B

EMERGENCY RESOURCE REQUEST	
Gallatin County	
REQUEST DATE	
REQUESTER NAME	
DEPARTMENT/ORGANIZATION	
CONTACT PHONE/FAX	
REQUESTER'S PRIORITY	Highest 1 2 3 4 5 Lowest
EMERGENCY RESOURCE REQUIRED (equipment, supplies, services)	
<p>FOR EQUIPMENT: <input type="checkbox"/> Purchase <input type="checkbox"/> Rent/Lease for (period)_____</p> <p>WHEN REQUIRED?</p> <p>DELIVERY INFORMATION:</p> <p>DELIVERY CONTACT, IF OTHER THAN REQUESTER (NAME & PHONE NUMBER):</p>	

FOR RESOURCE MANAGEMENT USE ONLY: REQUEST #



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

COORDINATION

Annex N

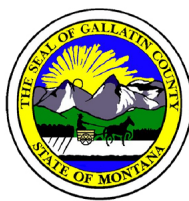
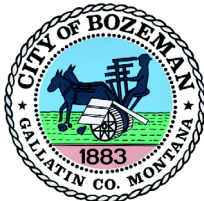
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

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Gallatin
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P r e p a r i n g O u r C o m m u n i t y

RECORD OF CHANGES

ANNEX N: COORDINATION

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ANNEX N: Coordination

I. PRIMARY AGENCIES

Gallatin County Emergency Management

II. SUPPORTING AGENCIES

III. AUTHORITY

A. FEDERAL

Name	Description	Legal

B. STATE

Name	Description	Legal

C. LOCAL

Name	Description	Legal

IV. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures necessary to accomplish coordination of emergency services for Gallatin County.

V. EXPLANATION OF TERMS

A. ACRONYMS

DHS	Department of Homeland Security
DPHHS	Department of Public Health & Human Services
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
GCCC	Gallatin County Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
PEO	Principal Executive Officer
SOP	Standard Operating Procedures

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) Our community is vulnerable to many hazards, which threaten public health, safety, and property. See the Basic Plan for more information on specific county hazards.
- 2) Our coordination organization must be able to quickly activate any time day or night, operate around the clock, and deal effectively with emergency situations that may begin with a single response discipline and expand to multi-disciplines requiring effective cross-jurisdictional coordination.

B. ASSUMPTIONS

- 1) Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
- 2) We will use our own resources to respond to emergency situations, and, if needed, request external assistance from other jurisdictions pursuant to mutual aid agreements or from the state. Since it takes time to summon external assistance, it is essential to be prepared to carry out the initial emergency response on an independent basis.
- 3) Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge, or where local responders lack the necessary expertise and

equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.

- 4) Effective coordination requires suitable facilities, equipment, procedures, and trained personnel. The coordination facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.
- 5) Gallatin County has adopted the National Incident Management System (NIMS) and have implemented NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners, and state and federal agencies during any type of incident response.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) The coordination structure for emergency operations is pursuant to the NIMS, which employs two levels of incident management structures.
 - a) The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
 - b) Multiagency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
- 2) An Incident Commander, using response resources from one or more departments or agencies, will normally handle emergency situations classified as incidents. The GCCC will generally not be activated.
- 3) During major emergencies, disasters, or catastrophic incidents, a Multiagency Coordination System may be advisable. Central to this system is the Gallatin County Coordination Center (GCCC), which is the nucleus of all coordination. The Incident Commander will manage the on-scene response from the ICP. The GCCC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
- 4) For some types of emergency situations, the GCCC may be activated without activating an Incident Command operation.
 - a) Such situations may include:

- i. When a threat of hazardous conditions exists, but those conditions have not yet impacted the local area, the GCCC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and coordination of the response transitioned to the Incident Commander.
 - ii. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
- 5) For operational flexibility, both ICS and GCCC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The GCCC may also be activated on a graduated basis.

B. INCIDENT COMMAND OPERATIONS

- 1) The first local emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander unless relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, provide an assessment of the situation to local officials, identify response resources required, and coordinate the on-scene response from the ICP.
- 2) The Incident Commander is responsible for carrying out the ICS function of command—making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions.
- 3) For more serious emergency situations, individuals from various local departments or agencies or from external response organizations may be assigned to separate ICS staff charged with those functions. For these serious emergency situations, it is generally desirable to transition to a Unified Command.
- 4) If the GCCC has been activated, the Incident Commander shall provide periodic situation updates to the GCCC.
- 5) In emergency situations where other jurisdictions or state/federal agencies are providing significant response resources or technical assistance, it is

generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

C. GCCC OPERATIONS

- 1) The GCCC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The GCCC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a monitoring operation with minimal staff, to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.
- 2) The principal functions of the GCCC are to:
 - a) Monitor potential threats
 - b) Support on-scene response operations
 - c) Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning
 - d) Analyze problems and formulate options for solving them
 - e) Coordinate among local agencies and between county, city, state, and federal agencies, if required
 - f) Develop and disseminate warnings and emergency public information
 - g) Prepare and disseminate periodic reports
 - h) Coordinate damage assessment activities and assess the health, public safety, local facilities, and the local economy
 - i) Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the state

D. ICS - GCCC INTERFACE

- 1) When both an ICP and the GCCC have been activated, it is essential to establish a division of responsibilities between the ICP and the GCCC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency

operations.

- 2) The IC is generally responsible for field operations, including:
 - a) Isolating the scene
 - b) Coordinating the on-scene response to the emergency situation and managing the emergency resources committed to it
 - c) Warning the population in the area of the incident and providing emergency instructions to them
 - d) Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene
 - e) Implementing traffic control arrangements in and around the incident scene
 - f) Requesting additional resources from the GCCC
 - g) Keeping the GCCC informed of the current situation at the incident site
- 3) The GCCC is generally responsible for:
 - a) Mobilizing and deploying resources to be employed by the IC
 - b) Issuing community-wide warning
 - c) Issuing instructions and providing information to the general public
 - d) Organizing and implementing large-scale evacuation and coordinating traffic control for such operations
 - e) Organizing and implementing shelter and mass care arrangements for evacuees
 - f) Requesting assistance from the state and other external sources
- 4) Transition of Responsibilities
 - a) Provisions must be made for an orderly transition of responsibilities between the ICP and the GCCC
 - b) From GCCC to the ICP: In some situations, the GCCC may be operating to monitor a potential hazard and manage certain

preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the IC receive a detailed initial situation update from the GCCC and be advised of any operational activities that are already in progress, resources available, and resources already committed.

- c) From the ICP to the GCCC. When an incident command operation is concluded and the GCCC continues to operate to manage residual response and recovery activities, it is essential that the IC brief the GCCC on any on-going tasks or operational issues that require follow-on action by the GCCC staff.

5) Extended GCCC Operations

- a) While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of GCCC into the initial part of the recovery phase of an emergency. In the recovery phase, the GCCC may be staffed to compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.
- 6) In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, in which case it may be necessary to employ a Unified Area Command. In such situations, more than one Incident Command Post may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the GCCC.

E. PHASES OF MANAGEMENT

1) Mitigation

- a) Establish, equip, and maintain a GCCC and an alternate EOC
- b) Identify required GCCC staffing
- c) Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP and GCCC operations
- d) Identify and stock supplies needed for ICP and GCCC operations
- e) Develop and maintain procedures for activating, operating, and deactivating the GCCC

2) Preparedness

- a) Identify department, agency, and volunteer group representatives who will serve on the GCCC staff and are qualified to serve in various ICP positions
- b) Pursuant to NIMS protocol, conduct NIMS training for department, agency, and volunteer group representatives who will staff the GCCC and ICP
- c) Maintain maps, displays, databases, reference materials, and other information needed to support ICP and GCCC operations
- d) Test and maintain GCCC equipment to ensure operational readiness
- e) Exercise the GCCC at least once a year
- f) Maintain a resource management program that includes identifying, acquiring, allocating, and tracking resources

3) Response

- a) Activate an ICP and the GCCC if necessary
- b) Conduct response operations
- c) Deactivate ICP and GCCC when they are no longer needed

4) Recovery

- a) If necessary, continue GCCC activation to support recovery operations
- b) Deactivate GCCC when situation permits
- c) Restock ICP and GCCC supplies if necessary.
- d) For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) Our normal emergency organization, described in the Basic Plan, will carry out the coordination function during emergency situations.
- 2) The organization of incident command operations will be pursuant to NIMS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the IC based on the tasks that must be performed and the resources available for those tasks.
- 3) The GCCC may be activated on a graduated basis. Department, agency, and volunteer GCCC staffing requirements will be determined by the EMC based on the needs of the situation.

B. ASSIGNMENT OF RESPONSIBILITIES

- 1) The PEO will:
 - a) Establish general policy guidance for emergency operations
 - b) Direct that the GCCC be partially or fully activated
 - c) When appropriate, terminate GCCC operations
- 2) The EMC will:
 - a) Develop and maintain the GCCC Staff Roster and GCCC operating procedures
 - b) Activate the GCCC when requested or when the situation warrants
 - c) Serve as a GCCC Manager
 - d) Advise the PEO on emergency management activities
 - e) Coordinate resource and information support for emergency operations
 - f) Coordinate emergency planning and impact assessment
 - g) Coordinate analysis of emergency response and recovery problems

and development of appropriate courses of action

- 3) The IC will:
 - a) Establish an ICP and coordinate emergency operations at the scene
 - b) Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site
 - c) Provide periodic situation updates to the GCCC, if that facility is activated
 - d) Identify resource requirements to the GCCC, if that facility is activated
- 4) Departments, agencies, and volunteer groups assigned responsibilities for ICP or GCCC operations will:
 - a) Identify and train personnel to carry out required emergency functions at the ICP and the GCCC
 - b) Provide personnel to staff the ICP and the GCCC when those facilities are activated
 - c) Ensure that personnel participating in ICP and GCCC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions

IX. COORDINATION

A. GENERAL

The PEO will provide general guidance for the coordination function, pursuant to NIMS protocols.

B. INCIDENT COMMAND OPERATIONS

The first responder on the scene will take charge and serve as the IC unless relieved by a more senior or qualified individual. An ICP will normally be established at the incident scene; the IC will coordinate response forces from that command post.

C. GCCC OPERATIONS

- 1) The PEO may request that the GCCC be activated. A decision to activate the GCCC is typically made on the basis of staff recommendations.
- 2) The EMC may activate the GCCC, will normally determine the level of GCCC staffing required based upon the situation, and notify appropriate personnel to report to the GCCC.
- 3) Any department or agency head dealing with a significant health or safety issues that requires inter-agency coordination may request that the EMC activate the GCCC to provide a suitable facility to work the issue.
- 4) The EMC will serve as GCCC Manager.

X. ADMINISTRATION & SUPPORT

A. FACILITIES & EQUIPMENT

- 1) GCCC
 - a) The GCCC is located in Bozeman at 219 E Tamarack and is maintained by Gallatin County Emergency Management.
 - b) The GCCC is equipped with communication equipment necessary for conducting emergency operations. See Annex B (Communications) for more information on communications connectivity.
 - c) The GCCC is equipped with emergency generator.
- 2) Mobile Command Post
 - a) The Incident Command may request that a Mobile Command Post be deployed for use as an on-scene command post.

B. RECORDS

- 1) Activity Logs. The ICP and the GCCC shall maintain accurate logs recording key response activities, including:
 - a) Activation or deactivation of emergency facilities
 - b) Emergency notifications to other local governments and to state and federal agencies

- c) Significant changes in the emergency situation
- d) Major commitments of resources or requests for additional resources from external sources
- e) Issuance of protective action recommendations to the public
- f) Evacuations
- g) Casualties
- h) Containment or termination of the incident
- i) The GCCC shall utilize the Emergency Operations Center Log to record GCCC activities. The ICP shall use the Unit Log (ICS form 214) or an equivalent.

2) Communications & Message Logs

- a) Communications facilities shall maintain a communications log. The GCCC shall maintain a record of messages sent and received using the GCCC Message Log

3) Cost Information

- a) Incident Costs: All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future budgets.
- b) Emergency or Disaster Costs: For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
 - i. Personnel costs, especially overtime costs
 - ii. Operation costs
 - iii. Costs for leased or rented equipment
 - iv. Costs for contract services to support emergency operations
 - v. Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

C. REPORTS

- 1) Initial Emergency Report: An Initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This can be done by email or using the Situation Report form.
- 2) Situation Report: For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily.

D. AGREEMENTS & CONTRACTS

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing mutual aid agreements and contracts.

E. GCCC SECURITY

- 1) Access to the GCCC will be limited during activation. All staff members will sign in upon entry and wear their staff badge.
- 2) Individuals who are not members of the GCCC staff will be identified and their reason for entering the GCCC determined. GCCC administrative staff will issue a visitor badge to those visitors with a valid need to enter the GCCC, which will be surrendered upon departure.

F. MEDIA

Media relations will be conducted pursuant to the NIMS. See Annex I (Public Information) for further details.

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT

- 1) The EMC is responsible for the development and maintenance of this annex.
- 2) The EMC is responsible for the development and maintenance of GCCC Standard

Operating Procedures.

B. MAINTENANCE

This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.



Gallatin
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P r e p a r i n g O u r C o m m u n i t y

HUMAN SERVICES

Annex O

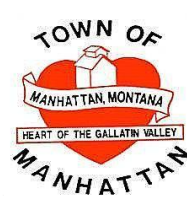
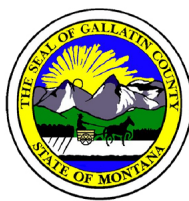
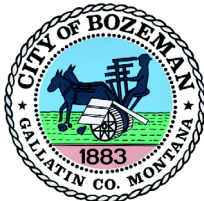
November 2022



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COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
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P r e p a r i n g O u r C o m m u n i t y

ANNEX O: HUMAN SERVICES

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ANNEX O: HUMAN SERVICES

I. PRIMARY AGENCIES

Gallatin Mental Health Center, Community Health Partners, and Help Center 211

II. SUPPORTING AGENCIES

Gallatin City-County Health Department

III. AUTHORITY

A. FEDERAL

Name	Description	Legal

B. STATE

Name	Description	Legal

C. LOCAL

Name	Description	Legal

IV. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures necessary to provide human services support to people who require food, clothing, mental health services, and victim’s compensation in the aftermath of an emergency.

V. EXPLANATION OF TERMS

A. ACRONYMS

ARC	American Red Cross
CISM	Critical Incident Stress Management
DRC	Disaster Recovery Center
EMS	Emergency Medical Services
FEMA	Federal Emergency Management Agency
GCCC	Gallatin County Coordination Center
PEO	Principal Executive Officer
SOP	Standard Operating Procedure
TSA	The Salvation Army
COAD	Community Organizations Active in Disaster

B. DEFINITIONS

Crisis Counseling

Short-term therapeutic intervention that utilizes established mental health techniques to lessen adverse emotional conditions that can be caused by sudden and/or prolonged stress. Crisis Counseling is designed for “normal individuals who have experienced an abnormal event.” Crisis counseling is not traditional therapy and is often delivered within the victim’s home environment. Crisis counseling is normally set up for survivors and secondary responders who have been involved in an emergency situation, while Critical Incident Stress Management (CISM) is designed for first responders.

Critical Incident Stress Management

CISM is a comprehensive, integrated, and multi-component crisis intervention system for the reduction and control of the harmful effects of stress. This process is primarily intended and usually designed for first responders such as law enforcement, fire, and EMS personnel. Peers with guidance and oversight by mental health professionals normally conduct CISM.

Disaster Mental Health Services

Disaster mental health services include crisis counseling, CISM, and victim’s services. This includes assessing short and long-term mental health needs, assessing the need for additional mental health services, tracking on-going support needs, providing disaster mental health training programs, and identifying disaster worker stress issues and needs.

Disaster Recovery Center (DRC)

A location established in a centralized area within or near the disaster area at which individuals, families, and/or businesses apply for disaster aid. In general, a

DRC is established after a major disaster or state of emergency declaration by the President.

Special Needs Individuals/Groups

Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These individuals may need specially trained health care providers to care for them, special facilities equipped to care for their needs, and specialized vehicles and equipment for transport in order to meet their daily needs and maintain their health and safety during emergency situations.

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) As outlined in the Basic Plan, our area is vulnerable to a number of hazards, which could result in the evacuation, destruction of or damage to homes and businesses, loss of personal property, disruption of food distribution and utility services, and other situations that adversely affect the daily life of citizens.
- 2) In the aftermath of emergency situations, survivors may need assistance in obtaining food, clothing, mental health services, and other essential life support needs as well as cleaning up and making temporary repairs to their homes.
- 3) Emergency responders, survivors, and others who were affected by the emergency may experience stress, anxiety, and other physical and psychological effects that adversely impinge on their daily lives.

B. ASSUMPTIONS

- 1) Disaster survivors and emergency responders may need human services support in the aftermath of a disaster.
- 2) Those who would not normally be clients of local or state human service agencies may require some form of assistance, including food, clothing, and disaster mental health services. As a consequence, the clientele of both local and state human service organizations may increase.
- 3) In some cases, disaster mental health services may be needed during response operations.
- 4) The American Red Cross, the Salvation Army, and other non-governmental organizations will provide assistance to disaster survivors.

- 5) Local professional, charitable, and volunteer groups, including religious ones, normally responding to emergency situations will do so, if requested.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) We have the general responsibility for ensuring the welfare of our citizens and will develop a capability to provide appropriate human services during emergency situations.
- 2) A Human Services Officer will be appointed to coordinate with local organizations to ensure basic human services are provided in the aftermath of an emergency.
- 3) We shall establish working relationships with and will call on the American Red Cross, the Salvation Army, and other non-governmental organizations to provide support for disaster survivors.
- 4) Some emergency situations will not require implementation of large-scale mass care operations, but instead generate a need for a limited amount of emergency food and clothing. For these situations, our Human Services Officer will coordinate with the Gallatin County staff, volunteer organizations, and church groups to identify sources for this assistance.
- 5) Like other disaster survivors, special needs groups may require assistance to meet their needs for food, clothing, housing, and medical care. Local human service organizations are expected to identify any special needs groups that need assistance in the aftermath of an emergency.
- 6) We will request state human services support if local resources prove inadequate.

B. MENTAL HEALTH SERVICES

- 1) Crisis Counseling for Disaster Survivors
 - a) Some disaster survivors and emergency responders may need mental health services in the aftermath of a disaster. Many seeking such help can obtain aid from existing local mental health programs and religious groups. As the demand for such services may increase significantly after a disaster and some local providers may become disaster survivors, there may be a need for additional mental health resources.

- b) If existing local resources are inadequate to meet the need for disaster mental health services, Help Center 2-1-1 will coordinate requests for mental health services through their existing collaboration lists. The principal organizations in Gallatin County are Help Center 2-1-1, Gallatin Mental Health Center, and Community Health Partners. The Help Center 2-1-1 collaboration list of providers is maintained electronically and can be accessed remotely for continuity of operations.
- c) In addition to local and state mental health providers, some volunteer organizations active in disasters can provide crisis counseling to disaster survivors. Crisis stabilization may be provided through a community team approach comprised of individual practitioners, trained faith members, and community organizations. Community organizational capacity may be updated and portaled through the existing resource systems of Help Center 2-1-1. If out of area resources are needed, they will be requested through the SECC and coordinated through Help Center 2-1-1.

C. EMERGENCY WATER SUPPLIES

Water is essential to maintain life and preserve public health. If water supply systems are disrupted in an emergency, timely provision must be made to provide water to local residents whose normal supply has been disrupted.

D. EMERGENCY FOOD

In the aftermath of an emergency, local residents may be unable to obtain food from normal sources, preserve perishable food, or prepare meals due to damage to their homes and food stores or the loss of electrical or gas service. Food may be provided to disaster survivors in a variety of ways, depending on the situation in the local area in the aftermath of a disaster. Among the options are:

- a) Mass feeding at fixed sites, using operable kitchen facilities at schools, community centers, churches, and other community facilities.
- b) Mass feeding at fixed sites using transportable kitchens operated by non-governmental groups.
- c) Distribution of prepared food using mobile canteens operated by non-governmental groups.
- d) Distribution of foodstuffs obtained from food banks that can be used by disaster survivors to prepare meals.
- e) Distribution of restaurant or grocery store vouchers.

E. OTHER NEEDS OF DISASTER SURVIVORS

- 1) Where emergencies result in federal emergency or major disaster declarations by the President, disaster survivors may be eligible for specific human services programs as part of the recovery process. See Annex J (Recovery) for further information.
- 2) Volunteer organizations active in disaster may be able to assist in meeting a number of the needs of disaster survivors, including:
 - a) Basic clothing
 - b) Basic furnishings and household goods
 - c) Job-related tools
 - d) Transportation
 - e) Home clean-up and debris removal
 - f) Home repairs

F. PHASES OF MANAGEMENT

- 1) Prevention
 - a) Identify population groups who may require special assistance during an emergency (e.g., senior citizens, handicapped, etc.).
- 2) Preparedness
 - a) Identify volunteer groups that can provide emergency food and clothing in the aftermath of emergency situations and other sources of emergency food and clothing.
 - b) Identify agencies or groups that can provide disaster mental health services and survivor's services during and in the aftermath of emergency situations.
 - c) Identify and train human services representatives who will staff the Gallatin County Coordination Center (GCCC).
 - d) Conduct emergency planning with the appropriate agencies and groups, develop appropriate standard operating procedures (SOPs), and execute agreements where appropriate.

- e) Determine tentative emergency assignments for available personnel and volunteers.
- f) Encourage volunteer groups active in disasters to participate in emergency exercises.
- g) Review and update this annex and related SOPs.

3) Response

- a) Provide food and clothing to disaster survivors as needed.
- b) Register evacuees or survivors or assist volunteer groups in performing this task.
- c) Provide contact information to survivors who need human services assistance.
- d) Provide human services staff support for the GCCC.

4) Recovery

- a) Assess needs of survivors and provide assistance, including but not limited to temporary housing, food, clothing, clean-up services, minor home repairs, and other support.
- b) Coordinate with the Public Information Officer to inform the public of the availability of human services.
- c) Assess the need for disaster mental health services for emergency responders and disaster survivors and coordinate such support if it is required.
- d) Provide human services personnel to staff the GCCC, if activated.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) Our emergency organization as described in the Basic Plan shall carry out the function of providing human services in emergency situations.

- 2) The PEO shall provide policy guidance with respect to emergency human services operations. The Human Services Officer will manage the human services function during emergency operations.
- 3) Human services will be provided through the coordinated efforts of COAD.
- 4) State and federal agencies may be requested to assist in human services activities conducted in the aftermath of a major emergency or disaster.

B. TASK ASSIGNMENTS

- 1) The PEO will:
 - a) Ensure that a human services program for emergency situations is developed.
 - b) Provide general guidance and direction for human services operations during emergencies.
- 2) The Human Services Officer will:
 - a) Identify volunteer groups and agencies that can provide goods and services to satisfy human services needs and develop agreements with them.
 - b) In the aftermath of emergencies, solicit and coordinate distribution of clothing, food, and services by various agencies and organizations. See Annex M (Resource & Donations Management) for more information.
 - c) Coordinate the registration of evacuees/survivors.
 - d) Coordinate with the Shelter Officer to provide for human services needs of evacuees in shelters.
 - e) Coordinate human services support for special needs groups.
 - f) Coordinate the provision of disaster mental health services for disaster survivors, emergency workers, and others suffering trauma due to the emergency situation.
 - g) Coordinate local staffing at the GCCC, if needed.
 - h) Work with the Transportation Officer to coordinate transportation assistance for those who need it.

- 3) The Mental Health Authority/Other will:
 - a) Coordinate the provision of and provide disaster mental health services to disaster survivors, emergency workers, and others suffering trauma due to an emergency situation.
- 4) The Transportation Officer will:
 - a) Coordinate transportation support for human services operations.
 - b) Coordinate transportation for food, clothing, drinking water, and other supplies, if the agency providing these materials is unable to do so.
 - c) When requested by the Human Services Officer, coordinate transportation for those who need transportation assistance such as those without vehicles, special needs, etc.
- 5) The Shelter & Mass Care Officer will:
 - a) Identify the requirements for human services assistance to those housed in shelters to the Human Service Officer.
- 6) The Public Information Officer will:
 - a) Coordinate the release of information to the media and public about assistance programs available for disaster survivors.
- 7) VOAD will:
 - a) Provide human services assistance identified by the Human Services Officer upon request.

IX. COORDINATION

A. GENERAL

- 1) The PEO shall establish priorities for and provide policy guidance for human services programs conducted after a disaster.
- 2) The EMC will provide direction to the Human Service Officer regarding human services operations in the aftermath of an emergency.
- 3) The Human Services Officer and staff will plan, coordinate, and carry out human services program activities.

- 4) All human services activities will be coordinated through the Human Services Officer in the GCCC.

X. ADMINISTRATION & SUPPORT

A. RECORDS OF MAINTENANCE

All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. PRESERVATION OF RECORDS

Vital human services records should be protected from the effects of a disaster to the maximum extent possible. Should records be damaged during an emergency situation, professional assistance preserving and restoring those records should be obtained as soon as possible.

C. TRAINING & EXERCISES

- 1) Human services personnel who will participate in GCCC operations will receive training on the operation of the facility.
- 2) Non-governmental groups that could be providing human services support during emergency situations shall be invited and encouraged to participate in emergency drills and exercises where appropriate.

D. STATE & FEDERAL ASSISTANCE

If state or federal assistance is required, The Human Services Officer will brief the PEO on the assistance required. The PEO will make the request for assistance to Montana DES.

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT & MAINTENANCE

- 1) The Human Services Officer is responsible for developing and maintaining this annex.
- 2) This annex will be reviewed annually and updated in accordance with the

schedule outlined in the Basic Plan.

ATTACHMENT A

Gallatin County Mental Health Services

Mental health providers are available within Gallatin County through a collaborative of provider organizations. The Help Center 211 maintains contact information and will coordinate among the collaborative. When mental health services are needed for a specific audience or location, Help Center 211 will provide coordination for this.

Activation Criteria

Mental health services are available by request of any public safety organization in Gallatin County.

Activation Procedure

The Agency Having Jurisdiction, or their delegate, may contact 211 directly at





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P r e p a r i n g O u r C o m m u n i t y

HAZARD MITIGATION

Annex P

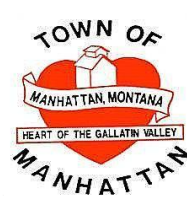
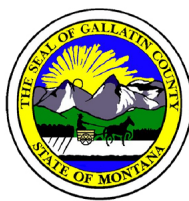
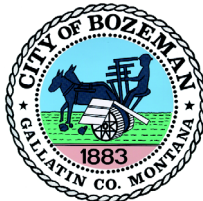
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
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Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

ANNEX P: HAZARD MITIGATION

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ANNEX P: HAZARD MITIGATION

I. PRIMARY AGENCIES

Gallatin County Emergency Management

II. SUPPORTING AGENCIES

All Jurisdictions

III. AUTHORITY

A. FEDERAL

Name	Description	Legal
Emergency Management & Assistance	Mitigation Planning	44 CFR 201

B. STATE

Name	Description	Legal

C. LOCAL

Name	Description	Legal
Gallatin County Mitigation Plan	Adoption Resolution	GCR 2006-017

IV. PURPOSE

- 1) The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures necessary for the organization of the local Hazard Mitigation Team (HMT).
- 2) This annex addresses mitigation as a long-term, on-going process, and

identifies planning and implementation actions applicable to both pre-incident and post incident situations.

- 3) This annex ensures that mitigation planning and implementation services address and are provided to the entire area of responsibility covered in the Gallatin County Emergency Management Plan.
- 4) This annex explains our active partnership and participation in mitigation planning and implementation activities.

V. EXPLANATION OF TERMS

A. ACRONYMS

AOR	Area of Responsibility
B/C	Benefit/Cost
FMA	Flood Mitigation Assistance Program
GCCC	Gallatin County Coordination Center
GIS	Geographical Information System
GPS	Global Positioning System
HMGP	Hazard Mitigation Grant Program
HMC	Hazard Mitigation Coordinator
HMT	Hazard Mitigation Team
MAP	Mitigation Action Plan
NFIP	National Flood Insurance Program
PA	Public Assistance (Program)
PDM	Pre-Disaster Mitigation Program
SOP	Standard Operating Procedures

B. DEFINITIONS

Appropriate Mitigation Measures

Mitigation actions that balance the cost of implementation against the potential cost of continued damages if such measures are not taken. Mitigation measures should be less costly to implement than the damages they are intended to prevent. Floodplain management, acquisition of flood prone property, enhanced insurance coverage, and the adoption and enforcement of safe land use regulations and construction standards are considered as highly appropriate mitigation actions.

Area of Responsibility

The entire area covered by the comprehensive Emergency Management Plan.

Benefit/Cost

The ratio between the costs of implementing a mitigation project versus the benefits (amount of future cost savings) potentially achieved. Projects funded

under HMGP or PDM must have a B/C of 1 to 1 or greater.

Disaster Resistant Community

A community-based initiative that seeks to reduce vulnerability to natural hazards for the entire designated area through mitigation actions. This approach requires cooperation between government agencies, volunteer groups, individuals, and the business sectors of a community to implement effective mitigation strategies.

Hazard Analysis

A document that provides a risk based quantitative method of determining mitigation and preparedness priorities and consists of a hazard assessment, vulnerability assessment, and risk assessment. A Hazard Analysis identifies vulnerabilities and risks within each sector of the community and is a living document that is reviewed and updated annually

Hazard Mitigation

Sustained actions taken to eliminate or reduce long-term risk to people and property from hazards and their effects. The goal of mitigation is to save lives and reduce damages to property, infrastructure, and the environment and, consequently, to minimize the costs of future disaster response and recovery activities.

Hazard Mitigation Grants

There are three federal mitigation grant programs that provide federal cost-share funds to develop and implement vulnerability and risk reduction actions:

- 1) Flood Mitigation Assistance Program (FMA) provides pre-disaster grants to state and local governments for both planning and implementation of mitigation strategies. Each state is awarded a minimum level of funding that may be increased depending upon the number of National Flood Insurance Program (NFIP) policies in force and repetitive claims paid. Grant funds are made available from NFIP insurance premiums, and therefore are only available to communities participating in the NFIP.
- 2) Hazard Mitigation Grant Program (HMGP), authorized under Section 404 of the Stafford Act, provides funding for cost-effective post-disaster hazard mitigation projects that reduce the future potential of loss of life and property damage.
- 3) Pre-Disaster Mitigation Program (PDM), authorized by Section 203 of the Stafford Act as amended by the Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390), provides a means to fund pre-disaster hazard mitigation actions specifically designed to eliminate or reduce the consequences of future disasters. The PDM's focus is: (1) to prevent future losses of lives and property due to hazards and (2) to implement State or local hazard mitigation plans.

Local Hazard Mitigation Team (HMT)

A multi-disciplined organization composed of representatives of mutually supporting organizations and agencies from local governments and the private, public, and civic sectors. Members of the HMT meet regularly to evaluate hazards, identify strategies, coordinate resources, and implement measures that will reduce the vulnerability of people and property to damage from hazards. The HMT is a partnership to support and participate in activities, determine, and implement methods, and commit resources to reduce the community's level of risk. Team membership is listed in Attachment A to this annex.

Mitigation Action Plan (MAP)

A document that outlines the nature and extent of vulnerability and risk from natural and man-made hazards present in a jurisdiction and the actions required to minimize the effects of those hazards. A mitigation action plan also describes how prioritized mitigation measures will be funded and when they will be implemented. MAPs must be formally adopted by city ordinance, Commissioners Court order, and/or joint resolution. DMA 2000 (Public Law 106-390) requires jurisdictions to have a FEMA-approved MAP or be signatories to a regional plan not later than November 1, 2004, or they will not be eligible for mitigation grant funds for mitigation projects.

Public Assistance Program

For the purposes of this annex, this refers to disaster recovery grants authorized under Section 406 of the Stafford Act to repair the damages to public facilities following a major disaster declaration. PL 106-390 requires mitigation components be added to repair projects to reduce repetitive damages.

Risk Factors

A group of identifiable facts and assumptions concerning the impact of specific or associated hazards. An analysis of interrelated risk factors provides a means to determine the degree (magnitude) of risk produced by a particular hazard or an incident and, consequently, provides a means to determine the priority of mitigation planning and implementation activities. A sample listing of risk factors are as follows:

- 1) Number of previous events involving this hazard.
- 2) Probability of future events occurring that involves this hazard.
- 3) Number of people killed or injured during previous events and number of people potentially at risk from future events involving this hazard.
- 4) Damages to homes, businesses, public facilities, special-needs facilities, and unique historic or cultural resources, crops, livestock that have been caused

by previous events or are potentially at risk from future events involving this hazard.

- 5) Capabilities and shortfalls of emergency management organization to effectively respond to emergency situations involving this hazard.
- 6) Recovery activities needed to return jurisdiction to pre-event status. The recovery process involves not only time requirements, but also the associated costs to repair damages, restore services, and return economic stability after occurrence of the event.

Sectoring

Dividing the community into manageable geographic segments for defining specific types of information concerning what is vulnerable and at risk in each sector. Sectioning facilitates mitigation and preparedness planning as well as response, search and rescue, and damage assessment operations.

Sustainable Development

Managed community growth that meets the needs of the present without jeopardizing the needs of future generations. Sustainable development considers the impact of hazards on the community in the years ahead.

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) Our current Hazard Analysis indicates we are vulnerable and at risk from hazards that have caused, or have the potential for causing, loss of lives, personal injuries, and/or extensive property damage. We have suffered incidents, emergencies, and disasters in the past and are still vulnerable and at risk from future similar occurrences.
- 2) Our area of responsibility has been divided into sectors to facilitate the collection of vulnerability and risk data, and for conducting damage assessment operations.
- 3) Our local HMT has been appointed and is operational under the leadership of our Hazard Mitigation Coordinator (HMC).
- 4) Our Mitigation Action Plan (MAP) is a county plan and meets Montana planning standards for mitigation and has been formally adopted by the County Commission and has been approved by FEMA.

B. ASSUMPTIONS

- 1) Exposure to risk from hazards exists whether or not an incident actually occurs.
- 2) The adverse impact of hazards can be directly affected by hazard mitigation action accomplished prior to occurrence of an emergency situation. Effective post-event mitigation actions can also reduce the risk of repeat disasters.
- 3) Hazard mitigation planning and implementation activities are an on-going program process and are an integral and complimentary part of our comprehensive emergency management program.
- 4) Mitigation actions to save lives and reduce damages can be achieved through properly coordinated group efforts. These efforts will require the cooperation of various levels of government and will be enhanced by the involvement and partnership of talented individuals with expertise in varying disciplines from both the public and private sectors.
- 5) The effective, long-term reduction of risks is a goal and responsibility shared by all residents.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) This annex is not intended to describe in detail all aspects of our mitigation program. The achievement of hazard mitigation objectives is a high governmental priority, and all departments will seek out and implement risk reduction measures.
- 2) The Hazard Mitigation Coordinator (HMC) is responsible for the coordination of all mitigation activities of this jurisdiction. To achieve mitigation objectives, the HMC will be assisted by a HMT composed of public and private sector partners that represent the local population.
- 3) The data collection process described in this annex provides a systematic means to identify hazards and assess their impact on this jurisdiction and will facilitate the development and maintenance of our local Hazard Analysis.
- 4) The "Notice of Interest and Hazard Mitigation Team Report" provides a means to develop a multi-disciplined, on-going mitigation planning and implementation process and facilitates the development and maintenance of our Mitigation Action Plan by the HMT. It also facilitates the development, and expedited submission of applications for mitigation grants to implement mitigation projects.
- 5) Consistent with capabilities, Gallatin County Emergency Management and

the state will provide coordination, technical assistance, and guidance to help us achieve effective risk reduction objectives.

- 6) Our mitigation planning and implementation process is intended to facilitate the identification and implementation of appropriate mitigation actions. This process, in turn, facilitates the development of a joint federal, state, and local government partnership dedicated to the achievement of effective risk reduction objectives.
- 7) Consistent with capabilities, the HMC and members of the HMT will participate in appropriate training and exercises related to their hazard mitigation responsibilities.
- 8) Consistent with capabilities, we will utilize the most current information and guidance provided by DEM to include web-based assistance available via the Internet.

B. OVERVIEW OF MITIGATION PROCESS

- 1) Hazard mitigation is an on-going process that begins with the establishment of a local based planning group referred to as the local HMT.
- 2) The team's first job is development of the local Hazard Analysis that provides a means for prioritizing mitigation and preparedness needs based on levels of vulnerability and risk.
- 3) The next step in the process is the development of our Mitigation Action Plan that defines specific mitigation measures designed to address the needs identified in the hazard analysis, to include actions that are to be taken, who will take them, how much they will cost, and how they will be funded.
- 4) The next step is to implement the measures identified in the Mitigation Action Plan using a variety of funding sources identified through an on-going and active search for funding opportunities.
- 5) The final step is to monitor and evaluate the effectiveness of implemented mitigation measures and to repeat the process-review and update the Hazard Analysis and the Mitigation Action Plan, continue the active search for funding opportunities, implement mitigation measures consistent with availability of funds, and monitor and evaluate their effectiveness.

C. PRE- & POST-EVENT RELATIONSHIPS

- 1) Hazard mitigation is not only a response to an event and a known hazard but is an active search for ways to prevent or reduce the impact from newly discovered hazards. The mitigation process is long-term in nature and,

therefore, is an on-going element of the emergency management program that directly influences preparedness, response, and recovery requirements. Mitigation activities can be initiated at any time but are classified as either pre-event or post-event actions. These actions are not mutually exclusive and will be merged into a coordinated, continuous mitigation process.

- 2) Pre-Event Mitigation takes place prior to the occurrence of an emergency situation. This time frame provides a more relaxed atmosphere for the development and implementation of long-term, multi-hazard oriented mitigation measures and is the most appropriate for reducing risks and potential damages.
- 3) Post-Event Mitigation takes place after an emergency situation has occurred and already adversely affected this jurisdiction. These activities are a response and are too late to prevent or reduce impacts already suffered. Heightened hazard awareness and a desire for speedy recovery, provide an emphasis for conducting mitigation activities during this time frame, which can be very effective in reducing potential damages from future events.

D. PHASES OF MANAGEMENT

Hazard mitigation actions are an on-going process and are more appropriately classified and associated with the time frames before, during, and after occurrence of an emergency situation caused by a hazard. The following is a sequenced set of actions that should be taken by the HMT during each time frame:

- 1) Pre-Event Period
 - a) Develop and maintain a Hazard Analysis
 - b) Develop and maintain a Mitigation Action Plan
 - c) Apply for grants and loans to conduct studies and implement mitigation projects
 - d) Conduct studies and implement mitigation projects
 - e) Provide vulnerability and risk data for use in community development planning, exercise design, emergency preparedness planning, and floodplain management
- 2) Incident Response Period
 - a) Assist decision makers and emergency responders better understand potential impact consequences and emergency response needs by

providing detailed vulnerability and risk data for all sectors impacted or likely to be impacted by the incident

- b) Assist decision makers and emergency responders answer “What if” questions through use of appropriate real-time and model-based damage assessment tools such as DERC, HAZUS, and other programs

3) Post-Incident Period

- a) Conduct site surveys to record damage “Footprint” and record and map high-water marks and other benchmarks to verify inputs and results of damage assessment tools. Inspect and evaluate effectiveness of previously implemented mitigation measures. Evaluate accuracy of floodplain maps and studies and identify any mapping needs.
- b) Complete Hazard Mitigation Team Reports based on observations and findings from site inspections. Begin development of potential mitigation project application(s) based on team reports.
- c) Provide assistance to decision makers for prioritization of damage assessment operations, conducting substantial damage determinations, and preparation of request for a state and/or federal disaster declaration by providing detailed incident impact data.
- d) Provide assistance to state and federal mitigation team activities once a disaster is declared
- e) Assist designated Local Project Officer(s) prepare and submit Hazard Mitigation Grant Program (HMGP) Notice of Interest(s) (NOIs), and application(s), and monitor Public Assistance (PA) projects for inclusion of mitigation components once a state or federal disaster is declared.
- f) Review Hazard Mitigation Team Reports and update hazard analysis and mitigation action plan
- g) Assist designated Local Project Officer(s) in implementing projects and administer HMGP and other mitigation grant programs

E. LOCAL HAZARD MITIGATION TEAM

- 1) Members of the HMT provide a multi-disciplined, local capability to identify mitigation opportunities and implement mitigation measures in both a pre-event and post-event situation. [Our HMT has primary responsibility for

mitigation activities for our jurisdiction, but also provides representatives to and actively participates in [countywide, regional] mitigation action planning.]

- 2) The HMT is not viewed as an organization with rigid membership and regular duties, but rather one of flexible membership whose makeup and duties are dependent upon the particular mitigation activity under consideration. This flexibility allows the HMC to tailor the group to meet the situation while insuring the involvement of appropriate individuals from the community.
- 3) The HMT are the local experts that understand local concerns, issues, and capabilities to achieve local mitigation goals and objectives. The HMT, under the leadership and coordination of the HMC, is collectively responsible for development, distribution, and maintenance of the local Hazard Analysis, Mitigation Action Plan, and this annex.
- 4) In the event of a Presidential or State Major Disaster Declaration for this jurisdiction, the HMC and Team will provide assistance to the federal and state HMT and will assist in conducting damage and effectiveness assessments, and the identification and implementation of appropriate hazard mitigation measures for the jurisdiction(s).
- 5) The HMC and the Team will also be responsible for providing assistance necessary for submission and administration of HMGP and PDM grants.

F. LOCAL HAZARD ANALYSIS

- 1) Our Hazard Analysis was developed through a joint effort of our HMT [and our countywide, regional mitigation action planning partners]. It is a standalone product consisting of maps, databases, charts, atlases, and other supporting documentation that is reviewed and updated at least annually by the HMC with assistance from the HMT. The analysis provides a risk-based quantitative method to prioritize mitigation and preparedness needs for the jurisdiction as a whole.
- 2) Our analysis has been distributed to all appropriate agencies/organizations, and additional copies are available from the HMC.

G. MITIGATION ACTION PLAN

- 1) Our Mitigation Action Plan is reviewed annually and updated at least every five years by the HMC with assistance from members of the HMT and other partners. Our mitigation action plan outlines our mitigation goals, our risk reduction strategy for each of the significant hazards that threaten our area of responsibility, and a discussion of on-going risk reduction activities.
- 2) Our plan also details what is to be done, how much it will cost, who will be

responsible for the action, how it will be funded, and provides an implementation schedule. It is an action plan for accomplishment of vulnerability and risk reduction measures for our area of responsibility.

- 3) Our plan supplements and is in concert with the State of Montana Hazard Mitigation Plan and focuses on mitigation actions that affect our area of responsibility. Our plan meets state planning standards for mitigation, Section 201 CFR 44 requirements, and has been approved by FEMA and adopted by the County Commission. Copies have been distributed to all appropriate agencies/organizations, and additional copies are available from the HMC.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) Hazard mitigation is a function that requires the coordination of a variety of multi-disciplined on-going activities. The PEO is responsible for the overall emergency management program and has designated Gallatin County Emergency Management as the agency with primary responsibility for hazard mitigation. The EMC has been designated as the HMC and serves as the single manager/coordinator for this function for this jurisdiction.
- 2) The HMT consists primarily of representatives of local government but also includes partners that represent industry and the private sector. Individual team members and functional areas of expertise are listed in Attachment A. The HMT provides a pool of local people with skills in the wide variety of disciplines that may be required to achieve effective hazard mitigation objectives. The PEO appoints supporting agencies and organizations to provide representatives to the HMT, and the HMC serves as team leader and functional manager.
- 3) The HMT organization provides the flexibility to involve all team members in the problem-solving process, or to involve only those team members who possess the specific skills needed to mitigate a hazard specific condition.
- 4) The PEO will designate individuals to serve as local applicant's project officer to administer Hazard Mitigation Grant Program (HMGP) applications and projects. The local project officer(s) will serve as the single point of contact for the jurisdiction and coordinate with designated state mitigation project officers.

B. ASSIGNMENT OF RESPONSIBILITIES

1) The PEO will:

- a) Appoint an agency to exercise primary responsibility to coordinate hazard mitigation activities and an individual to serve as HMC.
- b) Appoint support agencies and organizations to provide representation to the HMT.
- c) Appoint local Project Officer(s) to administer HMGP and other mitigation applications and projects.

2) The Hazard Mitigation Coordinator will:

- a) Coordinate all hazard mitigation related activities of this jurisdiction, to include development, distribution, and maintenance of the local Hazard Analysis, Mitigation Action Plan, and this annex.
- b) Assist in selecting supporting agencies and individual members of the HMT, assign tasks, and manage the various activities of the team to accomplish mitigation functional responsibilities for the jurisdiction.
- c) Ensure development, distribution and retention of mitigation reports, records, and associated correspondence, and manage implementation of appropriate mitigation measures.
- d) Serve as point of contact and provide local assistance for federal, state, and county level mitigation program and planning activities.
- e) Develop SOPs for compiling information, determining priority of efforts, preparing reports, and monitoring implementation and effectiveness of mitigation measures.
- f) Maintain this annex and ensure that all component parts are updated and contain current data.
- g) Provide assistance to the designated local Project Officer(s) responsible for administering mitigation program grants such as HMGP and PDM, and for reviewing PA projects for inclusion of appropriate mitigation measures.
- h) Conduct or assist in annual reviews and scheduled updates of [city, countywide, regional] mitigation action plan.
- i) Periodically review, download, and utilize the most current guidance

material from the DEM website.

3) Hazard Mitigation Team members will:

- a) Assist in the accomplishment of team objectives as assigned by the HMC.
- b) Provide technical assistance and functional expertise in disciplines as assigned.
- c) Assist the HMC in developing, distributing, and maintaining the local Hazard Analysis, this annex, and local Project Officer(s) administer mitigation program grants.
- d) Conduct or assist in annual reviews and scheduled updates of the mitigation action plan.
- e) Provide assistance to the designated local Project Officer(s) responsible for administering mitigation program grants such as HMGP and PDM.

4) Local Project Officer(s) will:

- a) Serve as single point of contact and administer HMGP, PDM, and other mitigation program applications and projects.
- b) Coordinate with designated state mitigation project officer(s).

IX. COORDINATION

A. GENERAL

The HMC will manage the activities of the HMT and coordinate all hazard mitigation related activities of this jurisdiction.

B. LINES OF SUCCESSION

- 1) Lines of succession for the HMC will be in accordance with the Gallatin County Emergency Management SOP.
- 2) Lines of succession for HMT members will be in accordance with their parent organization's established SOP.
- 3) The PEO will appoint successors for unaffiliated individual team members.

X. ADMINISTRATION & SUPPORT

A. RECORDS & REPORTS

- 1) The EMC maintains records of previous hazard events and disaster declarations. These records contain data pertinent to risk factor analysis and, consequently, aid in the determination of mitigation requirements. Risk factor analysis provides a means to determine significant levels of risk or significant hazard events that require initiation of a Hazard Mitigation Team Report.
- 2) A listing of mitigation-related documents on file pertaining to this jurisdiction is provided in Attachment B. This record provides a listing of reference documents to be maintained and utilized as an aid to identify vulnerability and risks impacts and accomplish mitigation objectives.
- 3) The “Notice of Interest and Hazard Mitigation Team Report” provides a means to:
 - a) Identify, record, and coordinate ongoing mitigation planning and implementation activities.
 - b) Facilitate the identification of mitigation opportunities and the development of an action plan and implementation schedule.
 - c) Document mitigation opportunities discovered during the damage assessment process following occurrence of emergency situations.
 - d) Document and facilitate the implementation of findings and recommendations identified in the Hazard Analysis, land use, development, flood control, or other special comprehensive studies.
 - e) Provide a means to increase inter-governmental participation in the mitigation process through exchange of ideas, technical assistance, and guidance.
- 4) This report is a component of our Mitigation Action Plan and is also used to notify the state of our interest in applying for a mitigation program grant. This form may be found in Appendix 3 to this annex.
- 5) The instructions for completing the “Notice of Interest and Hazard Mitigation Team Report” are located in Attachment C to this annex.
- 6) Additional reports to evaluate effectiveness and monitor long-term implementation measures will be prepared as needed. Records pertaining to loans and grant programs will be maintained in accordance with applicable program rules and regulations.

B. RELEASE & DISTRIBUTION OF INFORMATION

- 1) Completed Hazard Mitigation Team Reports, the Hazard Analysis, and the Mitigation Action Plan will be presented to the PEO's for review, approval, adoption, and implementation.
- 2) Completed reports, historical records, and associated correspondence will be maintained and utilized as a management tool for the continued development of a mitigation strategy for this jurisdiction.

XI. ANNEX DEVELOPMENT & MAINTENANCE

- 1) The HMC has overall responsibility for the development and maintenance of all components of this annex, to include reports, records, SOPs, and associated correspondence files.
- 2) The HMC, with assistance from the HMT and in conjunction with the Emergency Management Coordinator, will ensure that copies of this annex are distributed to all HMT members, all jurisdictions within the area of responsibility, DES, and other agencies/organizations, as appropriate.

ATTACHMENT C

NOTICE OF INTEREST AND HAZARD MITIGATION REPORT

Jurisdiction:

County:

Date:

1. Hazard Mitigation Coordinator/Project Officer:
Address:

Phone#:

Fax#:

E-mail:

2. Impact Area:

3. Hazard Identification:

4. Incident Period:

5. Number of Previous Events Involving this Hazard:

6. Number of Residents at Risk from this Hazard:

7. Background and Discussion:

8. Hazard Mitigation Team Recommendations:

Work Element # 1

Mitigation Action:

Lead Agency:

Estimated Cost:

Funding Method:

Schedule:

CONTINUATION SHEET

(Use this and additional pages as needed to detail multiple work elements)

Work Element # ____
Mitigation Action:
Lead Agency:
Estimated Cost:
Funding Method:
Schedule:

Work Element # ____
Mitigation Action:
Lead Agency:
Estimated Cost:
Funding Method:
Schedule:

MITIGATION JOB AID #1: INSTRUCTIONS FOR COMPLETING NOI/ MITIGATION TEAM REPORT

A. General

The “Notice of Interest and Hazard Mitigation Team Report” discussed in Annex P is concerned with one basic goal: to assist in the identification and implementation of mitigation actions that will eliminate, or at least reduce, the potential for future losses.

The report is designed for use to conduct and record an initial survey of an impacted disaster area and facilitate the identification of causes and mitigation opportunities. The report provides the basis for development of a coordinated Mitigation Action Plan (MAP) and a Notice of Interest (NOI) to apply for federal and state funds to implement hazard mitigation actions.

The mitigation report is primarily a response action following a disaster or significant event. However, the process will also be used to document mitigation opportunities identified in findings or recommendations of special comprehensive studies, and for review and update of the Hazard Analysis and Mitigation Action Plan.

This report identifies mitigation opportunities and addresses them as work elements to be accomplished. The various work elements contained in the report constitute the actions necessary to reduce risk within the designated impact area. It is recommended that the report be prepared no later than 15 working days following a significant event. The report will also be prepared any time an analysis of risk factors indicates a significant level of risk, or opportunities for mitigation actions are identified. A separate report should be completed for each individual proposed mitigation project.

B. Following is an explanation of the components of the report:

Item

1. Hazard Mitigation Coordinator/Project Officer:

[Identify the person responsible for completing the report and serving as the single point of contact concerning the project. This person represents our jurisdiction and works directly with the state project officer to manage and administer this project.]

2. Impact Area:

[Identify area or areas impacted by incident/disaster- focus on affected area such as a specific subdivision, a section of property along a creek or drainage ditch, or a specific structure such as a building, bridge, or culvert etc. This could also identify a vulnerable area potentially at risk such as a designated hurricane risk area, floodway, floodplain, dam failure inundation zone, high erosion or subsidence area, vulnerability zone, etc.]

3. Hazard Identification:

[Identify specific hazard(s) addressed in this report. For example – severe thunderstorms with flooding from Hurricane Allen, wind damage from a tornado, dam failure and downstream flooding, surge flooding from hurricanes, etc.]

4. Incident Periods:

[Identify time(s) and date(s) of incident/disaster. If report is prepared prior to an incident/disaster, use “Pre-Incident Report” for this entry.]

5. Number of Previous Events Involving This Hazard:

[Identify the number of events caused by this hazard in the time frame for which records are available. For example, two (2) events in 1986, five (5) events from 1983 to present, etc.]

6. Number of Residents at Risk from this Hazard:

[Identify the number of people at risk in the above identified impact area, or the specific facility. Focus on information pertaining to the proposed problem and recommended actions -- include information such as number of families, housing units, and special needs population affected by incident, or at risk from a potential incident.]

Background and Discussion:

[Explain the problem and what benefits will be derived once problem is corrected]

[Briefly describe what happened, or what could possibly happen, and the real cause of the problem. A flood is a hazard, but what really caused it to flood this sub-division or this part of town, and why was it so bad this time? Perhaps drainage ditches overflowed because excessive vegetation impeded water flow, or flood control gates were rusty and inoperable, or increased run-off from new development has increased the area vulnerable to floods, etc. If possible, identify specific conditions that directly contributed to impact of incident/disaster]

[If this is a pre-event situation explain how the problem was identified and why it is important to resolve-explain the problem and how the recommended actions will correct it. If actions are to implement recommendations or findings in a hazard analysis, atlas, or other comprehensive study, identify and discuss the source documents-this will strengthen and reinforce the need to implement your recommend mitigation actions.]

Hazard Mitigation Team Recommendation:

Work Element #:

[This section of the report is a listing of specific step by step actions to be accomplished that will eliminate, or at least reduce the impact of this hazard. This section is essentially an implementation strategy of mitigation actions that will reduce risk and vulnerability levels within this impact area. Each “Work Element” is a numbered separate task that identifies a specific mitigation action along with a discussion of the means to be employed to accomplish the action. The number of work elements (i.e., mitigation

actions) developed for each report will be determined by the HMC and will be based on the nature of the hazard, and the complexity of the recommended solution.] Each work element is a proposed task to be accomplished to complete a single project. Each proposed project may have multiple work elements and each proposed project requires a separate team report.

Mitigation Action:

[Identify specific actions that, if accomplished, will reduce vulnerability and risk in the impact area. Actions should be listed in implementation sequence, so they constitute a step-by-step action plan to achieve mitigation objectives. As an example, you may want to identify the number and value of structures at risk in a particular subdivision; and then apply for environmental and historical preservation clearances; and then develop a land use plan; and then determine availability of grants; and then invite property owners to participate; and then apply for a grant; etc. All of the actions are needed and collectively will provide a way to reduce vulnerabilities and risks. Most mitigation projects consist of a number of interrelated and coordinated mitigation actions accomplished through a step-by-step process.]

Lead Agency:

[Identify the local agency or organization that is best suited to accomplish this action. In most cases the organizations represented on the HMT will be ideally suited to accomplish specific mitigation actions.]

Cost of Action:

[Indicate what the cost will be to accomplish this action. This amount will, of course, have to be estimated until actual final dollar amounts can be determined.]

Funding Method:

[Indicate how the cost to complete the action will be funded. For example – funds may be provided from existing operating budgets, or from a previously established contingency fund, by voter endorsed bond action, or a cost sharing Federal or State grant, etc. Remember that various funding methods are available and that creative funding techniques may be necessary.]

Schedule:

[Indicate when action will begin, and when action is expected to be completed. Remember that some actions will require only a minimum amount of time, while others may require a long-term continuing effort.]



Gallatin
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P r e p a r i n g O u r C o m m u n i t y

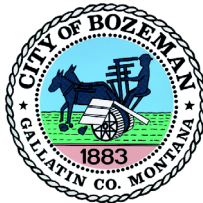
HAZARDOUS MATERIALS Annex Q



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
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Emergency
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P r e p a r i n g O u r C o m m u n i t y

RECORD OF CHANGES

ANNEX Q: HAZARDOUS MATERIALS

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ANNEX Q: HAZARDOUS MATERIALS

I. PRIMARY AGENCIES

Gallatin County Emergency Management

II. SUPPORTING AGENCIES

Health Department

III. AUTHORITY

A. FEDERAL

Name	Description	Legal
Comprehensive Environmental Response, Compensation, and Liability Act	CERCLA	42 USC §9601 et seq. (1980)
Emergency Planning & Community Right-to-Know Act	SARA Title III	42 USC §1101 et seq. (1986)

B. STATE

Name	Description	Legal
Response to Hazardous Material Incidents		10-3-12, MCA
Local Emergency Response Authority	Designation of Authority	10-3-1208, MCA
Cost recovery and civil remedies	Orphaned Chemicals	10-3-1216, MCA

C. LOCAL

Name	Description	Legal
Gallatin County HazMat Plan		

IV. PURPOSE

This annex establishes the policies and procedures under which Gallatin County will operate in the event of a hazardous material incident or oil spill. It defines the roles, responsibilities, and organizational relationships of government agencies and private entities in responding to and recovering from an oil spill or incident involving the transport, use, storage, or processing of hazardous material.

V. EXPLANATION OF TERMS

A. ACRONYMS

AHAD	All Hazard All Discipline (Gallatin County LEPC)
CAA	Clean Air Act
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act of 1980
CHEMTREC	Chemical Transportation Emergency Center
DPPHS	Department of Public Health & Human Services
EHS	Extremely Hazardous Substances
EMC	Emergency Management Coordinator
EPCRA	Emergency Planning, Community Right-to-Know Act of 1986
ERG	Emergency Response Guide (U.S. Department of Transportation)
ICS	Incident Command System
ICP	Incident Command Post
LEPC	Local Emergency Planning Committee
LERA	Local Emergency Response Authority
MSDS	Material Safety Data Sheet
NIMS	National Incident Management System
NRC	National Response Center
NRF	National Response Framework
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
RCRA	Resource Conservation and Recovery Act
RMP	Risk Management Plan
RRC	Railroad Commission
SARA III	Superfund Amendments and Reauthorization Act of 1986, Title III (Also known as EPCRA)
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SOC	State Operation Center
SONS	Spill of National Significance
SOP	Standard Operating Procedures
SHMIRT	State Hazardous Materials Incident Response Team

B. DEFINITIONS

Accident Site

The location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.

Acute Exposure

Exposures to a chemical substance of a duration that will result in adverse physical symptoms.

Acutely Toxic Chemical

Chemicals which can cause both severe, short term, and long-term health effects after a single brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system, and severe illness. In extreme cases, death can occur when ingested, inhaled, or absorbed through the skin.

CHEM-TEL

Provides emergency response organizations with a 24-hour phone response for chemical emergencies. CHEM-TEL is a private company listed in the Emergency Response Guidebook.

CHEMTREC

The Chemical Transportation Emergency Center (CHEMTREC) is a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. Upon request, CHEMTREC may contact the shipper, National Response Center, and manufacturer of hazardous materials involved in the incident for additional detailed information and appropriate follow-up action, including on-scene assistance when feasible.

Cold Zone

The area outside the Warm Zone (contamination reduction area) that is free from contaminants.

Extremely Hazardous Substances (EHS)

Substances designated as such by the EPA pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA). EHS inventories above certain threshold quantities must be reported annually to the SERC, LEPC, and local Fire Protection Agencies pursuant to Section 312 of EPCRA. EHS releases, which exceed certain quantities, must be reported to the National Response Center, the SERC, and local agencies pursuant to Section 304 of EPCRA and state regulations. The roughly 360 EHS and pertinent reporting quantities are listed in 40 CFR 355.

Hazard Analysis

Use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site in order to determine which portions of a community may be affected by a release of such materials.

Hazardous Chemicals (HC)

Chemicals, chemical mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a product indicates it is a hazardous chemical. Facilities that maintain more than 10,000 pounds of a HC at any time are required to report inventories of such chemicals annually to the SERC in accordance with TCRA.

Hazardous Material

A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby poses a threat to health and the environment when improperly managed. Includes EHSs, HSs, HCs, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

Hazardous Substance (HS)

Substances designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Facilities, which have more than 10,000 pounds of any HS at any time, are required to report inventories of such substances annually to the SERC in accordance with TCRAs. HS releases above certain levels must be reported to the National Response Center, the SERC, and local agencies pursuant to the CERCLA, Section 304 of EPCRA and state regulations. The roughly 720 HS and pertinent reporting quantities are listed in 40 CFR 302.4.

Hot Zone

The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.

Incident Commander

The overall coordinator of the response team responsible for on-site strategic decisions and actions throughout the response phase. The Incident Commander maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response and must be trained to a minimum of operations level and certified in the Incident Command System (ICS).

Incident Command System

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

Incident of National Significance

An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, state, local, tribal, non-governmental, and/or private sector entities in order to save lives, minimize danger, and provide the basis for long-term community recovery and prevention activities.

National Response Center (NRC)

Interagency organization operated by the US Coast Guard that receives reports when reportable quantities of dangerous goods and hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.

National Incident Management System (NIMS)

The system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, the NIMS includes a core set of concepts, principles, and terminology.

On-Scene

The total area that may be impacted by a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.

Plume

A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, odorless, and may not be visible to the human eye.

Regulated Facility

A plant site where handling/transferring, processing, and/or storage of chemicals is performed. For the purposes of this annex, regulated facilities (1) produce, use, or store EHSs in quantities that exceed threshold planning quantities or (2) hold one or more HCs in a quantity greater than 10,000 pounds at any time. Facilities that meet either criterion must annually report their inventories of such materials to the

SERC, local LEPCs, and local Fire Protection Agencies in accordance with TCRAs.

Reportable Quantity

The minimum quantity of hazardous material released, discharged, or spilled that must be reported to federal state and/or local authorities pursuant to statutes and regulations.

Response

The efforts to minimize the hazards created by an emergency by protecting the people, environment, property, and returning the scene to normal pre-emergency conditions.

Risk Management Plan (RMP)

Pursuant to section 112r of the CAA, facilities that produce, process, distribute, or store 140 toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted electronically to the EPA.

Spill of National Significance (SONS)

A spill or discharge of oil or hazardous material, as defined by the *National Oil and Hazardous Substance Contingency Plan (NCP)*, that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of federal, state, local, and other resources to contain or clean up. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. The Department of Homeland Security may classify a SONS as an Incident of National Significance.

Toxic Substances

Substances believed to produce long-term adverse health effects. Facilities which manufacture or process more than 25,000 pounds of any designated toxic substance or use more than 10,000 pounds of such substance during a year are required to report amounts released into the environment annually to the SERC and the EPA. This list of toxic substances covered is contained in 40 CFR 372.

Vulnerable Facilities

Facilities which may be of particular concern during a hazmat incident because they:

- 1) Are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails).
- 2) Fulfill essential population support functions (power plants, water plants, the fire/police/EMS dispatch center).

- 3) Include large concentrations of people (shopping centers, recreation centers).

Warm Zone

An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) Hazardous materials are used, transported, and produced in the local area; hence, Hazmat incidents may occur here.
- 2) We have the lead in the initial response to a Hazmat incident that occurs within this jurisdiction.
- 3) Although radiological materials are considered hazardous materials in most classification schemes, detailed planning for incidents involving these materials are covered in Annex D (Radiological).
- 4) Pursuant to the EPCRA, Fire Protection Agency has the authority to request and receive information from regulated facilities on hazardous material inventories and locations for planning purposes and may conduct an on-site inspection of such facilities.
- 5) If we are unable to cope with an emergency with our own resources and those available through mutual aid, the state may provide assistance. When requested by the state, assistance may also be provided by federal agencies.
- 6) The Local Emergency Planning Committee (LEPC) is responsible for providing assistance in hazardous materials planning.
- 7) Emergency worker protection standards provide that personnel may not participate in the response to a Hazmat incident unless they have been properly trained and are equipped with appropriate personal protective equipment. See Attachment C for more information.

B. ASSUMPTIONS

- 1) An accidental release of Hazmat could pose a threat to the local population or environment. A hazardous materials incident may be caused by or occur during another emergency, such as flooding or a major fire.
- 2) A major transportation Hazmat incident may require the evacuation of citizens at any location within the county.
- 3) Regulated facilities will report Hazmat inventories to local fire protection agencies and the All Hazards All Disciplines (LEPC) Group.
- 4) In the event of a Hazmat incident, regulated facilities and transportation companies will promptly notify us of the incident and make recommendations to local emergency responders for containing the release and protecting the public.
- 5) In the event of a Hazmat incident, we will determine appropriate protective action recommendations for the public, disseminate such recommendations, and implement them.
- 6) The length of time available to determine the scope and magnitude of a hazmat incident will impact protective action recommendations.
- 7) During the course of an incident, wind shifts and other changes in weather conditions may necessitate changes in protective action recommendations.
- 8) If an evacuation is recommended, typically 80 percent of the population in affected area will relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.
- 9) Hazardous materials entering water or sewer systems may necessitate the shutdown of those systems.
- 10) The AHAD will assist Gallatin County in preparing and reviewing hazardous material response plans and procedures.

VII. CONCEPT OF OPERATIONS

A. PREVENTION

Hazardous materials prevention is undertaken to reduce/prevent a threat to lives and property during a Hazmat incident. Our hazardous materials prevention activities include:

- 1) We have performed a chemical hazard analysis to identify the types and quantities of hazardous materials present in the community at fixed sites or on transportation routes, potential release situations, and possible impact on the local population.
- 2) We receive and maintain data on the Hazmat inventories at local regulated facilities for use in emergency planning. Regulated facilities are identified in the E-Plan online system at <http://erplan.net>.
- 3) Fire Protection Agencies performs periodic inspection of facilities that produce, use, or store hazardous materials.
- 4) Monitors land use/zoning to ensure local officials are made aware of plans to build or expand facilities that make, use, or store hazardous materials so the potential impact of such facilities can be assessed and minimized.

B. PREPAREDNESS

To enhance the preparedness of its emergency responders and the public, we have:

- 1) Developed and conducted public education programs on chemical hazards and related protective actions.
- 2) Trained emergency personnel to a level commensurate with Hazmat response duties and provided appropriate personal protective equipment. See Attachment C for more information.
- 3) Identified emergency response resources for Hazmat incidents.
- 4) Developed standard operating procedures for Hazmat response and recovery.
- 5) Obtained Hazmat release modeling software program and trained personnel in its use.
- 6) Met periodically with regulated facilities and known Hazmat transporters to ensure that company and local emergency plans are coordinated to the extent

possible, and that emergency contact information is kept up to date.

C. RESPONSE

- 1) Incident Classification. To facilitate the proper incident response, a three-level incident classification scheme will be used. The incident will be initially classified by the first responder on the scene and updated by the incident Commander as required.
 - a) Level I – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community wide. This situation can normally be handled by one or two local response agencies or departments acting under an Incident Commander (IC) and may require limited external assistance from other local response agencies or contractors.
 - b) Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an IC, and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.
 - c) Level III – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- 2) Response Authority Designation
 - a. In compliance with 10-3-1208, MCA the Local Emergency Response Authority for hazardous materials incidents in Gallatin County and all incorporated cities is the Chief of Emergency Management and Fire. This function has been delegated by this plan to the fire protection agency that has jurisdiction for the incident. These agencies consist of:

- i. Rural Fire Districts
 - ii. Fire Service Areas
 - iii. Municipal Fire Departments
- b. In areas not covered by the above agencies, the Gallatin County Sheriff is delegated the Local Emergency Response Authority for hazardous materials incidents.

3) Initial Reporting

- a) It is anticipated that a citizen who discovers a hazardous material incident will immediately notify the authorities through the 9-1-1 system and provide some information on the incident.
- b) Any public sector employee discovering an incident involving the potential or actual release of hazardous material should immediately notify the 911 Communications Center and provide as much of the information required for the Hazardous Materials Incident Report in Attachment B as possible.
- c) Operators of regulated facilities and Hazmat transportation systems are required by law to report certain types of Hazmat releases. For Hazmat incidents occurring at regulated facilities, a facility representative at a regulated site is expected to immediately notify the 911 Communications Center and provide information for a Hazardous Materials Incident Report; see Attachment B.
- d) Any responsible party for a reportable spill of a hazardous material (as defined by CERCLA or Montana Statutes) is responsible for making the necessary notifications. Responsible parties that fail to report are subject to state and federal civil penalties. At a minimum these should include:
 - a. Montana Department of Environmental Quality
 - b. National Response Center

4) Notification

- a) Upon receiving a Hazardous Materials Incident report, 911 Communications Center will initiate responder notifications.

5) Response Activities

- a) The first firefighter or law enforcement officer on the scene should initiate the Incident Command System (ICS), establish an Incident Command Post (ICP), and begin taking the actions listed in the General Hazmat Response Checklist in Attachment A. If the situation requires immediate action to isolate the site and evacuate nearby residents, the first officer on the scene should advise the 911 Communications Center

and begin such actions.

- b) As other responders arrive, the senior firefighter will generally assume the role of IC for Hazmat emergencies and continue taking the actions listed in the General Hazmat Response Checklist.
- c) The GCCC may be activated for a Level II (Emergency) response and will be activated for Level III (Disaster) response.
- d) ICP - GCCC Interface
 - i. If the GCCC is activated the IC and the GCCC shall agree on and implement an appropriate division of responsibilities for the actions listed in the General Hazmat Response Checklist.
 - ii. Regular communication between the ICP and the GCCC regarding checklist actions is required to ensure that critical actions are not inadvertently omitted.
- e) Determining Affected Areas and Protective Actions
 - i. The IC shall estimate areas and population affected by a Hazmat release and may be assisted by the Gallatin County HazMat Team in that process. Aids for determining the size of the area affected may include:
 - *The Emergency Response Guidebook*
 - *NIOSH Guide*
 - Computerized release modeling [using CAMEO/ALOHA and other software]
 - Assistance by the responsible party
 - Assistance by expert sources such as CHEMTREC
 - Assistance by state and federal agencies
 - ii. The IC shall determine required protective actions for response personnel and the public and may be aided in determining protective actions for the public by the GCCC. See Attachment C for emergency responder safety considerations. See Attachment D for public protective action information.
 - iii. The IC will typically provide warning to and implement protective actions for the public in the immediate vicinity of the incident site. The GCCC will normally oversee dissemination of warning and implementation of protective actions for the public beyond the immediate incident site and related activities such as traffic control and activation of shelters. Sample public warning and protective action messages are provided in Annex A (Warning).

Additional information on public information is provided in Annex I (Public Information).

f) Release Containment

- i. The responsibility for selecting and implementing appropriate measures to contain the release of hazardous materials is assigned to the IC, who may obtain advice from the responsible party, state and federal agencies, and appropriate technical experts.
- ii. Containment methods may include construction or use of berms, dikes, trenches, booms and other deployable barriers, stream diversion, drain installation, catch basins, patching or plugging leaking containers, reorientation of containers, freeing of valves, or repackaging.
- iii. It is the responsibility of local response agencies to contain the hazardous materials spill to prevent further harm. It is the Responsible Party's legal responsibility to mitigate and clean up the spill in accordance with state and federal laws. The Responsible Party is responsible for all incident costs.

D. RECOVERY

- 1) When the initial response to an incident has ended, further effort may be required to control access to areas, which are still contaminated, clean up and dispose of spilled materials, decontaminate, and restore areas, which have been affected, and recover response costs from the responsible party. The recovery process may continue for an extended period.
- 2) The spiller is, by common law, responsible for all cleanup activities. Most recovery activities will be conducted by contractors, paid for by the responsible party, and overseen by state and federal authorities. Methods of cleanup may include excavating, pumping, and treating, dredging, skimming, dispersion, vacuuming, and biological remediation. Dilution is prohibited as a substitute for treatment.
- 3) The PEO will appoint a recovery coordinator to oversee recovery efforts and serve as the local government point of contact with the responsible party, cleanup contractors, and state and federal agencies. For major incidents, it may be desirable to designate a recovery team consisting of a coordinator and representatives of the various departments and local agencies who have an interest in recovery activities.
- 4) The recovery coordinator or team should:

- a) Ensure access controls are in place for contaminated areas that cannot be cleaned up immediately.
- b) Ensure documentation and cost data relating to the incident response is preserved and maintain a list of such records which indicates their locations to facilitate claims against the responsible party and/or reimbursement by the state or federal government.
- c) Review plans for cleanup and restoration proposed by the responsible party or state or federal agencies and then monitors their implementation.
- d) Monitor the removal and disposition of hazardous materials, contaminated soil and water, and contaminated clothing.
- e) Review proposed mitigation programs and monitor their implementation.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. GENERAL

- 1) Our normal emergency organization, described in the Basic Plan and depicted in Attachment 3 to the Basic Plan, will be employed to respond to and recover from incidents involving hazardous materials or oil spills.
- 2) Effective response to a Hazmat incident or oil spill may also require response assistance from the company responsible for the spill and, in some situations, by state and federal agencies with responsibilities for Hazmat spills. Technical assistance for a Hazmat incident may be provided by the facility, by industry, or by state and federal agencies.

B. ASSIGNMENT OF RESPONSIBILITIES

The Emergency Management Coordinator shall serve as the Community Emergency Coordinator for Hazmat issues, as required by EPCRA.

- 1) The Community Emergency Coordinator will:
 - a) Coordinate with the emergency coordinators of regulated facilities and vulnerable facilities to maintain the list of regulated facilities
 - b) Maintain an accurate and up-to-date Hazmat emergency contact roster

that provides 24-hour contact information for regulated facilities, local Hazmat transportation companies, vulnerable facilities, state and federal Hazmat response agencies, and technical assistance organizations such as CHEMTREC. Disseminate this roster to local emergency responders.

- c) Ensure each regulated facility and local Hazmat transportation company is notified of the telephone number to be used to report hazmat incidents to local authorities.
- d) Coordinate the review of regulated facility emergency plans by local officials.

2) Fire Protection Agencies will:

- a) Carry out the general fire service responsibilities outlined in Annex F (Firefighting).
- b) Normally provide the IC for a hazardous materials response operation.

3) The Incident Commander will:

- a) Establish a command post.
- b) Determine and communicate the incident classification.
- c) Take immediate steps to identify the hazard and pass that information to 911 Communications Center who should disseminate it to emergency responders.
- d) Determine a safe route into the incident site and advise the communication center, which should relay that information to all emergency responders.
- e) Establish the Hazmat incident functional areas (Hot Zone, Warm Zone, Cold Zone) and a staging area.
- f) Initiate appropriate action to control and eliminate the hazard in accordance with SOP.
 - i. If the GCCC is not activated, ensure that the tasks outlined in the General Hazmat Response Checklist in Attachment A are accomplished.
 - ii. If the GCCC is activated for a Level II or III incident, coordinate a division of responsibility between the ICP and GCCC for the

tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the GCCC should handle support tasks that require extensive planning or coordination.

4) Law Enforcement will:

- a) Maintain a radio-equipped officer at the ICP until released by the IC.
- b) Evacuate citizens when requested by the IC. Advise the communications center and the GCCC regarding the status of the evacuation. Make requests for assistance to the fire department, as necessary.
- c) Control access to the immediate incident site for safety and limit entry to authorized personnel only. The IC will determine the size and configuration of the cordon.
 - i. Entry of emergency personnel into the incident area should be expedited. The IC will provide information on safe routes.
 - ii. Persons without a valid reason for entry into the area, and who insist on right of entry, will be referred to the ICP or ranking law enforcement officer on duty for determination of status and/or legal action.
- d) Perform traffic control in and around the incident site and along evacuation routes.
- e) Provide access control to evacuated areas to prevent theft.
- f) Provide assistance in determining the number and identity of casualties.

5) The Emergency Management Office (EMDO) will:

- a) Coordinate with the IC and based upon the incident classification and recommendations of the IC, initiate activation of the GCCC through the communications center.
- b) If the GCCC is activated:
 - i. Coordinate a specific division of responsibility between the IC and GCCC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the GCCC support tasks that which require extensive planning or coordination.

- c) Carry out required tasks:
 - i. Provide support requested by the IC.
 - ii. For Level II and III incidents, ensure elected officials and the County/City attorney are notified of the incident and the circumstances causing or surrounding it.
- 6) EMS will:
 - a) Provide medical treatment for casualties.
 - b) Transport casualties requiring further treatment to medical facilities.
- 7) The Public Works Department will:
 - a) Provide heavy equipment and materials for spill containment.
 - b) When requested, provide barricades to isolate the incident site.
 - c) Cooperate with law enforcement to detour traffic around the incident site.
- 8) Public Works Having Jurisdiction will:
 - a) When notified of an incident, which may impact water or sewer systems, take precautionary actions to prevent damage to those systems.
 - b) If a Hazmat incident impacts water or sewer systems, check systems for damage and restore service.
 - c) When appropriate, provide inputs to the IC or GCCC for protective actions for the public relating to water and sewer systems.
- 9) Regulated Facilities/Hazmat Transportation Companies are expected to:
 - a) Provide current emergency contact numbers to local authorities.
 - b) Upon request, provide planning support for accidental release contingency planning by local emergency responders.
 - c) In the event of a Hazmat incident:
 - i. Make timely notification of the incident to local officials and other agencies as required by state and federal law.

- ii. Provide accident assessment information to local emergency responders.
- iii. Make recommendations to local responders for containing the release and protecting the public.
- iv. Carry out emergency response as outlined in company or facility emergency plans to minimize the consequences of a release.
- v. Assist local responders as outlined in mutual aid agreements.
- vi. Provide follow-up status reports on an incident until it is resolved.
- vii. Clean up or arrange for the cleanup of Hazmat spills for which the company is responsible.

10) Regulated facilities are also required to:

- a) Report Hazmat inventories to the SERC, LEPC, and local fire department as required by federal and state statutes and regulations.
- b) Provide MSDSs for hazardous materials produced or stored on-site, as required to the LEPC and local fire department(s).
- c) Designate a facility emergency coordinator.
- d) Develop an on-site emergency plan that specifies notification and emergency response procedures and recovery actions. Facilities covered by the Clean Air Act (CAA) 112(r) are required to have a more extensive Risk Management Plan (RMP); a summary of which must be filed with the EPA. Local officials can access that information via the Internet.
- e) Coordinate the on-site emergency plan with local officials to ensure that the facility emergency plan complements the local emergency plan and does not conflict with it.

11) State Government.

- a) If local resources and mutual aid resources available to respond to a Hazmat incident are inadequate or inappropriate, we will request state assistance from MT DES.
- b) For major incidents, the SECC will coordinate state assistance and request federal assistance, if required.

c) MT DEQ:

- i. Serves as the lead state agency for response to most hazardous materials and inland oil spills.
 - ii. Serves in an advisory role to the federal on-scene coordinator if federal resources are provided.
 - iii. Monitors all cleanup and disposal operations and coordinates with other state agencies.
 - iv. Determines the adequacy of containment and cleanup operations.
 - v. If the responsible party cannot be identified or is unable to clean up the spill, DEQ may arrange for contractor support funded by EPA Funding.
- d) The Montana DEQ is the lead state agency for response to spills of crude oil and natural gas at exploration and production facilities and from intrastate crude oil and natural gas pipelines.
- e) The Montana Department of Transportation (MTDOT) may be able to provide heavy equipment to assist in containing spills near public roads, but MTDOT personnel are not trained or equipped as Hazmat responders.

12) Federal Government

- a) A spill or discharge oil or hazardous material that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, local, and other resources to contain or clean up, may be determined to be a Spill of National Significance (SONS).
- b) Authority to declare a SONS in an inland zone is granted to the EPA Administrator.

IX. COORDINATION

A. GENERAL

- 1) The coordination function for a Hazmat incident will be performed by the IC or, for major incidents, shared by the IC and the GCCC.
- 2) For Level II or III Hazmat incidents, the GCCC may be activated and responsibility for various hazmat response tasks will be divided between the ICP and the GCCC. Effective exchange of critical information between the GCCC and ICP is essential for overall response efforts to succeed.
 - a) The ICP will concentrate on the immediate response at the incident site, i.e., isolating the area, implementing traffic control in the immediate area, employing resources to contain the spill, and formulating and implementing protective actions for emergency responders and the public near the incident site. The IC will direct the activities of deployed emergency response elements.
 - b) The GCCC should handle incident support activities and other tasks, which cannot be easily accomplished by an ICP. Such tasks may include notifications to state and federal agencies and utilities, requests for external resources, activation of shelters, coordinating wide area traffic control, emergency public information, and similar activities. The EMC shall direct operations of the GCCC.

B. SPECIFIC

- 1) For hazardous materials incidents, the first fire service or law enforcement officer on-scene will initiate the ICS. The senior firefighter on the scene will normally serve as the IC. All support units will report to the IC and operate under the direction provided by that position.
- 2) The IC may recommend evacuation in and around the incident site. The PEO should issue recommendations for large-scale evacuation, should it become necessary.

X. ADMINISTRATION & SUPPORT

A. SUPPORT

When a Hazmat incident exceeds the local capability to resolve we will invoke mutual aid agreements. If these personnel, equipment, and supply resources are

insufficient or inappropriate, we will request state assistance.

B. HAZARDOUS MATERIALS INCIDENT REPORT

A form used to collect and disseminate information on a Hazmat incident is provided in Attachment B.

C.

D. DOCUMENTATION & COST RECOVERY

The company or individual responsible for the Hazmat release is liable for the cost of clean-up, structural and environmental damage, and personal injury or death. The city and county will maintain records of personnel and equipment used and supplies expended during the response and recovery phase to support any efforts to recoup costs from the responsible party. If the responsible party cannot be identified, we may be eligible for reimbursement of certain Hazmat response costs by the U.S. Environmental Protection Agency (EPA); this program requires timely submission of an application with supporting data to EPA Region VIII in Denver.

As a standard base for cost recovery, Gallatin County has adopted the Interagency Incident Business Management Handbook (IIMBH) utilizing the Northern Rockies supplements for equipment and personnel rates.

At a minimum, the following information should be logged for cost recovery from the responsible party:

- 1) Labor
 - a) Paid (regular and overtime)
 - b) Volunteer
- 2) Equipment Used
 - a) Owned
 - b) Rented /leased
 - c) Volunteered
- 3) Materials
 - a) Purchased
 - b) Taken from inventory

- c) Donated
- 4) Contracts
 - a) Services
 - b) Repairs

E. POST-INCIDENT REVIEW

For Level III incidents, the IC will prepare a short report summarizing the incident, including the cause, critique of response actions, damage assessment, expenditures, and conclusions. Resources for this report may include radio logs, tapes, regulated site records, police reports, fire reports, etc. This report will be circulated to all agencies and individuals tasked in this annex.

F. TRAINING

To comply with emergency worker protection standards, department and agency heads will determine requirements for hazardous materials training for emergency response and medical personnel with Hazmat incident response duties, develop and disseminate schedules for training, and maintain records of such training.

G. PERSONAL PROTECTIVE EQUIPMENT

To comply with emergency worker protection standards, department heads will prescribe the use of personal protective equipment for emergency response and medical personnel who require it. Attachment 3 contains further information on the equipment required to protect against various types of hazards.

H. PLAN TESTING & CORRECTION

- 1) Departmental and interdepartmental drills, tabletop exercises, functional exercises, or full-scale exercises dealing with Hazmat incidents shall be included in the local emergency exercise schedule. Where possible, regulated facilities and Hazmat transportation companies should be invited to participate in drills and exercises.
- 2) This annex should be corrected and revised, if required, based on the results of exercise critiques.

I. COMMUNICATIONS

- 1) Agencies will coordinate using the Gallatin County Communications Plans.
- 2) Montana mutual aid frequencies will be utilized for mutual aid resources out of the county.

XI. ANNEX DEVELOPMENT & MAINTENANCE

- 1) Emergency Management is responsible for developing and maintaining this annex. Recommended changes to this annex will be forwarded to [position] as needs become apparent.
- 2) This annex will be revised annually and updated in accordance with the schedule outlined in the Basic Plan.
- 3) Regulated facilities report their Hazmat inventories annually to the State Emergency Response Commission (SERC), the LEPC, and local fire departments. These reports affect the data in Attachment E, F, and G, which may require more frequent update than the rest of this annex.
- 4) All agencies assigned responsibilities in this annex are responsible for developing and maintaining SOP needed to carry out the tasks assigned in the annex.

ATTACHMENT A

GENERAL HAZMAT RESPONSE CHECKLIST

	Action Item	Assigned
	2. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification at the end of this checklist. Level 1 – Incident Level II – Emergency Level III – Disaster	
	3. Dispatch should relay situation information to emergency responders, who should dispatch forces in accordance with their SOPs. If separate fire and law enforcement dispatch centers are used, the dispatch center receiving the initial report should pass it to the other dispatch center.	
	4. Identify hazardous material being released. Information may be obtained from facility staff, Hazmat inventory reports, placards, shipping papers or manifest, container labels, pipeline markers, and similar materials.	
	5. Determine extent of danger to responders and establish requirements for personal protective equipment specialized response equipment. See Response Personnel Safety in Attachment 3.	
	6. Ascertain extent of danger to general public; determine specific areas and special facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk; see Appendices 5, 6, and 7.	
	7. Develop initial action plan to contain and control the release of hazardous materials.	
	8. Determine appropriate protective actions for the public and special facilities. See Attachment 4. If evacuation is contemplated, check evacuation route status.	
	9. Initiate warning and issue protective action recommendations for the public and Special facilities. See Attachment 54for protective action data. See Annex A, Warning, for public notification messages. See Attachment 8 for evacuation routes for vulnerable facilities.	
	10. Warn special facilities, provide instructions, and determine requirements for assistance. Provide assistance requested.	
	11. If evacuation is recommended, provide traffic control,	

	and be prepared to provide transportation to those who lack it. See Annex E, Evacuation.	
	12. Warn other communities that may be threatened by the Hazmat release.	
	13. If possibility exists of casualties that are contaminated with hazardous substances, ensure EMS units and hospitals are so advised.	
	1. 12. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter & Mass Care.	
	15. If the release threatens water or sewer systems or critical facilities such as power plants or airports, advise the companies or departments concerned so that they may take preventative actions. See Annex L, Utilities. If the release impacts water or sewer systems, ensure the public is warned and provided appropriate instructions.	
	16. Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations. If we are responsible for the release, we must make required notifications to state and federal agencies. If the responsible party cannot be identified/located, we should make required notifications, making it clear that the responsible party is presently unknown.	
	17. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.	
	18. If additional response resources are required, request them. Invoke mutual aid agreements. Summon hazmat response contractor if one is under contract. Request assistance from the State through the Disaster District.	
	19. Continuously document actions taken, resources committed, and expenses incurred. Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies.	
	20. Provide updated information on the incident to the public through media releases. See Annex I, Emergency Public Information.	
	21. When the release of hazardous materials is terminated, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or special facilities.	

	22. Advise utilities and critical facilities that were impacted by the incident when the release of hazardous materials is terminated.	
	23. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas.	
	24. When it is determined to be safe to end protective actions, advise the public and special needs facilities and, if an evacuation occurred, manage the return of evacuees.	
	25. Conduct post-incident review of response operations.	

Emergency Situation Classifications

Level 1 – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community wide. This situation can normally be handled by one or two local response agencies or departments acting under an incident commander and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an incident commander, and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

Level III – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

ATTACHMENT B (link)

HAZARDOUS MATERIALS INCIDENT REPORT

INITIAL CONTACT INFORMATION

Check one: ☐ This is an ACTUAL EMERGENCY ☐ This is a DRILL/EXERCISE

1. Date/Time of Notification: _____ Report received by: _____

Reported by (name & phone number or radio call sign): _____

Company/agency and position (if applicable): _____

Incident address/descriptive location: _____

Agencies at the scene: _____

Known damage/casualties (do not provide names over unsecured communications): _____

CHEMICAL INFORMATION

7. Nature of emergency: (check all that apply)

☐ Leak ☐ Explosion ☐ Spill ☐ Fire ☐ Derailment ☐

Other _____

Description: _____

8. Name of material(s) released/placard number(s): _____

9. Release of materials:

☐ has ended ☐ Is continuing. Estimated release rate & duration: _____

10. Estimated amount of material which has been released: _____

11. Estimated amount of material which may be released: _____

12. Media into which the release occurred: _____ air _____ ground _____ water

13. Plume characteristics:

a. Direction (Compass direction of plume): _____ c. Color: _____

b. Height of plume: _____ d. Odor: _____

14. Characteristics of material (color, smell, liquid, gaseous, solid, etc.) _____

15. Present status of material (solid, liquid, and gas): _____

16. Apparently responsible party or parties: _____

ENVIRONMENTAL CONDITIONS

17. Current weather conditions at incident site:

Wind From: _____ Wind Speed (mph): _____ Temperature (F): _____

Humidity (%): _____ Precipitation: _____ Visibility: _____

18. Forecast: _____

19. Terrain conditions: _____

HAZARD INFORMATION
(From ERG, MSDS, CHEMTREC, or facility)

Potential hazards: _____

Potential health effects: _____

Safety recommendations: _____

Recommended evacuation distance: _____

IMPACT DATA

Estimated areas/ populations at risk: _____

Special facilities at risk: _____

Other facilities with Hazmat in area of incident: _____

PROTECTIVE ACTION DECISIONS

26. Tools used for formulating protective actions

- _____ a. Recommendations by facility operator/responsible party
- _____ b. *Emergency Response Guidebook*
- _____ c. Material Safety Data Sheet
- _____ d. Recommendations by CHEMTREC
- _____ e. Results of incident modeling (CAMEO or similar software)
- _____ f. Other: _____

27. Protective action recommendations:

_____ Evacuation _____ Shelter-In-Place _____ Combination _____ No Action

_____ Other _____

Time Actions Implemented

28. Evacuation Routes Recommended: _____

ATTACHMENT C

PERSONNEL SAFETY

A. RESPONSE PERSONNEL SAFETY

- 1) General Guidelines: Response to Hazmat incidents involving skin and respiratory dangers or where the chemical involved is unknown requires responders to follow personal protection levels and procedures outlined in OSHA worker protection standards. The following establishes policies and procedures regarding the personal protection of first responders in the event of a hazardous material incident. Health and safety procedures include the following:
- 2) Medical surveillance: Responders to hazardous material incident will include emergency medical technicians who will be responsible for surveillance of responders working in and around the Hot Zone, for indicators of toxic exposure or acute physical symptoms.
- 3) Hot zone: This is the area where contamination does, or is likely, to occur. All first response personnel entering the Hot Zone must wear prescribed levels of protective equipment commensurate with the hazardous material present. Establish an entry and exit checkpoint at the perimeter of the hot zone to regulate and track the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed. Closely follow decontamination procedures to preclude inadvertent exposure.
- 4) Personal Protective Equipment (PPE): All personnel entering the Hot Zone, for the purpose of control and containment or otherwise endangered by contamination will have appropriate protective equipment.
 - a) Require Level A protection when the highest level of respiratory, skin, eye, and mucous membrane protection is essential. Level A protective equipment includes:
 - i. Pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, air-line respirators.
 - ii. Fully encapsulating chemical-resistant suit
 - iii. Coveralls
 - iv. Long cotton underwear (optional)
 - v. Cotton glove liners (optional)

- vi. Chemical-resistant gloves
 - vii. Chemical-resistant boots
 - viii. Hardhat, under suit (head injury hazard area)
 - ix. Disposable inner gloves and boot covers
 - x. Two-way intrinsically safe radio communications
- b) Level B protection is required when the highest level of respiratory protection is needed but a lesser level of skin and eye protection is warranted. Level B protection is the minimum level recommended on initial site entries until the hazards are identified and defined by monitoring, sampling, and/or other reliable methods of analysis. Personnel equipment must correspond to those findings. Level B protective equipment includes:
- i. SCBA or a supplied-air respirator (MSHA/NIOSH approved)
 - ii. Chemical resistant clothing (splash protection)
 - iii. Long cotton underwear (optional)
 - iv. Coveralls or other disposable clothing
 - v. Gloves (outer), chemical resistant
 - vi. Gloves (inner), chemical resistant
 - vii. Boot covers (outer), chemical resistant
 - viii. Hardhat (head injury hazard area)
 - ix. Two-way radio communications
- c) Require Level C protection is required when the type of airborne substance is known, concentration measured, criteria for using air-purifying respirators met, and skin and eye exposure is unlikely. Perform periodic monitoring of the air. Level C protective equipment includes:
- i. Air-purifying respirator, full face, canister-equipped, (OSHA/NIOSH approved)
 - ii. Chemical resistant clothing (coveralls, hooded, one- or two-piece chemical splash suit, or chemical resistant coveralls)

- iii. Gloves, chemical resistant
- iv. Boots (outer) chemical resistant, steel toe and shank
- v. Two-way radio communications

5) Safety Procedures

- a) OSHA worker protection standards require that an on-site safety monitor be assigned during any Hazmat incident response. The safety monitor must be trained to the same level of the personnel responding into the Hot Zone.
- b) Personnel entering the Hot Zone area should not proceed until a backup team is ready to respond inside the zone for rescue should any member of the team be injured while responding.
- c) Personnel entering the Hot Zone area should not proceed until the Contamination Control Line has been set up.

ATTACHMENT D

PROTECTIVE ACTIONS FOR THE PUBLIC

A. PROTECTIVE ACTIONS FOR THE PUBLIC

- 1) Among the factors to be considered in determining protective actions for the public are the following:
 - a) Characteristics of the hazardous material
 - b) Degree of health hazard
 - c) Amount of material that has been released or is expected to be released
 - d) Time of release
 - e) Rate of spread
 - f) Weather conditions, particularly wind direction and speed for airborne hazards
 - g) Population at risk
 - h) Location
 - i) Number
 - j) Special-needs facilities or populations
 - k) Evacuation routes
 - l) Estimated warning and evacuation times
 - m) Ability to predict behavior of Hazmat release (typically from release modeling software, e.g., CAMEO/ALOHA)
- 2) The two primary protective strategies used during Hazmat incidents are shelter in place and evacuation.
 - a) Shelter in place involves having people shelter in a building and take steps to reduce the infiltration of contaminated outside air. Shelter in place can protect people for limited periods by using the shielding provided by a building's structure to decrease the amount or concentration of Hazmat to which they are exposed. With a continuous release, the indoor concentration of Hazmat for buildings within the

Hazmat plume will eventually equal the average outdoor concentration, limiting the effectiveness of this strategy in long-term releases.

- b) Evacuation protects people by relocating them from an area of known danger or potential risk to a safer area or a place where the risk to health and safety is considered acceptable. While evacuation can be very effective in protecting the public, large-scale evacuation can be difficult to manage, time consuming, and resource intensive.
 - c) Shelter in place and evacuation are not mutually exclusive protective strategies. Each strategy may be appropriate for different geographic areas at risk in the same incident. For example, residents within a mile downwind of an incident site may be advised to shelter in place because there is insufficient time to evacuate them, while residents of areas further downwind may be advised to evacuate.
- 3) The information that follows is intended to aid in weighing suitable protective actions for the public and special facilities.
- a) Shelter in place may be appropriate when:
 - i. Public education on shelter in place techniques has been conducted. Sufficient buildings are available in the potential impact area to shelter the population at risk. In the initial stages of an incident, when the area of impact is uncertain. A Hazmat release is impacting or will shortly impact the area of concern.
 - ii. A Hazmat release is short term (instantaneous or puff release), and wind is moving vapor cloud rapidly downwind. Evacuation routes are unusable due to weather or damage or because they pass through a likely Hazmat impact area.
 - iii. Specialized equipment and personnel needed to evacuate institutions such as schools, nursing homes, and jails is not available.
 - b) Evacuation may be appropriate when:
 - i. A Hazmat release threatens the area of concern but has not yet reached it.
 - ii. A Hazmat release is uncontrolled or likely to be long term. There is adequate time to warn and instruct the public and to carry out an evacuation.
 - iii. Suitable evacuation routes are available and open to traffic.

Adequate transportation is available or can be provided within the time available.

- iv. Specialized equipment and personnel needed to evacuate institutions are available.
- v. The Hazmat released is or will be deposited on the ground or structures and remain a persistent hazard. The likely impact area includes a large outdoor population and there are insufficient structures for sheltering that population.

c) Other Protection Strategies

- i. Protection of Water Systems. A Hazmat incident may contaminate ground water supplies and water treatment and distribution systems. Threats to the drinking water supply must be identified quickly and water system operators must be notified in a timely manner in order to implement protective actions. If water supplies are affected, the public must be warned and advised of appropriate protective actions; alternative sources of water will have to be provided.
- ii. Protection of Sewer Systems. A hazardous chemical entering the sanitary sewer system can cause damage to a sewage treatment plant. If sewer systems are threatened, facility operators must be notified in a timely manner in order to implement protective actions. If systems are damaged, the public must be warned and advised what to do. It will likely be necessary to provide portable toilets in affected areas.
- iii. Relocation. Some hazardous material incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. People may need to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduces the hazard.

4) Disseminating Warning & Protective Action Recommendations

- a) The normal means of warning the public of emergencies, as described in Annex A (Warning) of the EOP, will be used to warn the public of Hazmat incidents.
- b) Sample public notification messages for shelter in place and evacuation are provided in Annex A (Warning) with further information in Annex I (Public Information).

ATTACHMENT E

Gallatin County HazMat Team

The City of Bozeman and Gallatin County have a combined Hazardous Materials Team. This team is also a State of Montana Team but is available to agencies in Gallatin County by mutual aid from Bozeman Fire Department. The team can provide technical advisors or a full Level A response.

Activation Criteria

Request from a local jurisdiction.

Authorization

Automatic

Activation Procedure

- 1) Request HazMat Team from Bozeman Fire Department through Gallatin County Dispatch.

ATTACHMENT F

State Hazardous Materials Incident Response Teams

The State of Montana has six regional hazardous materials teams hosted at various fire departments (Kalispell, Missoula, Great Falls, Helena, Bozeman, Billings) around the state. These teams are available for response anywhere in the state upon authorization from the Governor's Office.

Activation Criteria

Request from a local jurisdiction.

Authorization

State funded deployments must first be authorized by the Governor's Office.

Activation Procedure

- 1) Contact Gallatin County Emergency Management Duty Officer through Gallatin County Dispatch [REDACTED]
- 2) EMDO will make a request to the Montana DES Duty Officer [REDACTED]
- 3) The Montana DES Duty Officer will setup a conference call between MT DES, Governor's Office, requesting agency, and a team leader from the closest HazMat Team. This step must take place.
- 4) If approval is given during the conference call, MT DES will provide a state mission number and the requesting agency can work out the details with the responding team(s).



Gallatin
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P r e p a r i n g O u r C o m m u n i t y

SEARCH & RESCUE

Annex R

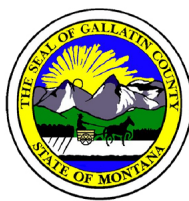
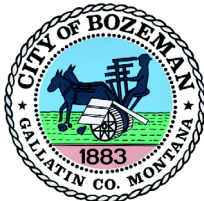
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

ANNEX R: SEARCH & RESCUE

[illegible]

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ANNEX R: SEARCH & RESCUE

I. PRIMARY AGENCIES

Gallatin County Fire Protection Agencies, Gallatin County Law Enforcement Agencies

II. SUPPORTING AGENCIES

County/City Engineer

III. AUTHORITY

A. FEDERAL

Name	Description	Legal

B. STATE

Name	Description	Legal
Duties of Sheriff		7-32-2121, MCA
SAR Units Authorities		7-23-2121 (11), MCA

C. LOCAL

Name	Description	Legal

IV. PURPOSE

The purpose of this annex is to outline operational concepts and organizational arrangements for Search and Rescue (SAR) and Urban Search and Rescue (USAR) operations during emergency situations in our community. This annex is applicable to all agencies, organizations, and personnel assigned SAR functional responsibilities.

V. EXPLANATION OF TERMS

A. ACRONYMS

GCCC	Gallatin County Coordination Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
PEO	Principal Executive Officer
SAR	Search and Rescue
SOP	Standard Operating Procedures
USAR	Urban Search and Rescue

B. DEFINITIONS

Hazmat

Hazardous materials.

Search and Rescue (SAR)

Search and Rescue activities outside of those defined by USAR. Typically, it will entail looking for lost or missing subjects, rescuing individual who are trapped (typically by environmental situation such as terrain, water, etc.).

Urban Search and Rescue (USAR)

Urban Search and Rescue activities typically referring to looking for and rescuing individuals who have become trapped in a manmade structure. This is typically a collapsed building, or similar situation, often caused by a natural disaster or terrorist act.

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) Gallatin County jurisdictions, which are party to this plan, depend on local Fire Protection for Urban Search and Rescue (USAR) and Law Enforcement for Search and Rescue (SAR).
- 2) Local buildings are subject to severe structural damage from flood, earthquake, explosion, and acts of terrorism, which could result in injured people trapped in damaged and collapsed structures.

- 3) In emergency situations involving structural collapse, large numbers of people may require rescue.
- 4) The mortality rate among trapped victims rises dramatically after 72 hours; therefore, USAR operations must be initiated without delay.
- 5) Secondary hazards may compound problems and threaten both disaster victims and rescue personnel.
- 6) Weather conditions such as rain, temperature extremes, and high winds, may pose additional hazards to disaster victims and rescue personnel.
- 7) Large-scale emergencies, disasters, and acts of terrorism may adversely impact SAR personnel, equipment, and facilities as well as communications systems.
- 8) Missing, lost or injured individuals may require assistance from SAR teams.

B. ASSUMPTIONS

- 1) A trained, equipped, fire protection agency will provide the capability to conduct methodical USAR operations, shore up and stabilize weakened structures, release trapped persons, and locate the missing and dead.
- 2) A trained, equipped, law enforcement agency will provide the capability to conduct SAR operations in looking for lost individuals or rescuing injured individuals, often in technical and rural areas.
- 3) Access to disaster areas may be limited because of damaged infrastructure.
- 4) If resources and those obtained pursuant to inter-local agreements are insufficient and additional support is required, we will request assistance from the state.
- 5) During major emergency situations, SAR and USAR resources may be damaged and specialized supplies depleted.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) Fire Protection Agencies have the primary responsibility of providing our community with USAR operations. USAR resources include:
 - a) Local Fire Protection Agencies
 - b) FEMA USAR Teams
 - c) SAR Dog Teams

Law Enforcement Agencies have the primary responsibility of providing our community with SAR operations.

B. IMPLEMENTATION OF ICS

The first responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, this jurisdiction will implement the Incident Command System (ICS). The individual present that is most qualified to deal with the specific situation will be designated as the Incident Commander (IC). The IC will implement ICS to coordinate responding resources and designate emergency operating areas.

C. TERRORIST INCIDENT RESPONSE

During a terrorist incident response, it is essential that the Incident Command team will establish operating areas and formulate a plan of action that will allow SAR and USAR personnel to conduct operations in such a way as to minimize the impact to the crime scene. Emergency responders should be especially watchful for any signs of secondary devices usually set off for the purpose of injuring responders. Refer to Annex V (Terrorist Incident) for more information on the response to terrorist threats and activities.

D. REQUESTING EXTERNAL ASSISTANCE

- 1) If local SAR and USAR resources are inadequate to deal with an emergency situation, resources covered by mutual aid agreements will be requested by the Incident Commander or other individuals who are specifically authorized to do so. The Agency Having Jurisdiction may also request assistance from industries and businesses with resources that have agreed to assist us during emergencies.

- 2) If resources and those obtained pursuant to inter-local agreements are insufficient to deal with an emergency situation, statewide mutual aid will be requested pursuant to mutual aid agreements.
- 3) If the foregoing resources are inadequate to deal with an emergency situation, the PEO may request assistance from the state through Montana DES.
- 4) Military aviation resources may be requested through the Air Force Rescue Coordination Center located at Tyndall Air Force Base in Panama City, Florida (1-800-851-3051).
- 5) Medical/ Rescue Air resources are listed in Attachment D.
- 6) Additional USAR teams may be requested from the FEMA USAR system through Montana DES. Local fire based USAR resources are available through the Montana mutual aid system (aka “the blue book”).

E. PHASES OF MANAGEMENT

- 1) Prevention
 - a) Maintain up-to-date information on known hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.
 - b) Maintain up-to-date information on type and quantities of hazardous material present in local businesses and industrial facilities.
- 2) Preparedness
 - a) Maintain a schedule for testing, maintenance, and repair of rescue equipment.
 - b) Maintain a list of all resources and stock specialized supplies. See Annex M (Resource & Donations Management) for more information.
 - c) Make arrangements for responders to obtain building plans during emergencies.
 - d) Identify sources of dogs that can be used for incident operations.
 - e) Develop communications procedures to ensure adequate communications between U/SAR units, fire units, law enforcement units and other emergency responders.

- f) Plan and execute training exercises for all personnel on a regular basis.

- g) Revise and update response plans at regular intervals.

3) Response

- a) Initiate rescue missions as necessary.

- b) Mobilize support resources.

4) Recovery

- a) Perform or assist in decontamination and cleanup.

- b) Assess damage to U/SAR equipment and facilities if necessary.

- c) Inventory and replace depleted supplies.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. GENERAL

- 1) Our normal emergency organization, described in the Basic Plan, shall carry out the function of providing these services in emergency situations. Our teams will handle routine USAR operations, with limited support from one or two other emergency services operating under an IC. The GCCC will normally be activated for major emergencies and disasters that require extensive operations, a commitment of all emergency services as well as when external assistance is required.

B. ASSIGNMENT OF RESPONSIBILITIES

- 1) Fire Protection Agencies/USAR Teams will:
 - a) Coordinate all USAR operations using Gallatin County resources or those obtained pursuant to inter-local agreements.
 - b) Provide assistance during evacuations. See Annex E (Evacuation) for more information.
 - c) Prepare and execute inter-local agreements for USAR support.
 - d) Provide support for other public safety operations, as necessary.
 - e) Coordinate body recovery activities with the Coroner's office, if needed.
- 2) The IC will:
 - a) Establish an ICP and coordinate emergency response resources.
 - b) Assess the incident, request additional resources as needed, and provide periodic updates to the GCCC, if activated.
 - c) Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
 - d) Establish a specific division of responsibilities between the incident command operation and the GCCC, if activated.
- 3) Law Enforcement Agencies/SAR Teams will:

- a) Coordinate all SAR operations using Gallatin County resources or those obtained pursuant to inter-local agreements.
 - b) Provide assistance during evacuations. See Annex E (Evacuation) for more information.
 - c) Prepare and execute inter-local agreements for SAR support.
 - d) Provide support for other public safety operations, as necessary.
 - e) Coordinate body recovery activities with the Coroner's office, if needed.
- 4) The Public Works will:
- a) Upon request of the IC, provide heavy equipment support for USAR operations.
 - b) Upon request of the IC, shut off gas or power to collapsed structures.

IX. COORDINATION

A. GENERAL

- 1) For most emergency situations, an IC will establish an ICP and coordinate emergency operations at the scene from that ICP. All resources will carry out missions assigned by the IC. The IC will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC.
- 2) In some situations, the GCCC may be activated without an incident command operation. This type of organizational arrangement is most likely when (1) a hazard threatens but has not yet impacted the local area or (2) when a generalized threat exists, and there is no identifiable incident site (as may be the case for a terrorist threat).
- 3) External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the GCCC. However, organized response units will normally work under the immediate control of their own supervisors.

B. ICS-GCCC INTERFACE

If both the GCCC and an ICP are operating, the IC and the GCCC must agree upon a specific division of responsibilities to ensure proper response to the incident without duplication of efforts. A general division of responsibilities between the ICP and GCCC is provided in Annex N (Coordination).

X. ADMINISTRATION & SUPPORT

A. REPORTING

In addition to reports that may be required by their parent organization, teams participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the GCCC. The IC will forward periodic reports to the GCCC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report, which is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Annex N (Coordination).

B. RECORDS

- 1) Activity Logs. The IC and, if activated, the GCCC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operation. See Annex N (Coordination) for more information on the types of information that should be recorded in activity logs.
- 2) Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazmat incidents, may be recoverable from the responsible party. Hence, all SAR service elements will maintain records of personnel and equipment used and supplies consumed during large-scale emergency operations.

C. PRESERVATION OF RECORDS

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

D. RESOURCES

A listing of local U/SAR resources is found in Annex M (Resource Management).

E. COMMUNICATIONS

General emergency communications capabilities and connectivity are discussed and depicted in Annex B (Communications).

F. POST-INCIDENT REVIEW

For large-scale emergency operations, the GCCC shall organize and conduct a review of emergency operations in accordance with the guidance provided in the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. U/SAR personnel who participated in the operations should participate in the review.

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT & MAINTENANCE

- a) The Fire Protection and Law Enforcement are responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- b) This annex will be revised annually and updated in accordance with the schedule outlined in the Basic Plan.
- c) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOP covering those responsibilities.

ATTACHMENT A

National Urban Search and Rescue Response System (USAR)

The National Urban Search and Rescue (USAR) Response System is a framework for structuring local emergency services personnel into integrated disaster response task forces. These task forces complete with the necessary tools, equipment, skills, and techniques, can be deployed by the Department of Homeland Security for the rescue of victims of structural collapse or other search and rescue requirements.

There are 28 national USAR task forces located throughout the continental United States. Any task force can be activated and deployed by DHS/FEMA to a disaster area and provide assistance in structural collapse rescue or may be pre-positioned when a major disaster threatens a community. Each task force must have all its personnel and equipment at the embarkation point within six (6) hours of activation. The task force can be dispatched and enroute to its destination in a matter of hours. Below is a description of each type of task force.

A USAR Incident Management Team (USAR IMT) is also deployed with any activated task forces. This initial 21-person team is comprised primarily of senior, experienced task force members along with several USAR Program Office staff members. Their responsibility is to interact with the local incident commander and emergency response personnel to assist with the integration of multiple USAR task forces into their operations, and to provide the necessary support to the National USAR task forces.

- Type 1 – 70-person team to conduct search and heavy rescue operations.
- Type III (Light Task Force) – 28-person team conducting daylight operations.

Capabilities

- Physical search and rescue operations in damaged/collapsed structures.
- Operations in a known or suspected weapons-of-mass-destruction environment.
- Emergency medical care for entrapped victims, task force personnel, and lost canines.
- Reconnaissance to assess damage, needs, and provide feedback to other officials.
- Assessment/shut-off of utilities to houses and other buildings.
- Hazardous materials survey/evaluations.
- Structural and hazard evaluations of buildings.
- Stabilization of damaged structures, including shoring and cribbing operations.

- A 62,000-pound equipment cache, configured to quickly deploy with the team.

Contacts:

Unified Fire Authority

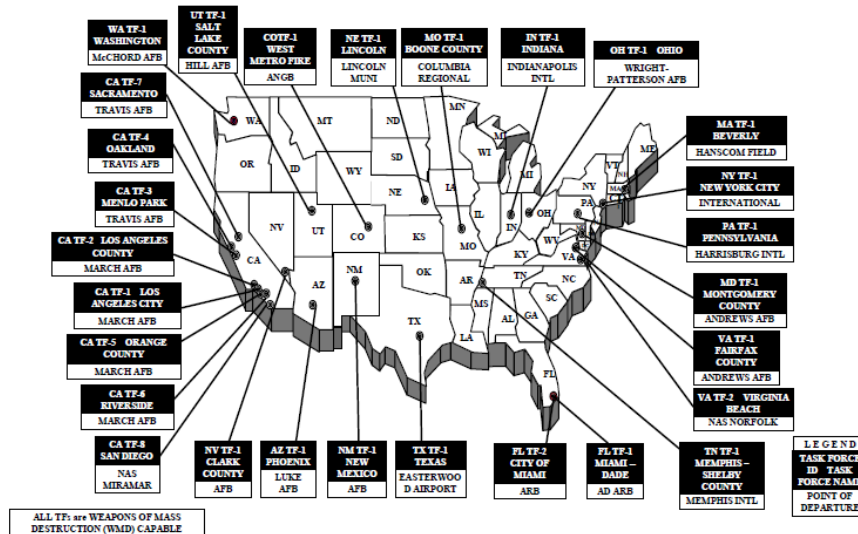
[REDACTED]

Salt Lake City Fire Dispatch

[REDACTED]

fax

URBAN SEARCH & RESCUE TEAM LOCATIONS



USAR Activation Criteria

Request from local jurisdiction (likely will require a declaration)

Information needed by teams:

- Weather/ Road Status
- Fuel situation
- Food Situation
- Safety Issues
- Commo Plan
- Medical Care Capacity
- Location for Base of Operations
- Local Point of Contact

Authorization

Secretary of Homeland Security

Activation Procedure

- 1) Contact the Gallatin County Emergency Management Duty Officer [REDACTED].
- 2) EMDO will contact MT DES Duty Officer [REDACTED].
- 3) After approval by the state, a request will be submitted to Regional Response Coordination Center [REDACTED] for FEMA Region 8 in Lakewood, CO.
- 4) Region 8 will then forward the request to the FEMA Operations Center [REDACTED] at Mount Weather, VA for approval.

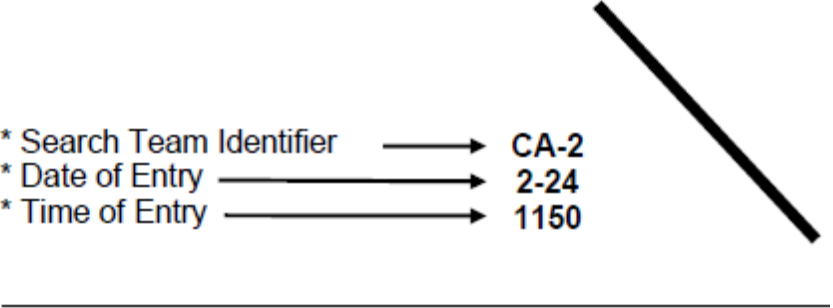
ATTACHMENT B

Urban Search and Rescue Marking

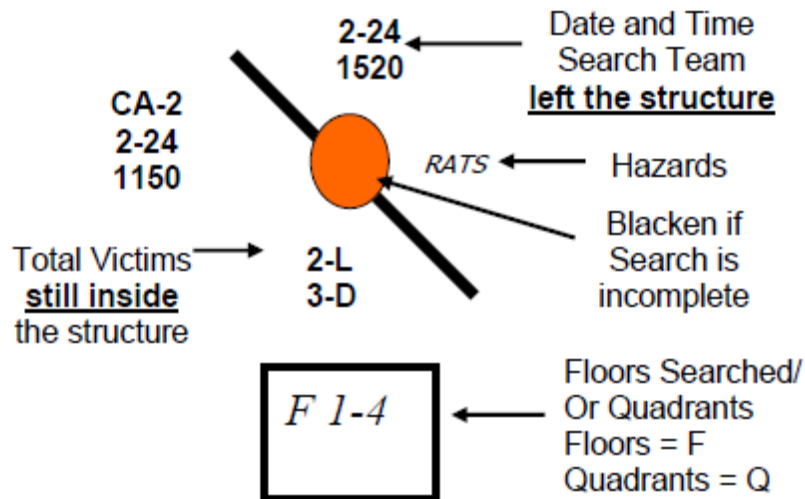
Utilizing the Standard USAR Decal

Main Entrance Search Marking WHEN YOU ENTER

* Search Team Identifier → CA-2
* Date of Entry → 2-24
* Time of Entry → 1150

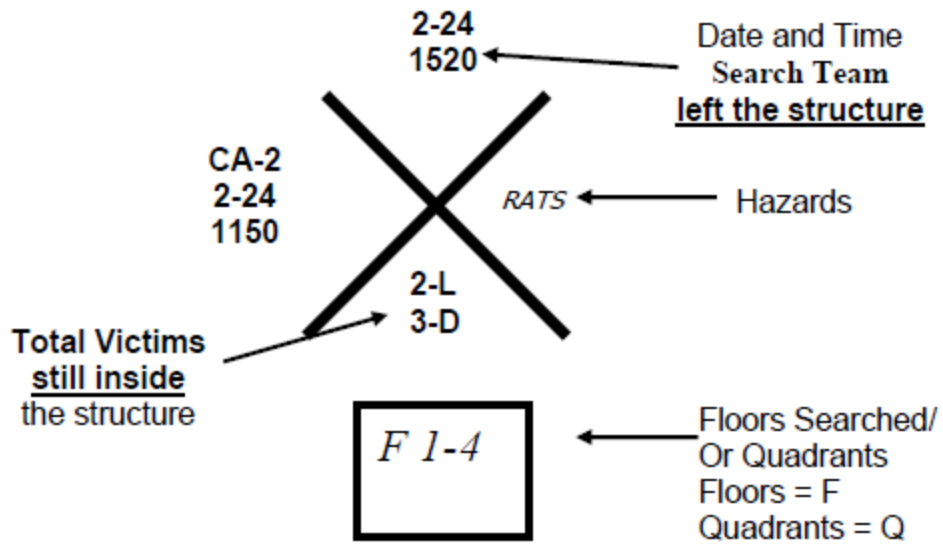


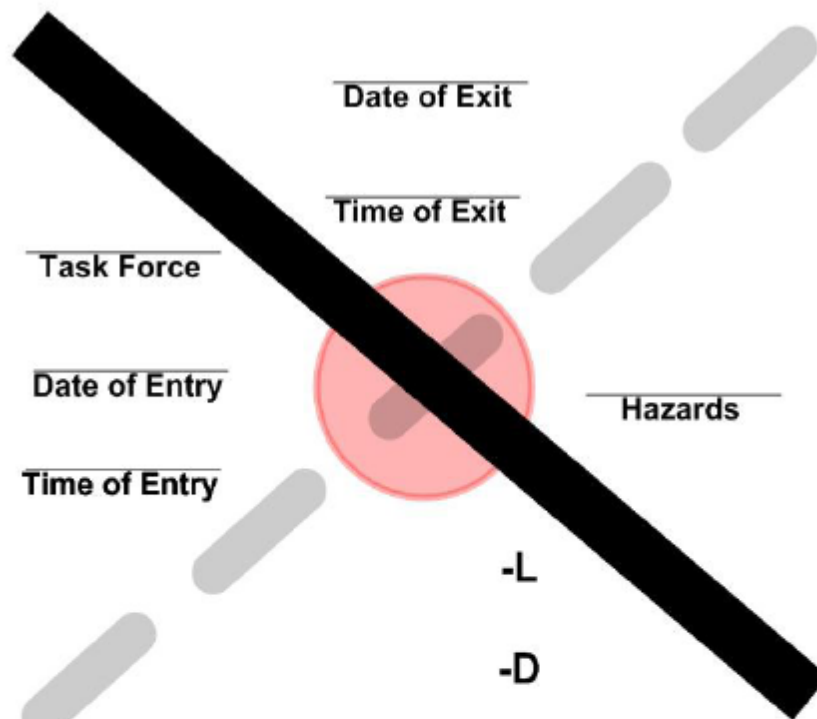
Main Entrance Search Marking WHEN YOU EXIT – INCOMPLETE SEARCH/NO ENTRY



Main Entrance Search Marking

WHEN YOU EXIT- COMPLETED SEARCH





Address:

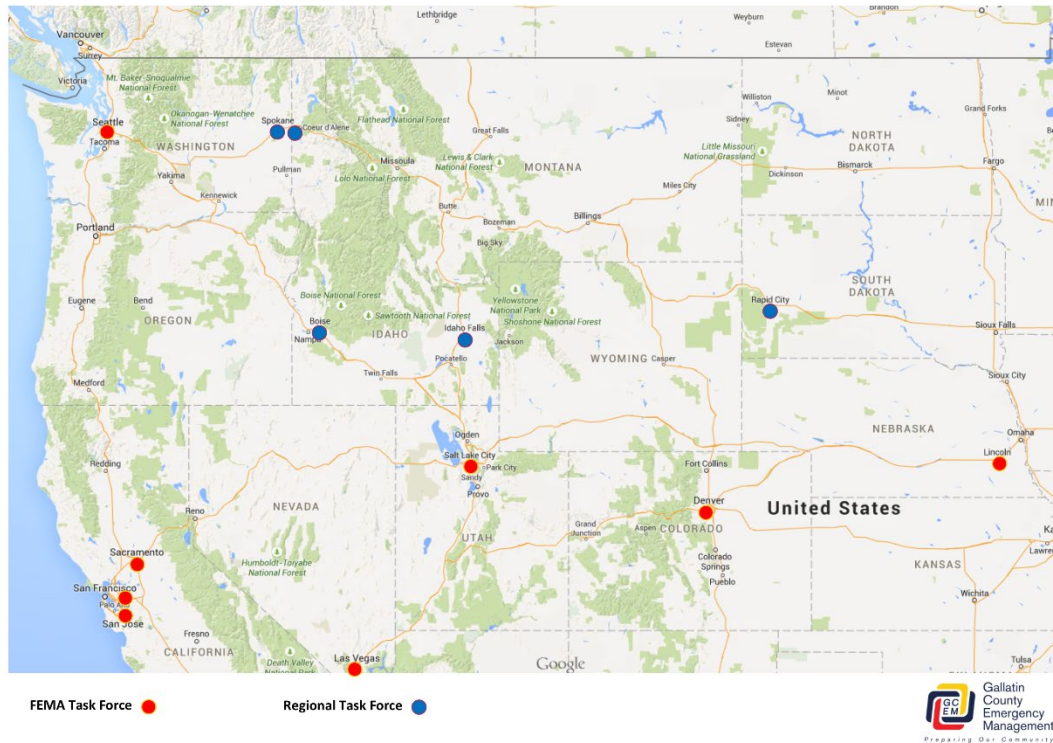
Areas searched if incomplete

***** SEARCH MARKING LEGEND *****	Incomplete Search/No Entry		Completed Search	
	Co-1 2-24 1150	2-24 1520 RATS 2-L 3-D	Co-1 2-24 1150	2-24 1520 RATS 2-L 3-D

ATTACHMENT C

Regional USAR Resources

Formal Urban Search and Rescue Teams



Spokane Regional Urban Search and Rescue Team

Spokane Fire District #9: [REDACTED]

Spokane Fire Dispatch: [REDACTED]

State of Idaho Urban Search and Rescue Teams

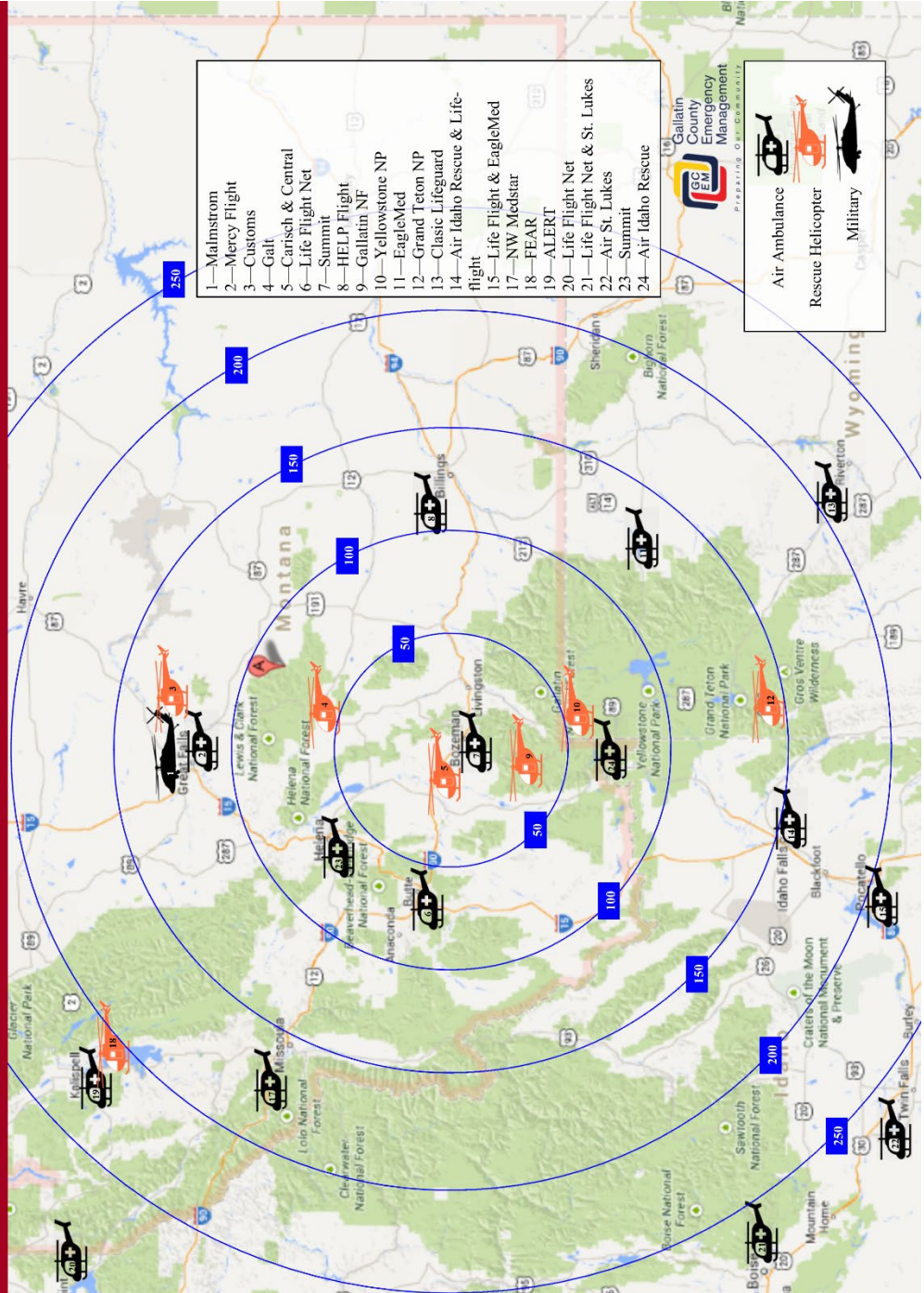
- Coeur d'Alene
 - Coeur d'Alene Fire Department: [REDACTED]
 - Kootenai County Dispatch: [REDACTED]
- Boise
 - Boise Fire Department: [REDACTED]
 - Ada County Dispatch: [REDACTED]
- Idaho Falls/ Pocatello
 - Idaho Falls Fire Department: [REDACTED]
 - Bonneville County Dispatch: [REDACTED]

ATTACHMENT D

Medical/ Rescue Air Resources

Aviation Resources

June 2015





Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

TRANSPORTATION

Annex S

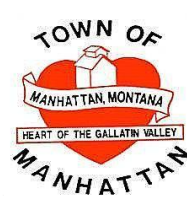
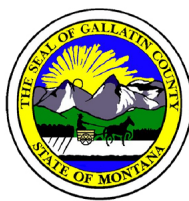
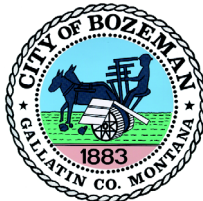
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



REDACTED VERSION



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

ANNEX S: TRANSPORTATION

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ANNEX S: TRANSPORTATION

I. PRIMARY AGENCIES

Gallatin County Road and Bridge Department, Municipal Public Works

II. SUPPORTING AGENCIES

III. AUTHORITY

A. FEDERAL

Name	Description	Legal

B. STATE

Name	Description	Legal

C. LOCAL

Name	Description	Legal

IV. PURPOSE

This annex outlines our concept of operations and organizational arrangements for transportation of people, supplies, and materials during emergency situations, assigns responsibilities for various transportation tasks, and outlines related administrative requirements.

V. EXPLANATION OF TERMS

A. ACRONYMS

GCCC	Gallatin County Coordination Center (aka EOC)
ICP	Incident Command Post
PEO	Principle Executive Officer
SOP	Standard Operating Procedures

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) In an emergency situation, the transportation of people, equipment, and supplies may have to be facilitated and in support of response and recovery activities. We have the ultimate responsibility for arranging and/or providing the transportation needed to support emergency operations.
- 2) During emergency situations, rapid evacuation from areas at risk may be necessary for schools, hospitals, nursing homes, the elderly, those with disabilities, and prisoners.
- 3) Specialized transportation may be needed to transport special needs groups, such as medical patients and prisoners.
- 4) Our transportation equipment, and that of private transportation companies, may sustain damage during emergency situations, and trained equipment operators may become disaster victims, limiting the means available to transport people and relief equipment and supplies.
- 5) Transportation infrastructure, such as roads, bridges, and railroads, may sustain damage during emergency situations making it difficult to use some of the transportation assets that are available. See Attachment D for a listing of transportation resources, contacts, and quantities.
- 6) Major emergency situations may disrupt normal transportation systems, leaving many people, such as school children, the elderly, infirm, and those with disabilities, without transportation.
- 7) Some cargo may require materials handling equipment (MHE) at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.
- 8) In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.

- 9) Special facilities, such as schools, hospitals, nursing homes, day care facilities, and correctional facilities, are responsible for the welfare and safety of all persons. Virtually all such facilities are required to have an emergency plan that includes provision for emergency evacuation. The facility operator is responsible for making arrangements for suitable transportation.

B. ASSUMPTIONS

- 1) If people must be evacuated or relocated, the primary mode of transportation for most residents will be personal vehicles. However, transportation must be provided for people who do not have vehicles.
- 2) During emergency situations, we will use our own transportation resources and those available pursuant to inter-local (mutual aid) agreements to the extent that they are available.
- 3) If commercial transportation providers that we normally work with are able to support our emergency needs, we will continue to contract with those companies during emergency situations.
- 4) As school buses are the primary passenger transportation resource, we assume that local school districts, and transportation companies, will respond to requests for transportation assistance from local government during emergency situations.
- 5) If we are unable to obtain transportation services from commercial providers, we may rent or lease transportation equipment to provide the required transportation.
- 6) Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.
- 7) Municipal or rural transit system buses will be diverted from their normal routes and schedules as needed to support emergency operations.
- 8) Transportation may be requested from Montana DES when the assets within the jurisdiction are not sufficient.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people from risk areas, including residents of special facilities. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations.
- 2) Where possible, emergency passenger transportation requirements will be satisfied with the following resources:
 - a) Voluntary use of personal vehicles
 - b) City or county-owned vehicles
 - c) School buses
 - d) charter buses
 - e) Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements
 - f) Donated transportation equipment or services
 - g) Municipal or rural transit system buses
 - h) State-owned or contracted vehicles
- 3) Where possible, emergency cargo transportation requirements will be satisfied with the following resources:
 - a) City or county-owned vehicles
 - b) Commercial freight carriers
 - c) Leased or contract equipment
 - d) Cargo vehicles provided by other jurisdictions pursuant to inter-local agreements
 - e) Donated transportation equipment or services
- 4) Special Facilities

- a) Schools & Day Care Centers. If evacuation of public schools is required, students will normally be transported on school buses. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require other local or state government transportation assistance during emergencies.
 - b) Hospitals, Nursing Homes & Correctional Facilities. Transportation of many medical patients and prisoners requires specialized transportation and appropriate medical or security support. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and local or state government may need to assist. Some nursing home patients may be able to use normal transportation vehicles.
- 5) Individuals with Special Needs. Individuals who are aged, ill, or have disabilities may need special transportation assistance, including boarding assistance and help with their belongings. They may be unable to walk to transportation pickup points for the general public.
- 6) Requesting Transportation Support.
- a) Requests for transportation support may be generated by an Incident Commander or by departments and agencies that require additional transportation support to carry out the emergency responsibilities assigned in this plan. Requests for transportation support should be made to the Coordination Center using the Cargo Transportation Request in Attachment A or the Passenger Transportation Request in Attachment B. Requesters must assign a priority to their requests.
 - b) The Coordination Center shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.
- 7) External Support. In accordance with this plan, emergency support and assistance will be provided as quickly as is feasible.

B. PHASES OF MANAGEMENT

1) Prevention

- a) Identify and maintain a current list of local public and private transportation resources. See Attachment D for a list of transportation resources.
- b) Identify possible transportation needs that could result from various disasters.
- c) Develop procedures for preserving transportation resources from known hazards by relocating them or protecting them in place.

2) Preparedness

- a) Determine possible emergency transportation needs and related requirements for moving people, supplies, and equipment. Assess capabilities in relation to requirements to identify resource shortfalls; identify additional resources required.
- b) Negotiate agreements with other jurisdictions, public agencies, and private industry for use of their transportation assets, and, where appropriate, drivers during emergency situations.
- c) Participate with other departments and agencies in the determination of evacuation routes for known hazards and, where appropriate, pickup points and/or routes for those who may require public transportation.
- d) Review special facility evacuation plans to ensure they include realistic transportation arrangements.
- e) Plan and execute exercises involving the public and private sector. These exercises should include the utilization of various types of transportation and heavy-duty equipment.

3) Response

- a) Activate emergency transportation function to receive and process requests for cargo and passenger transportation.
- b) Respond to transportation requests within limits of available resources.

- c) Monitor transportation resource status and identify requirements for additional resources to the GCCC.
 - d) Maintain records on use of transportation resources (see Attachment C).
- 4) Recovery
 - a) Continue to coordinate transportation of equipment, supplies and passengers as needed.
 - b) Assess further transportation needs of citizens and provide transportation as needed.
 - c) Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) Our normal emergency organization, described in the Basic Plan, shall carry out the function of providing transportation services in emergency situations.
- 2) The PEO shall provide policy guidance with respect to emergency transportation operations.

B. ASSIGNMENT OF RESPONSIBILITIES

- 1) The Transportation Officer will:
 - a) Identify available transportation resources (and maintain a transportation resource contact list. See Annex M (Resource Management) for more information.
 - b) Coordinate with schools, other public agencies, and businesses regarding emergency use of their transportation assets and develop appropriate agreements and procedures for notifying appropriate officials of emergency situations.

- c) Coordinate with local public transportation authorities and commercial transportation providers to establish procedures for providing transportation resources during emergency situations.
 - d) Coordinate with other emergency services to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations.
 - e) Coordinate with special facilities to determine their requirements for specialized transportation support during emergencies and the arrangements the facilities have made to provide such support.
 - f) Coordinate public transportation support for mass evacuations.
 - g) Coordinate with Law Enforcement on evacuation routes and the location of transportation pickup points and staging areas.
 - h) Coordinate with local public transportation authority's pickup points and times for citizens requiring public transportation.
 - i) Provide the Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public.
 - j) Coordinate with the Shelter Officer for passenger and cargo transportation to support shelter and mass care operations.
- 2) All departments and agencies having transportation assets will:
- a) Provide current information on available transportation equipment to the Transportation Officer for use in updating the transportation resource list.
 - b) Upon request of the Transportation Officer and to the extent possible, provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers,
- 3) All departments and agencies will forward prioritized emergency transportation requests to the Transportation Officer for action. The request forms in Attachments A and B will be used.
- 4) The Shelter Officer will identify transportation requirements to support for shelter and mass care operations to the Transportation Officer.

- 5) Law Enforcement Agencies will:
 - a) Determine evacuation routes and provide traffic control for large-scale evacuations.
 - b) Determine transportation pickup points and staging areas, in conjunction with the Transportation Officer.
- 6) The School District may upon request by the PEO, provide buses and drivers to assist in emergency operations.
- 7) The transit agencies may upon request by the PEO, provide buses and drivers to assist in emergency operations.

IX. COORDINATION

A. GENERAL

- 1) The PEO will establish priorities for and provide policy guidance for transportation activities.
- 2) The PEO will provide general direction to the Transportation Officer regarding transportation operations.
- 3) The Transportation Officer and staff will plan, coordinate, and carry out transportation activities.

B. LINE OF SUCCESSION

The line of succession for the Transportation Officer is not defined.

X. ADMINISTRATION & SUPPORT

A. RECORDS

- 1) Records will be maintained on the use of all transportation equipment, whether owned, leased, rented, or borrowed; see Attachment C. These records will be used as basis for possible recovery of emergency operations expenses from a responsible party or reimbursement of certain expenses by the state or federal government. The Transportation Officer will retain records of equipment usage until a final decision is made by the PEO concerning claims for cost recovery or reimbursement.

- 2) Vital records should be protected from the effects of disasters to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

B. TRAINING & EXERCISES

- 1) Transportation personnel who will staff the GCCC shall receive appropriate training on the operation of those facilities, which should be arranged by the Transportation Officer.
- 2) Emergency exercises should periodically include a scenario that provides for the demonstration of emergency transportation.

C. EXTERNAL SUPPORT

- 1) Summaries of inter-local agreements and agreements with other governmental entities, volunteer groups, and businesses for resource support, as well as contingency contracts with commercial transportation providers are listed in the Basic Plan. Activation of such agreements and contracts will normally be coordinated through the GCCC.
- 2) If transportation requirements cannot be satisfied with the resources available locally or through agreements and contracts, assistance may be requested from the state. Request for state assistance will be made to MT DES by the PEO or a person authorized to act for him/her.

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT & MAINTENANCE

- 1) The Transportation Officer is responsible for developing and maintaining this annex. Recommended changes to the annex should be forwarded as soon as needs become apparent.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.
- 3) Departments and agencies assigned responsibilities in this annex are responsible for ensuring that their SOPs cover those responsibilities.

ATTACHMENT A

CARGO TRANSPORTATION REQUEST

Date of Request:

Cargo Information:

Loose:

No. of Boxed:

No. of Pallets:

Total weight in lbs.:

Received from:

Place/Address:

People available to load the truck?

Yes.

No. If no, how many people are needed?

Equipment available to load the truck?

Yes. Type:

No.

Contact at pick-up:

Name:

Phone #:

Deliver to:

Date/Time:

Place/Address:

People available to unload the truck?

Yes.

No. If no, how many people are needed?

Equipment available to unload the truck?

Yes. Type:

No.

Contact at drop:

Name:

Phone #:

Deliver to:

Date/Time:

Place/Address:

ATTACHMENT B

PASSENGER TRANSPORTATION REQUEST

Priority: 1 2 3

Date of Request:

Requested by:

Organization/Department:

Number of people needing transportation:

Number of Adults:

Number of Children:

Ambulatory:

Yes.

No. If no, list any special vehicles or equipment needed:

Date of Pick Up:

Pick up from:

Place/Address:

People available to assist non-ambulatory passengers?

Yes.

No. If no, how many people are needed to assist?

Pick Up Contact Information:

Name:

Phone #:

Date of Drop off:

Drop Off Point:

Place/Address:

Drop Off Contact Information:

Name:

Phone #:

Resources Committed:

ATTACHMENT C

VEHICLE/EQUIPMENT RECORD & USE LOG

Vehicle/Equipment Type:

Identification or License Number:

Odometer/Hour Meter Reading:

Date Received:

Time Received:

Type of Asset:

City/County Asset

School District Asset

Leased/Rented

Borrowed/Loaned

Other:

Owner:

Address:

Operational Status: Good Fair Poor

Operator Provided: Yes No

Maintenance Performed (if any):

Return Date:

Return Time:

Odometer/Hour Meter Reading Upon Return:

Remarks:

USE LOG

Date of Use:

Starting Mileage:

Ending Mileage:

Operator:

Mission Description:

ATTACHMENT D

Local Mass Transportation

Facility	Location	Vehicles	Contact Info
Belgrade Schools	Belgrade	50 Buses	
First Student	Bozeman	58 Buses	
Streamline/ Galavan	Bozeman	20 Buses	
Karst Stage	Bozeman	20 Buses 3 Minibuses 13 Vans	
Buffalo Bus Lines	West Yellowstone	3 Large Buses 4 Small Buses	



Gallatin
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Emergency
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P r e p a r i n g O u r C o m m u n i t y

LEGAL

Annex U

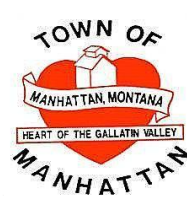
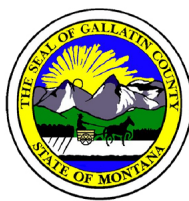
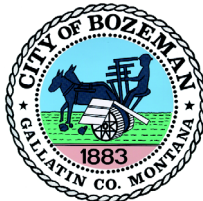
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
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Management

P r e p a r i n g O u r C o m m u n i t y

RECORD OF CHANGES

ANNEX U: LEGAL

[illegible]

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ANNEX U: LEGAL

I. PRIMARY AGENCIES

Gallatin County Attorney, Municipal Attorneys

II. SUPPORTING AGENCIES

III. AUTHORITY

A. FEDERAL

Name	Description	Legal

B. STATE

Name	Description	Legal
Legal & Emergency	Emergency powers	10-3-4, MCA
Proclamation of emergency	Powers of officials	10-3-505, MCA
Expenditure From Fund	State Assistance Requirements	ARM 34.3.102

C. LOCAL

Name	Description	Legal

IV. PURPOSE

The purpose of this annex is to make provisions for legal services during emergency situations, or when such situations appear imminent, and to provide guidance for invoking the emergency powers of government when necessary.

V. EXPLANATION OF TERMS

A. ACRONYMS

FEMA	Federal Emergency Management Agency
GCCC	Gallatin County Coordination Center
IC	Incident Commander
PEO	Principal Executive Officer

B. DEFINITIONS

Principal Executive Officer

Head elected official for a given jurisdiction such as a mayor or chairman of a commission. Individual must be an elected official to be capable of meeting state legal opinions. This is defined in [10-3-103\(11\), MCA](#) as, "Principal Executive Officer means the mayor, presiding officer of the county commission, or other chief executive officer of a political subdivision."

VI. SITUATION AND ASSUMPTIONS

A. SITUATION

Gallatin County faces a number of hazards that could threaten public health and safety and personal and government property; see the Basic Plan for a summary of these hazards. Legal issues requiring timely resolution may arise from during any phase of the emergency, from pre-disaster hazard mitigation, the actual response to a disaster, or during the post-disaster recovery process.

B. ASSUMPTIONS

- 1) Local emergency preparedness plans and programs should have a sound legal basis.
- 2) In responding to major emergencies and disasters, local officials may be required to take extraordinary measures to protect public health and safety and preserve property. They will also require timely advice regarding the legality of proposed measures.
- 3) Implementation of measures to protect public health and safety and preserve property during emergency recovery and mitigation activities generally require issuance of appropriate legal documents. These should be prepared by competent legal service professionals.

VII. CONCEPT OF OPERATIONS

A. GENERAL

1) Emergency Declaration

- a) Pursuant to Montana Code Annotated 10-3-402, the Principle Executive Officer (PEO) of a city or county may declare a state of legal emergency for a political subdivision by order or resolution. A sample emergency declaration is provided in Attachment A & B. Copies of an emergency declaration should be filed with the MT DES and the County Clerk.
- b) An emergency proclamation must contain:
 - a. Nature of event
 - b. Area threatened
 - c. Conditions leading to the proclamation
 - d. Disseminated promptly to the public
 - e. Filed with Montana DES and local clerk
- c) Issuance of an emergency proclamation activates the applicable parts of the Emergency Management Plan.
- d) An emergency proclamation may be terminated by a disaster declaration or by the PEO when the emergency no longer exists.

2) Disaster Declaration

- a) The Montana Code Annotated 10-3-403, provides that the Principal Executive Officer of the governing body of a political subdivision may declare a local state of disaster. A disaster declaration may be issued when a disaster is occurring or has occurred. PEOs, in order to respond to or recover from a significant natural or man-made disaster, typically use the disaster declaration process. A sample disaster declaration is provided in Attachment C & D. Copies of a disaster declaration should be filed with the MT DES and the County Clerk.
- b) A disaster declaration must contain:
 - a. Nature of event
 - b. Area threatened
 - c. Conditions leading to the proclamation
 - d. Disseminated promptly to the public
 - e. Filed with Montana DES and local clerk
- c) Disaster declaration enables jurisdictions to exercise special powers through activation of the Emergency Management Plan ([10-3-505, MCA](#)). Among those powers is the authority suspend procedural laws and rules, use public and private resources to respond to the disaster,

control the movement of people, restrict the sale and transportation of certain items, and take a number of other actions. Once a state of disaster is declared, a city or county may enact an emergency ordinance or order describing the specific emergency regulations that are to be put into effect during the disaster.

- d) A disaster proclamation may be terminated by the PEO when the disaster no longer exists.
- 3) By unanimous vote of the governing body an emergency millage may be levied to cover expenditures.
- a. Shall not exceed 2 mills of the taxable value of the affected area.
 - b. Levy must be passed only by unanimous vote of the appropriate body.
 - c. Expenditure of levied revenue must be approved by the levying body.
 - d. Multiple levies may be done in one year, but the total annual assessment may not exceed 2-mills in any one year.
 - e. Any leftover funds must be retained in a separate fund for future emergencies.
- 4) Authority for Evacuations. State law provides a PEO with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Please see Annex E, Evacuation, for information on evacuations. [10-3-406, MCA](#)
- a. Mandatory evacuations can be implemented by the PEO through a declaration or proclamation of an emergency or disaster that has been created through an order or resolution.
 - b. While state law conveys the authority to the PEO to implement these actions, state law does not convey the authority for a PEO to unilaterally approve an order or resolution.
 - i. It is recommended that the governing body of the jurisdiction approve the order or resolution rather than solely the PEO.
 - ii. It is recognized that situations may arise in which a quorum cannot be convened in time for an emerging incident. In these situations, it is recommended the PEO exercise their authority under [10-3-402, MCA](#), [10-3-403, MCA](#) & [10-3-406, MCA](#) unilaterally. As soon as a quorum can be convened, they should consider the actions taken by the PEO and by resolution affirm the actions taken. [RLS 2015-063](#)
- 5) Financial assistance from the Montana State Emergency and Disaster Fund. This only applies to financial assistance, not resource assistance. [ARM 34.3](#)
- a. Financial assistance is available to local jurisdictions that can demonstrate the following:

- i. All available emergency levies will be exhausted. Levies do not have to be done immediately but can be done after costs are known. Levies must be expended before state money is expended.
 - ii. The emergency is beyond the financial capability of the responsible entity.
- b. Local financial capability is determined utilizing the formula outlined in [ARM 34.3.103](#).

- i. Capability Formula

Cash Balance including reserves	\$ _____
Receipts 2 Mill emergency levy	\$ _____
Receipts from maximum permissive levy and other anticipated revenues	\$ _____
SUB TOTAL	\$ _____
Less regular operating budget including reserve budgeting for current year.	\$ _____
Balance available to respond to emergency	\$ _____

- ii. Requests for financial assistance to the state must be completed utilizing Attachment D after completion of the following by the local jurisdiction:
 1. Disaster Declaration
 2. Initial Damage Assessment
 3. 2 Mill Levy (not necessarily done, but authorized)

B. PHASES OF MANAGEMENT

1) Prevention

- a) Brief the elected officials and department heads on possible liabilities arising from disaster operations, procedures for invoking the emergency powers of government, and legal documents relating to emergency powers.
- b) Maintain current copies of existing disaster-related laws, regulations, and orders.
- c) Develop local procedures for invoking emergency powers.
- d) Prepare sample legal documents (included in this annex) for approval by elected officials.

2) Preparedness

- a) Ensure County/City emergency call-out rosters include the County and City Attorneys, who should maintain current telephone numbers and addresses for the legal staff.
- b) Review plans and procedures.
- c) Review mutual aid agreements submitted to the jurisdiction for approval and prepare mutual aid agreements to be submitted to other jurisdictions for approval.

3) Response

- a) Advise the PEO and emergency services staff on legal implications of response activities.
- b) Prepare, have approved, and signed, and disseminate legal documents declaring a disaster, terminating a disaster declaration, or invoking emergency powers, if required.
- c) Advise the Incident Commander (IC) on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.

4) Recovery

- a) Advise County/City officials on legal aspects of recovery operations.
- b) Assist County/City officials in preparing emergency ordinances, permits, applications for state or federal assistance, grant applications, and, if necessary, litigation.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

Overall responsibility for providing legal services to the PEO, the City Council, department heads, and other local officials during an emergency rest with the respective agency's attorney. The County and City Attorneys will be assisted by his or her subordinates.

B. ASSIGNMENT OF RESPONSIBILITIES

- 1) The PEO will:

- a) Will take such actions that are legal and necessary to manage the disaster at hand.
- b) If the situation warrants, may declare a local state of disaster. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to privately owned or government property and state or federal assistance will be needed to recover from the incident. If a local disaster declaration is issued, it shall be given prompt and general publicity.
- c) If the situation warrants, may request the Governor to declare a state of emergency or disaster.
- d) If requesting state assistance to cope with a local disaster, should attach copies of any local disaster declaration that has been issued to the request for state assistance. See Annex J (Recovery) for further information.

2) The County/City Attorney will:

- a) Advise PEOs and department heads regarding the emergency powers of local government and necessary procedures for invoking measures upon request
- b) Review and advise officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
- c) Prepare and recommend legislation to implement the emergency powers that may be required during an emergency.
- d) Advise officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.
- e) Prepare and keep current this annex.
- f) During an emergency, report instances of overcharging for emergency supplies, equipment, and repair materials to the Consumer Affairs section of the Office of the Attorney General.

3) City Secretary/County Clerk will:

- a) Publish required agenda of meetings
- b) Prepare a record of public meetings
- c) Receive a copy of disaster declarations and documents extending or terminating a state of disaster
- d) Ensure proper protection of all records

IX. COORDINATION

A. GENERAL

The County/City Attorney is responsible for providing legal services to the PEO and department heads and for preparing all legal documents necessary for the conduct of emergency operations and the exercise of emergency powers. Supervisors will exercise their usual supervisory responsibilities over legal personnel.

B. COORDINATION

The County/City Attorney will designate a person to coordinate with the PEO and the GCCC, if activated. The County/City Attorney will identify staff members to be called for emergency duty and will designate those responsible for contacting such staff members.

X. ADMINISTRATION & SUPPORT

A. MAINTENANCE OF RECORDS

All records generated during an emergency will be collected and filed in an orderly manner, so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. PRESERVATION OF RECORDS

Vital legal records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained from a firm specializing in these tasks as soon as possible.

C. TRAINING

Legal services personnel who will be participating in GCCC operations shall receive training on the operating procedures for that facility.

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT & MAINTENANCE

- 1) The County/City Attorney is responsible for developing and maintaining this annex.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.

ATTACHMENT A

SAMPLE COUNTY DECLARATION RESOLUTION

([Click for Sample](#))

RESOLUTION NO.

WHEREAS, (type of occurrence: flooding, snowstorm, tornado etc.) has caused severe damage to (type of damage: roads, bridges, public buildings etc.) within the County on (date damage occurred or began); and

WHEREAS, restoration of these (services and/or facilities) is essential to ensure the health, safety, and welfare of residents of the County; and

WHEREAS, the County has committed all available resources, taken all possible action to combat and to alleviate the situation and local resources are not adequate to cope with the situation.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners that an (emergency or disaster) is hereby declared pursuant to Section 10-3-(402 or 403), MCA, because expenditures for repair and damaged facilities will be beyond the financial capability of the County.

BE IT FURTHER RESOLVED, that there shall be appropriated immediately to the Emergency Fund Number 2260 an amount not exceeding two (2) mills on the taxable valuation of the County outside the incorporated municipalities, pursuant to Section 10-3-405, MCA. Said two (2) mills will be levied during fiscal year (the next Fiscal Year) and be utilized for restoring services and repairing facilities damaged by the (type of occurrence: flooding, snowstorm, tornado, etc.).

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

PASSED AND ADOPTED by the (name of county) Board of County Commissioners this ____ day of _____, 2__.

(SEAL)

Chairman

ATTEST:

Commissioner

Commissioner

Clerk and Recorder

ATTACHMENT B

SAMPLE MUNICIPAL DECLARATION RESOLUTION

([Click for Sample](#))

RESOLUTION NO.

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

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

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

PASSED AND ADOPTED by the (name of city) City Council this ____ day of
, 2____.

(SEAL)

Mayor

ATTEST:

Member

Member

City Clerk

ATTACHMENT C

EMERGENCY OR MAJOR DISASTER DECLARATION REQUEST

([Click for Sample](#))

(Make sure you forward a copy of this document to MT DES immediately.)

The Honorable
Governor of Montana
State Capitol
Helena, Montana 59620

Dear Governor _____:

On May 5, 1985, heavy rain began falling with six inches of rain recorded by May 20, 1985. The rain and accompanying warming temperatures, combined with rapid snowmelt in the higher elevations, caused rivers and streams to leave their channels and cause widespread flooding in the county.

Flooding has caused extensive damage to public and private property throughout the county. Over 125 families are homeless and sheltered in public and private facilities, 30 businesses have sustained damage, agricultural losses are extensive and public facilities have sustained major damage.

Local emergency and disaster plans have been activated; county funds, personnel and resources have been committed to disaster operations and a state of disaster has been declared.

Based on preliminary damage assessments for both private and public sectors, we believe that the disaster is of such magnitude that local and state resources will not be capable of effectively alleviating the situation. Therefore, we ask that you submit a request to the President to declare that an emergency or disaster exists for this county under provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707.

(Chairman or Mayor)

Member

Member

cc: Administrator
Montana Disaster and Emergency Services Division
P.O. Box 4789
Fort Harrison, Montana 59636-4789

ATTACHMENT D

[\(Click for Sample\)](#)

LOCAL DECLARATION REQUEST TO GOVERNOR

(Type on the requesting jurisdiction's letterhead.)

Date:

The Honorable _____
Governor of Montana
State Capitol
Helena, Montana 59620

Dear Governor _____:

Pursuant to our authority as _____ of _____, Montana, we request that an **emergency/disaster** be declared immediately to provide supplemental disaster relief in accordance with the provisions of Title 10, Chapter 3, Section 311, MCA.

1. SITUATION

A. Date and description of conditions causing emergency/disaster:

Beginning May 15, 1985, heavy rain began falling with 6" recorded by May 20, 1985. The rain, warming temperatures and rapid snowmelt in the higher elevations caused rivers and streams to leave their channels and flood adjacent lowland areas.

B. Description of damages to public sector: (If appropriate.)

Preliminary damage assessments indicate widespread damage to county roads. An estimated 25 county roads are impassable due to flood damage. Three rural communities are completely isolated at this time and two others are accessible only through long detours.

C. Description of damages to private sector:

Farm and ranch damages are extensive, with livestock losses especially heavy. It is estimated that 100 farm or ranch families are isolated because of loss of road access. In addition to damage in the communities of Brownsville, Golden, Brockport, Park City and Willis, 125 families were evacuated.

D. Description of economic impact:

Immediate economic impact is apparent; a major employer, M&M Manufacturing that employs 250 people at their plant in Brownsville, has ceased operations since supply and delivery problems, as well as employee absenteeism, preclude normal operations. The company anticipates return to full production in 30-40 days.

2. OFFICIAL ACTION

A. A local (emergency/disaster) has been declared and the emergency two (2) mill levy authorized by Section 10-3-405, MCA, has been levied. A copy of the signed resolution is attached.

B. Other actions taken

The local health officer has issued a boil order for all drinking water due to possible contamination. Also, the sheriff's posse was activated and they assisted in the evacuation of Willis.

3. DAMAGE ESTIMATES

A.	Debris Clearance	\$ 5,000.00
B.	Protective Measures	\$ 2,500.00
C.	Road Systems	\$ 62,500.00
D.	Water Control Facilities	\$
E.	Public Buildings and Related Equipment	\$
F.	Public Utilities	\$
G.	Public Facilities Under Construction	\$
H.	Other Damages (Not in above categories)	\$
TOTAL ESTIMATED DAMAGES:		\$ 70,000.00

4. LOCAL RESOURCES

Names of Funds Involved: (Road Fund)

Cash balance in Disaster Fund as of June 30, 2 _____ \$ 687.00

Estimated value of 2 mill emergency levy \$ 24,848.00

ESTIMATED FINANCIAL RESOURCES AVAILABLE: \$ 25,535.00

5. ASSISTANCE REQUIRED

ESTIMATED STATE ASSISTANCE REQUESTED: \$ 44,465.00

(Title of Board or Council)

By:

(Chairman or Mayor) _____

(Member) _____

(Member) _____

(SEAL)

ATTEST: _____ (Clerk and Recorder or City Clerk)

cc: Administrator
Montana Disaster & Emergency Services

P.O. Box 4789
Fort Harrison, MT 59636-4789

ATTACHMENT E

SAMPLE CANCELLATION OF DISASTER OR EMERGENCY

([Click for Sample](#))

RESOLUTION NO.

WHEREAS, (*type of occurrence: flooding, snowstorm, tornado etc.*) occurred causing severe damage to (*type of damage: roads, bridges, public buildings etc.*) within the County on (*date damage occurred or began*); and

WHEREAS, this occurrence is no longer in excess of the county's capability.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners that the (*emergency or disaster*) defined in Resolution (*resolution number*) is hereby terminated pursuant to Section 10-3-404, MCA.

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

PASSED AND ADOPTED by the (*name of county*) Board of County Commissioners this ____ day of _____, 2__.

(SEAL)

Chairman

ATTEST:

Commissioner

Commissioner

Clerk and Recorder



Gallatin
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Emergency
Management

P r e p a r i n g O u r C o m m u n i t y

TERRORIST INCIDENT

Annex V

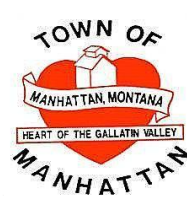
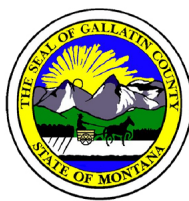
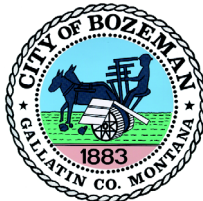
November 2022



EMERGENCY MANAGEMENT PLAN

COORDINATING THE COMMUNITIES OF:

BELGRADE, BIG SKY, BOZEMAN, MANHATTAN, THREE FORKS, WEST YELLOWSTONE AND
UNINCORPORATED GALLATIN COUNTY



MT-LG6-CH71

REDACTED VERSION



Gallatin
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P r e p a r i n g O u r C o m m u n i t y

ANNEX V: TERRORIST INCIDENT

[illegible]

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ANNEX V: TERRORIST INCIDENT

I. PRIMARY AGENCIES

Gallatin County Law Enforcement Agency Having Jurisdiction

II. SUPPORTING AGENCIES

Gallatin County Fire Protection Agencies, Emergency Management

III. AUTHORITY

A. FEDERAL

Name	Description	Legal
Defense Against Weapons of Mass Destruction Act		Public Law 104-201
Terrorism Annex of the Federal Response Framework		
Nuclear/Radiological Incident Annex NUC-3, National Response Framework		
Homeland Security Presidential Directive 5, Management of Domestic Incidents		
Homeland Security Presidential Directive 7, Critical Infrastructure, Prioritization, and Protection		

B. STATE

Name	Description	Legal
State Emergency Response	HazMat Teams	10-3-1204, MCA
Tactical Incident Assistance	Tactical Incident Assistance	10-3-7, MCA

C. LOCAL

Name	Description	Legal

IV. PURPOSE

The purpose of this annex is to 1) outline operational concepts and tasks, 2) assign responsibilities for preparing for and responding to terrorist incidents that may occur, and 3) describe state and federal assistance that may be available in response to a terrorist incident.

V. EXPLANATION OF TERMS

A. ACRONYMS

AHJ	Authority Having Jurisdiction
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosives
EMS	Emergency Medical Service
FBI	Federal Bureau of Investigation
GCCC	Gallatin County Coordination Center (aka EOC)
GCEM	Gallatin County Emergency Management
Hazmat	Hazardous Materials
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JOC	Joint Operations Center
NIMS	National Incident Management System
NRF	National Response Framework
PEO	Principal Executive Officer
UC	Unified Command
WMD	Weapons of Mass Destruction

B. DEFINITIONS

Anti-Terrorism Activities

Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.

Counter-Terrorism Activities

Offensive measures used to combat terrorism, such as the use of law enforcement and military resources to neutralize terrorist operations.

Consequence Management

The requirements of crisis management and consequence management have been combined to include the law enforcement function of identification and prevention of terrorist activities with the emergency management function of

protection of public health and safety and emergency relief from the consequences of acts of terrorism.

National Incident Management System (NIMS)

The NIMS provides a consistent nationwide approach for federal, state, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

National Response Framework (NRF)

NRF is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of federal support to state, local and tribal incident managers and for exercising direct federal authorities and responsibilities,

Technical Operations

Actions to identify, assess, dismantle, transfer, or dispose of WMD or decontaminate persons and property exposed to the effects of WMD.

Terrorist Incident

A violent act or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political and social objectives.

Weapons of Mass Destruction

WMD include: (1) explosive, incendiary, or poison gas bombs, grenades, rockets, or mines (2) poison gas (3) any weapon involving a disease organism, or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

VI. SITUATION & ASSUMPTIONS

A. SITUATION

- 1) A significant terrorist attack is considered highly unlikely. However, Gallatin County is vulnerable to terrorist incidents, and the consequences of a major terrorist incident could be catastrophic. Hence, mitigating against, preparing for, responding to such incidents, and recovering from them is an important function of government.
- 2) Terrorism is both a law enforcement and emergency management problem.
 - a) Virtually all terrorist acts involve violation of laws, Hence, law enforcement agencies gather and analyze intelligence on terrorists

and may develop estimates of their intentions, Access to this criminal intelligence information is necessarily limited, but significant threats must be communicated by law enforcement agencies to those local officials who can implement protective measures and alert emergency responders, Coordination between law enforcement and emergency management personnel is vital to ensure that appropriate readiness actions are taken, while still protecting law enforcement sources and methods.

- b) In a terrorist incident, the incident area may be simultaneously a crime scene, a hazmat site, and a disaster area that may cross the boundaries of several jurisdictions. There are often competing needs in the aftermath of a terrorist act—law enforcement agencies want to protect the crime scene in order to gather evidence, while emergency responders may need to bring in extensive equipment and personnel to conduct search and rescue operations, It is essential that the incident command team establishes operating areas and formulates a plan of action that considers the needs of both groups,
- 3) Since terrorist acts may be violations of local, state, and federal law, the response to a significant local terrorism threat or actual incident may include state and federal response agencies.
- 4) Local resources for combating terrorist attacks are limited, In the event of a significant terrorist threat or incident, it is anticipated that state and federal resources will be requested in order to supplement local capabilities.
- 5) The presence of chemical, biological, radiological, nuclear, or explosive (CBRNE) agents may not be detected immediately, In the case of chemical, biological, or nuclear materials, they may not be discovered until sometime after casualties occur. There may be a delay in identifying the agent present and in determining the appropriate protective measures. Such agents may quickly dissipate or be persistent.
- 6) In the case of an attack with a biological agent, the initial dissemination of the agent may occur outside the local area or even in other countries but still produce victims in the local area,

B. ASSUMPTIONS

- 1) Terrorist attacks may be directed at government facilities, public and private institutions, business or industry, transportation, and individuals or groups. Such acts may involve arson; shootings; bombings, including use of weapons of mass destruction (nuclear, chemical, or biological agents); kidnapping or hostage taking; sabotage; and other activities.

- 2) Terrorist attacks may or may not be preceded by a threat or warning and may appear to be an ordinary hazardous materials incident. Attacks may occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage.
- 3) A device may be set off to attract emergency responders, then a second device set off for the purpose of injuring emergency responders.
- 4) Effective response to the use of WMD may require:
 - a) Specialized equipment to detect and identify chemical or biological agents.
 - b) A mass decontamination capability.
 - c) The means to treat mass casualties, including conducting triage and using specialized pharmaceuticals that have a narrow window of effect.
 - d) A mass fatalities capability.
- 5) Injuries from terrorist attacks may be both physical and psychological.
- 6) Recovery from a terrorist attack can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and mass casualties,
- 7) In most cases, significant state and federal terrorist incident response support cannot be provided within the first few hours of an incident, Considerable state and federal terrorism response resources are available, but it may take 6 to 12 hours to activate and deploy such resources on a large-scale.

VII. CONCEPT OF OPERATIONS

A. GENERAL

- 1) Our terrorism structure for emergency response operations is pursuant to NIMS, which employs two levels of incident management structures.
 - a) The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
 - b) Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into

a common framework, which allows for the coordination and support of incident management.

- 2) During a terrorist event a Multi-agency Coordination System may be advisable, Central to this system is the Gallatin County Coordination Center (GCCC), which is the nucleus of all coordination of information and resources, The Incident Commander will manage and direct the on-scene response from the ICP, The GCCC will mobilize and deploy resources for use by the Incident Commander, coordinate external resources and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

B. PREPAREDNESS

- 1) The lead local agency for deterring, preventing, and responding to a threat of terrorist attack is the Law Enforcement Agency Having Jurisdiction,
- 2) Pre-incident preparedness and response activities include efforts to define the threat, identify terrorists, and prevent terrorist acts, Post incident consequence management activities include efforts to resolve the terrorist incident, conduct an investigation, collect evidence, and apprehend those responsible, Law enforcement agencies have the lead in terrorism criminal investigations and intelligence collection activities; the FBI is the federal lead.
 - a) Law Enforcement Agencies have the lead local role in terrorism incident response and will coordinate its efforts with state and federal law enforcement agencies as appropriate.
 - b) The FBI is the lead federal agency for criminal investigations of terrorist acts or terrorist threats and intelligence collection activities within the United States.
- 3) When a credible threat of terrorist attack exists, we may activate the GCCC or, if security necessitates, activate a specialized facility to coordinate law enforcement, investigative, and intelligence activities for the threats or incidents that may occur,
- 4) The FBI manages the investigative and intelligence activities from an FBI command post or Joint Operations Center (JOC), The JOC coordinates assets between federal agencies and local law enforcement agencies,

C. RESPONSE & RECOVERY

- 1) Response and recovery activities undertaken to deal with the effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The Agency Having Jurisdiction over the incident designates the individual at the scene responsible for establishing command,
 - a) The Fire Protection Agency Having Jurisdiction shall normally have the lead local role in terrorism response and recovery operations for most types of terrorist incidents, but Public Health may be assigned the lead local role in terrorism response and recovery operations for incidents involving biological agents.
 - b) FEMA is the lead federal agency for response and recovery operations and shall coordinate federal resource support for such operations.
- 2) The agencies responsible for terrorism response and recovery operations shall coordinate their efforts with law enforcement agencies conducting crisis management operations.

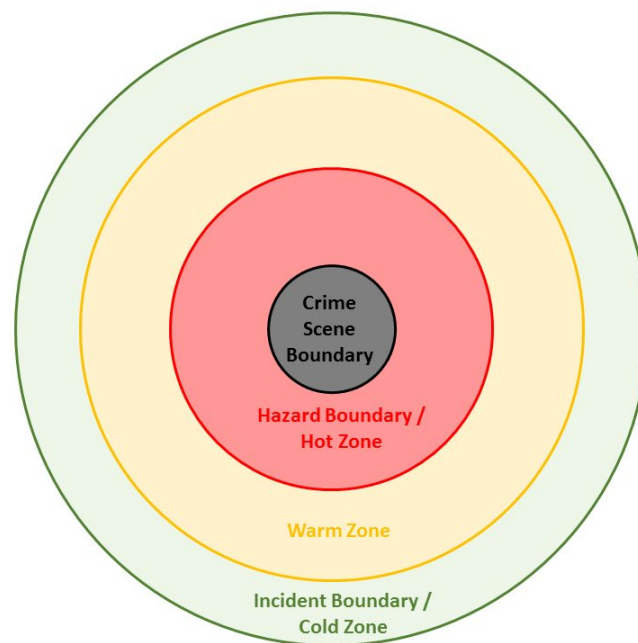
D. IMPLEMENTATION OF THE INCIDENT COMMAND SYSTEM (ICS)

- 1) If there is a local incident site, an Incident Command Post (ICP) will be established to manage emergency operations at that incident site. An official from the Agency Having Jurisdiction for the incident will assume the position of Incident Commander. It is likely that there will be multiple AHJ's in which a Unified Command model will be used. The Incident Commander will coordinate responding resources and designate emergency operating areas, also outlined in the Basic Plan. Typical operating-area boundaries established for a terrorist incident may include the following.
 - a) The **Crime Scene Boundary** defines the crime scene. The crime scene may include the area referred to in technical operations as the "red zone" or "working point." Access to the crime scene may be restricted by state, federal, or local law enforcement personnel. Response activities within the crime scene may require special care in order to protect evidence.
 - b) The **Hazard Boundary** defines the site referred to in hazmat operations as the "hot zone" and may be termed the "isolation area" or

“exclusion zone” by other responders, and may include the hazmat upwind “warm zone” utilized for contamination control and rescue staging, Depending on the spread of contaminants, the hazmat site may include some or the entire crime scene, Entry into the hazmat boundary is normally restricted to response personnel equipped with personal protective equipment and using decontamination procedures, See Attachment E.

- c) The **Incident Boundary** includes the crime scene, the hazmat area, the “cool zone” or “support zone” used for incident support operations such a resource staging and casualty collection, and areas where protective actions, such as shelter-in-place or evacuation, may be recommended or mandatory measures, such as quarantine, may be imposed, Access to this area is normally controlled; if quarantine is implemented, egress may also be restricted.

- 2) The Incident Commander and the GCCC shall agree upon on a division of responsibilities, The Incident Commander will normally manage field



operations at the incident site and in adjacent areas, The GCCC will normally mobilize and provide local resources, disseminate emergency public information, organize and implement large-scale evacuation, coordinate care for casualties, coordinate shelter and mass care for evacuees, arrange mortuary support, and, if local resources are insufficient or inappropriate, request assistance from other jurisdictions or the state.

- 3) As state and federal responders arrive to conduct and support field operations, use of ICS for management of the ICP and response operations will transition to a Unified Command.
- 4) With the arrival of state and federal responders, the FBI may call for the establishment of a Joint Operations Center (JOC) for overall coordination and management of response operations.
- 5) If there is no local incident site, which may be the case in incidents involving biological agents, consequence management activities will be directed and controlled from the GCCC, An Incident Commander may be designated, The GCCC may transition to a JOC using Unified Command with the arrival of state and federal responders.

E. COORDINATION OF INCIDENT CONSEQUENCE MANAGEMENT ACTIVITIES

- 1) Law enforcement agencies involved in consequence management shall keep those agencies and/or departments responsible for response and recovery efforts informed of decisions made that may have implications on the placement of resources for response and recovery, should it be necessary. Because of the sensitivity of law enforcement sources and methods and certain crisis management activities, it may be necessary to restrict dissemination of some information to selected emergency management and public health officials who have a need to know. Those individuals may have to carry out some preparedness activities surreptitiously.
- 2) Until such time as law enforcement and emergency management personnel agree that crisis management activities have been concluded, law enforcement personnel shall participate in incident command or GCCC operations to advise those carrying out consequence management operations with respect to protection of the crime scene, evidence collection, and investigative results that may have bearing on emergency operations. The FBI will normally provide personnel to participate in a unified command operation to coordinate state and federal law enforcement assistance.
- 3) A Joint Information Center, staffed by local, state, and federal public affairs personnel, may be established as part of the unified command organization to collect, process, and disseminate information to the public.

F. PROTECTIVE ACTIONS

- 1) Emergency personnel responding to a terrorist incident must be protected from the various hazards that a terrorist incident can produce. These include: blast effects, penetrating and fragmenting weapons, fire, asphyxiation, hazardous chemicals, toxic substances, radioactive materials, and disease-causing material. See the discussion of threat weapons and their effects in Attachment C. Though the type of protection required varies depending on the hazard, there are three basic principles of protection that apply to all hazards: time, distance, and shielding.
 - a) Emergency workers should spend the shortest time possible in the hazard area or exposed to the hazard. Techniques such as rapid entries should be used to execute reconnaissance or rescue and personnel should be rotated in the hazard area.
 - b) The distance between hazards and emergency responders and the public should be maximized. For chemical, radiological, and explosive hazards, recommended isolation and protective action distances are included in the *Emergency Response Guidebook* (ERG).

- c) Appropriate shielding should be used to address specific hazards, Shielding can include vehicles, buildings, protective clothing, and personnel protective equipment.
- 2) Protective actions for the public must be selected and implemented based on the hazards present and appropriate instructions and information provided to the public through the usual means of warning and public information, Protective actions for the public may include:
 - a) Evacuation.
 - b) Shelter-in-place.
 - c) Access control to deny entry into contaminated areas.
 - d) Restrictions on the use of contaminated foodstuffs.
 - e) Restrictions on the use of contaminated agricultural products.
 - f) Restrictions on the use of contaminated public water supplies, normally imposed by the Montana Department of Environmental Quality, or the Health Department.
 - g) For incidents involving biological agents, protective actions taken to prevent the spread of disease may include:
 - i) Isolation of diseased victims within medical facilities.
 - ii) Quarantines to restrict movement of people and livestock in specific geographic areas.
 - iii) Closure of schools and businesses.
 - iv) Restrictions on mass gatherings, such as sporting events.
- 3) Such measures are normally recommended and imposed by the public health officer.

G. REQUESTING EXTERNAL ASSISTANCE

- 1) Requests for state assistance will be made by the PEO to Montana DES. If state resources cannot satisfy the request, the state will request assistance from the federal government or other states.

- 2) Depending on the severity of the incident, the PEO may issue a local disaster declaration and request assistance from the Governor, The Governor may declare a State of Disaster for the local area and request the President issue an emergency or disaster declaration for the local area, The National Response Framework (NRF) describes the functions of the responding federal agencies for various response and recovery functions, The Nuclear/Radiological Incident Annex of the NRF addresses the federal response for incidents involving radiological materials.

H. COORDINATION OF MEDICAL RESPONSE TO BIOLOGICAL WEAPONS

As the medical response to an incident involving biological agents must include the local medical community as a group, the local and state health departments and federal health agencies directing the response should undertake to coordinate the efforts of local medical providers to ensure that a consistent approach to health issues is taken, Hence, concise information on the threat, recommendations on what should be done to combat it, and instructions on handling victims must be provided to all hospitals, clinics, nursing homes, home health care agencies, individual physicians, pharmacies, school nursing staffs, and other medical providers, The local health department or state public health region field office, that are normally most familiar with community health providers, will typically take the lead in coordinating the local medical response, They may request assistance from local professional organizations in providing information to all members of the local medical community.

I. PHASES OF MANAGEMENT

- 1) Mitigation
 - a) Identify potential terrorist targets and determine their vulnerability. For targets that may produce hazardous effects if attacked, determine the population and special facilities at risk.
 - b) Conduct investigations and criminal intelligence operations to develop information on the composition, capabilities, and intentions of potential terrorist groups.
 - c) Develop and implement security programs for public facilities that are potential targets, Recommend such programs to private property owners.
 - d) Implement passive facility protection programs to reduce the vulnerability of new and existing government-owned facilities believed to be potential targets, Recommend such programs to private property owners.

- e) Encourage all local medical facilities to participate in mass casualty exercises and stock specialized pharmaceuticals, such as chemical agent antidotes.

2) Preparedness

- a) Conduct or arrange terrorism awareness training and periodic refresher training for law enforcement, fire service, and EMS personnel and for emergency management staff, Conduct training for other agencies such as public works, utilities, and hospitals.
- b) Develop emergency communications procedures that take into account the communications monitoring capabilities of some terrorist groups.
- c) Maintain terrorist profile information on groups suspected of being active in the local area.
- d) Establish appropriate mutual aid agreements.
- e) Conduct drills and exercises to test plans, procedures, and training.
- f) Conduct awareness programs for businesses that handle inventories of potential weapon making materials and chemicals and ask for their cooperation in reporting suspicious activities.
- g) If potential terrorist groups appear to be expanding their activities, consider appropriate increased readiness actions.

3) Response

- a) See the Terrorist Incident Response Checklist in Attachment A.

4) Recovery

- a) Decontaminate incident sites and other affected areas, State and/or federal agencies may oversee this effort, which may be conducted by contractors.
- b) Identify and restrict access to all structurally unsafe buildings.
- c) Remediate and cleanup any hazardous materials that have or might enter local water, sewer, or storm drainage systems.
- d) Manage traffic control for the return of evacuees.

- e) Assist in arranging temporary housing for evacuees who cannot return to their homes.
- f) Develop and implement appropriate access controls for contaminated areas that cannot be decontaminated and returned to normal use in the near term.
- g) Investigate cause of incident and prosecute those believed to be responsible.
- h) Maintain records of use of personnel, equipment, and supplies used in response and recovery for possible recovery from the responsible party or reimbursement by the state or federal government.
- i) Conduct critical incident stress management activities.
- j) Debrief response personnel; prepare incident report, and update plans and procedures on the basis of lessons learned.
- k) Restore normal services.

VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1) Our normal emergency organization, which is described in the Emergency Management Plan, will carry out the response to and recovery from terrorist incidents.
- 2) As terrorist acts often violate state and federal law and regulations, state and federal law enforcement agencies and other agencies having regulatory responsibilities may respond to such incidents. In order to effectively coordinate our efforts with state and federal agencies, we may transition from our normal incident command operation to a unified command organization when the situation warrants.

B. ASSIGNMENT OF RESPONSIBILITIES

- 1) The Principle Executive Officer (PEO) will provide policy guidance with response to anti-terrorism and counter-terrorism programs.
- 2) The EMDO will:
 - a) Coordinate regularly with the Law Enforcement Agency Having Jurisdiction, and other law enforcement agencies with respect to the terrorist threat and determine appropriate readiness actions during periods of increased threat.
 - b) In conjunction with other local officials, the EMDO will make an assessment of the local terrorist threat, identify high-risk targets, determine the vulnerabilities of such targets and the potential impact upon the population, and recommend appropriate mitigation and preparedness activities,
 - c) In coordination with other local officials, the EMDO will recommend appropriate training for emergency responders, emergency management personnel, and other local officials.
 - d) Coordinate periodic drills and exercises to test plans, procedures, and training.
 - e) Develop and conduct terrorism awareness programs for the public and for businesses dealing in weapons or materials that may be used by terrorists to produce weapons.
- 3) The Incident Commander will:
 - a) Establish an Incident Command Post (ICP) and coordinate emergency response resources at the incident scene from that ICP to resolve the incident.
 - b) Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
 - c) Provide an initial incident assessment, request additional resources if needed, and provide periodic updates to the GCCC.
 - d) Request a liaison officer from each participating agency to be present at the ICP.
 - e) Establish a specific division of responsibilities between the incident command operation and the GCCC.

- f) Transition the incident command operation to a unified command operation when significant external resources arrive.
- g) Provide general direction for response and recovery operations in the aftermath of a terrorist incident.

4) Law Enforcement will:

- a) Conduct anti-terrorist operations and maintain terrorist profile information and advise the emergency management to staff, MATIC, and the FBI of significant terrorist threats.
- b) Recommend passive protection and security programs for high-risk government facilities and make recommendations for such programs to the owners/operators of private facilities.
- c) Conduct terrorism response training programs for law enforcement personnel and support public education and awareness activities.
- d) Provide law enforcement representatives for the Incident Command Post and the GCCC.
- e) Secure the scene, re-route traffic, and implement crowd control measures if necessary.
- f) Make notifications of terrorist incidents to MATIC, the FBI, and other law enforcement agencies.
- g) Brief emergency response personnel on crime scene protection.
- h) Coordinate the deployment and operation of counter-terrorist response elements.
- i) Conduct reconnaissance in the vicinity of the incident site to identify threats from delayed action and secondary weapons.
- j) Organize and conduct evacuation of the public and of special facilities, if required.
- k) In coordination with state and federal authorities, investigate incident and identify and apprehend suspects.

5) Fire Protection Agency Having Jurisdiction will:

- a) Coordinate all fire and rescue operations during terrorist incidents.
- b) Dispatch and deploy fire personnel and equipment during an emergency.
- c) Control fires if necessary.
- d) Conduct urban search and rescue operations as needed.
- e) Provide support for evacuation operations if requested.
- f) Set up decontamination area for emergency responders and victims, if needed.
- g) Carry out initial decontamination of victims, if required, Procedures must be available for emergency decontamination of large numbers of people.
- h) Identify apparently unsafe structures; restrict access to such structures pending further evaluation by the Public Works/Engineering staff.
- i) Identify requirements for debris clearance to expedite fire response and search & rescue.
- j) Activate fire and rescue mutual aid as needed.

6) Emergency Medical Services will:

- a) Respond to medical emergency calls.
- b) If mass casualties have occurred, establish triage.
- c) Provide emergency medical care to the injured.
- d) Transport patients in a timely manner to appropriate medical facilities.
- e) Request medical mutual aid, if necessary.
- f) Assign a liaison at the ICP and/or GCCC, if needed.

7) Community Infrastructure Agencies will:

- a) Assign liaison personnel to the GCCC and the Incident Command Post.
- b) Clear and/or remove debris as directed.
- c) Support search and rescue operations.
- d) Provide emergency power and lighting at the incident site upon request.
- e) Provide emergency power supplies at other facilities upon request.
- f) Provide barricades and temporary fencing as requested.
- g) Carry out emergency repairs to streets and bridges as necessary to support emergency operations and restore essential traffic.
- h) Conduct preliminary assessment of damage to structures, streets, and utilities.
- i) Provide other public works and engineering support for emergency operations, as necessary.
- j) Request mutual aid assistance, if necessary.
- k) Carry out emergency repairs to water and wastewater systems as necessary to support emergency operations and restore essential public services.
- l) In coordination with local and state public health agencies, ensure the safety of water and wastewater systems, Initiate water conservation procedures, if required.
- m) Conduct preliminary assessment of damage to water, wastewater and drainage systems, and utilities.
- n) Identify to the GCCC requirements for emergency drinking water supplies from outside sources if needed.

- 8) All Other Departments and Agencies will:
- a) Provide personnel, equipment, and supply support for emergency operations upon request.
 - b) Provide trained personnel to staff the GCCC.
 - c) Provide technical assistance to the Incident Commander and the GCCC upon request.
 - d) Participate in terrorism awareness training, drills, and exercises.

IX. COORDINATION

A. GENERAL

- 1) The PEO shall, pursuant to NIMS, provide general guidance for emergency operations. During periods of heightened terrorist threat or after an incident has occurred, the local GCCC may be activated.
- 2) The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at the incident site from an ICP. If terrorist attacks affect multiple widely separated facilities, separate incident command operations may be set up.
- 3) If county resources are insufficient or inappropriate to deal with an emergency situation, assistance will be requested from other jurisdictions pursuant to state law, mutual aid agreements, or from organized volunteer groups. Mutual aid personnel and volunteers will normally work under the immediate control of their own supervisors. All response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the GCCC.
- 4) In a large-scale terrorist incident, significant help will be needed from other local governments, state agencies, and the federal government. As these external resources arrive, it is anticipated that a transition will be made from the normal incident command system to a unified command operation. In a unified command arrangement, leaders of all agencies having jurisdiction agree on general objectives, priorities, and strategies for resolving the emergency situation.
- 5) The Montana Analysis & Technical Information Center (MATIC) is the fusion center for the State of Montana. The MATIC monitors intelligence from within the state and from around the country to connect information together. See Attachment F for more information.

X, ADMINISTRATION & SUPPORT

A. REPORTS & RECORDS

- 1) During emergency operations for terrorist incidents, a daily situation report should be prepared and distributed, See Annex N (Coordination) for the format of and instructions for this report.
- 2) Records Relating to Emergency Operations
 - a) The Incident Command Post and the GCCC shall maintain accurate logs recording key response activities and the commitment of resources.
 - b) For terrorist incidents, all departments and agencies participating in the emergency response shall maintain detailed records of labor costs, equipment usage, and supplies expended. These records may be used to recover allowable response and recovery costs from the federal government in the event a federal emergency or if the President issues a disaster declaration.
- 3) As terrorists often target government facilities, government records are at risk during terrorist incidents, To the extent possible, legal, property, and tax records should be protected, The principal causes of damage to records are fire and water, If government records are damaged during the incident response, the GCCC should be promptly advised so that timely professional assistance can be sought to preserve and restore them.

B. POST-INCIDENT REVIEW

The GCEM Coordinator is responsible for organizing and conducting a critique following the conclusion of a significant terrorist incident in accordance with the guidance contained in the Emergency Management Plan,

XI. ANNEX DEVELOPMENT & MAINTENANCE

A. DEVELOPMENT & MAINTENANCE

- 1) Law Enforcement is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- 2) This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

- 3) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

ATTACHMENT A

TERRORIST INCIDENT RESPONSE CHECKLIST

A. INITIAL RESPONSE

- 1) Deploy response forces.
- 2) Activate incident command post at the incident site to direct emergency operations.
- 3) If incident appears to be terrorism-related, ensure law enforcement personnel are advised and respond to the incident site.
- 4) Isolate the area and deny entry. Reroute traffic as needed.
- 5) Determine and report:
 - a) Observed indicators of use of chemical/biological weapons
 - b) Wind direction and weather conditions at scene
 - c) Plume direction, if any
 - d) Approximate number of apparent victims
 - e) Orientation of victims
 - f) Types of victim injuries and symptoms observed
 - g) Observations or statements of witnesses
- 6) If possible, determine type of weapon used using appropriate detection equipment, response guides, damage characteristics, and casualty symptoms
- 7) Establish scene control zones (hot, warm, and cold) and determine safe access routes & location of staging area, Establish initial operating boundaries for crime scene and incident area.
- 8) Implement crowd control measures, if necessary
- 9) Determine & implement requirements for protective clothing and equipment for emergency responders.
- 10) Establish communications among all response groups.
- 11) Protect against secondary attack.
- 12) Activate the GCCC to support emergency operations.
- 13) Determine requirements for specialized response support.

- 14) Make notification to state and federal law enforcement and emergency management agencies.
- 15) Obtain external technical assistance to determine potential follow-on effects.
- 16) Request/deploy hazardous materials response team, if appropriate.
- 17) Request/deploy bomb squad or ATF support, if appropriate,
- 18) Identify areas that may be at risk from delayed weapon effects,
- 19) Determine & implement protective measures for public in those areas.
- 20) Determine & implement protective measures for special facilities at risk.
- 21) Extinguish fires and identify potential hazards such as ruptured gas lines, downed power lines and residual hazardous materials.
- 22) Make notifications to adjacent jurisdictions that may be affected.
- 23) If the effects of the incident could adversely affect water or wastewater systems, advise system operators to implement protective measures.

B. MEDICAL MANAGEMENT

- 1) Advise EMS and hospitals of possibility of mass casualties/contaminated victims,
- 2) Establish site for patient triage.
- 3) Establish site for gross decontamination (if appropriate) and a casualty collection area for decontaminated victims located away from the site of primary emergency operation, but accessible by transport vehicles.
- 4) Conduct initial triage and provide basic medical aid to victims in warm zone if protective equipment is not required.
- 5) Conduct gross decontamination of victims showing signs of contamination, Separate victims that show no signs of contamination for evaluation.
- 6) Conduct follow-on triage & treatment of victims in cold zone.
- 7) Transport victims to medical facilities for further treatment.
- 8) Request state and/or federal medical assistance, if needed.

C. FATALITY MANAGEMENT

- 1) Alert the Coroner of any potential mass fatality situation and arrange for temporary holding facilities for bodies, if necessary. Highlight the need to preserve evidence.
- 2) Coordinate with the Coroner to determine autopsy requirements for victims.
- 3) Transport deceased to morgue, mortuary, or temporary holding facilities.

D. OTHER RESPONSE ACTIONS

- 1) Request additional response resources, if needed.
- 2) Activate mutual aid agreements.
- 3) Request state or federal assistance, as needed.
- 4) Designate staging areas for incoming resources from other jurisdictions, state and federal agencies, and volunteer groups separate from operational staging area.
- 5) If evacuation has been recommended:
 - a) Activate shelter/mass care facilities to house evacuees.
 - b) Provide transportation for evacuees without vehicles.
 - c) Provide security for shelters,
- 6) If evacuation of special facilities (schools, nursing homes, hospitals, correctional facilities) has been recommended:
 - a) Assist facilities in arranging suitable transportation and carrying out evacuation.
 - b) Assist facilities in arranging suitable temporary reception facilities.
- 7) Provide information and instructions to the public.
- 8) Activate emergency public information operation.
- 9) Identify facilities for use by media.
- 10) Identify, collect, and control evidence and conduct investigations.
- 11) Pursue and arrest suspects.
- 12) Provide security in evacuated areas, if feasible.

- 13) Establish and operate access control points for contaminated areas.
- 14) For incidents involving biological agents, consider measures to restrict person-to-person transmission of disease such as quarantine, closure of schools and/or businesses, and restrictions on mass gatherings.

E. OTHER

- 1) Alert human resources agencies to provide disaster mental health services and human services support to victims.
- 2) Determine how pets, livestock, and other animals left in evacuated or contaminated areas will be handled.
- 3) Decontaminate essential facilities and equipment, if feasible.
- 4) Request technical assistance in assessing environmental effects.

ATTACHMENT B

POINTS OF CONTACT

CHEMTREC

Technical assistance for hazardous materials incidents.

[REDACTED]

(24 hours)

CHEM-TEL

Technical assistance for hazardous materials incidents.

[REDACTED]

(24 hours)

National Response Center

Chem-Bio Hotline

Reporting center for suspected terrorist activity as well as technical assistance regarding chemical & biological agents for state and local emergency responders.

[REDACTED]

(24 hours)

Local/Nearest FBI Office

Federal law enforcement assistance.

Local/Nearest ATF Office

Federal expertise in explosive devices.

Nearest Bomb Squad

Explosive ordnance disposal assistance.

ATTACHMENT C

TERRORISTS WEAPONS, EFFECTS & EMERGENCY RESPONSE NEEDS

A. CONVENTIONAL WEAPONS, EXPLOSIVES & INCENDIARY DEVICES

1) Weapon Types

Conventional Weapons & Explosives

Conventional weapons include guns, rocket-propelled grenades, and similar weapons, Explosives include military and commercial explosives, such as RDX, Tritanol, dynamite, and ammonium nitrate – fuel oil (ANFO), The casualty potential of conventional explosive devices may be increased by packing metallic materials such as bolts or nails around the explosive to generate lethal fragments that can inflict casualties at considerable distances.

Incendiary Devices

Incendiary devices are designed to ignite fires. They may use liquids, such as gasoline or kerosene, or gases, such as propane, as their fuel. Incendiary devices have been a favorite weapon of terrorists due to the ready availability of materials needed to build such devices.

Combination Devices

Conventional explosive and incendiary materials may be used in combination to produce blast damage and fires.

2) Weapons Effects

Conventional Weapons & Explosives

- a) Significant blast damage to structures, including building and wall collapse, and blast casualties.
- b) Fragmentation casualties from bomb fragments, debris, and broken glass.
- c) Fires are possible.

Incendiary Devices

- a) Fires.
- b) Secondary explosions are possible.
- c) Burn casualties.

Combination Devices

- a) Significant blast damage to structures, including building and wall collapse, and blast casualties.
- b) Fires.
- c) Fragmentation casualties from bomb fragments, debris, and broken glass.

3) Indications of Use

Conventional Weapons & Explosives

- a) Prior warning or threat.
- b) Presence of triggering devices, such as blasting caps or timers.
- c) Explosive residue at scene or results from detection instruments.
- d) Indications of deliberately introduced fragmentation materials.

Incendiary Devices

- a) Prior warning or threat.
- b) Multiple fire locations.
- c) Signs of accelerants or results from detection instruments.
- d) Presence of propane/butane cylinders in other than typical locations.
- e) Presence of containers for flammable liquids.

4) Emergency Response Guidance

If hazardous materials are encountered in the response to an attack with conventional explosives or incendiary devices, consult the US Department of Transportation *Emergency Response Guidebook* (ERG).

5) Response Needs

- a) Personal protective equipment for emergency responders.
- b) Medical evacuation and treatment for mass casualties.
- c) Search and rescue teams for collapsed structures.
- d) Urban firefighting.
- e) Hazmat response team.
- f) Mortuary support for mass fatalities.
- g) Evacuation assistance.
- h) Access control for incident site.
- i) Shelter and mass care for evacuees.
- j) Investigative resources

B. NUCLEAR DEVICES & MATERIALS

1) Weapon Types

Radiation Dispersal Device

Radioactive materials in powder form are packed around conventional explosives. When the explosive device detonates, it disperses the radioactive material over a wide area. Such devices do not require weapons grade radioactive materials. They may be constructed from materials obtained from medical or industrial equipment in common use.

Improvised Nuclear Device (nuclear bomb)

Use of this type of device is considered unlikely. It would be extremely difficult for terrorists to build or acquire such a device because a substantial quantity of weapons-grade fissionable materials, extensive equipment, and technical expertise would be needed. It would be extremely difficult to obtain the weapons grade fissionable material required to construct such a device.

Nuclear Weapon

It is considered very unlikely that terrorists would use military nuclear weapons because such weapons are normally secured, strictly controlled, and frequently incorporate safety features to prohibit unauthorized use.

2) Weapons Effects

All the weapons listed could spread radioactive materials if detonated, which could pose immediate danger to life at high levels and long-term adverse health effects at lower levels. In addition, each of these weapons can produce both immediate radiological effects and residual radioactive contamination.

3) Radiological Dispersal Device

- a) Some blast damage to structures.
- b) Some blast casualties.
- c) Some fragmentation damage to structures and casualties among people.
- d) Localized radiological contamination
- e) Fires are possible.

4) Improvised Nuclear Device or Nuclear Weapon

- a) Extensive blast damage to structures, including building and wall collapse
- b) Significant blast casualties.

- c) Significant fragmentation casualties from debris, broken glass, and other materials.
- d) Extensive radiological contamination.
- e) Extensive fire effects.

5) Indications of Use

- a) Prior warning or threat.
- b) Reports of stolen radiological sources or nuclear materials.
- c) Use of these weapons may produce damage and casualties similar to that produced by a conventional high explosive bomb. Radiological detection equipment will be needed to confirm the presence of radioactive materials.

6) Emergency Response Guidance

- a) Radiation Dispersal Device – ERG Guide 163
- b) Improvised Nuclear Device or Nuclear Weapon – ERG Guide 165

7) Response Needs

- a) Personal protective equipment for emergency responders.
- b) Mass personnel decontamination.
- c) Medical evacuation and treatment for mass casualties.
- d) Urban search and rescue teams for collapsed structures.
- e) Firefighting.
- f) Radiological monitoring and assessment teams.
- g) Mortuary support for mass fatalities.
- h) Evacuation assistance.
- i) Access control for incident site and contaminated areas.
- j) Shelter and mass care for evacuees.

C. CHEMICAL WEAPONS

- 1) Weapon Types, Letters in parenthesis are military designators for these agents.

Nerve Agents

Nerve agents are some of the most toxic chemicals in the world; they are designed to cause death within minutes of exposure, Lethal doses may be obtained by inhaling the agent in aerosol or vapor form or having the agent deposited on the skin in liquid form, Examples include Sarin (GB), Soman (GD), and V agent (VX),

Blister agents

Blister agents cause blisters, skin irritation, damage to the eyes, respiratory damage, and gastrointestinal effects. Their effect on exposed tissue is somewhat similar to that of a corrosive chemical like lye or a strong acid, Examples include Mustard (H) and Lewisite (L).

Blood Agents

Blood agents disrupt the blood's ability to carry oxygen and cause rapid respiratory arrest and death, Examples include potassium cyanide and hydrogen cyanide (AC),

Choking Agents

Choking agents cause eye and airway irritation, chest tightness, and damage to the lungs. These agents include industrial chemicals such as chlorine (CL) and phosgene (CG).

Hallucinogens, Vomiting Agents, and Irritants

These materials cause temporary symptoms such as hallucinations, vomiting, and burning and pain on exposed mucous membranes and skin, eye pain and tearing, and respiratory discomfort. The effects of these agents are typically short lived; they are generally designed to incapacitate people and typically do not pose a threat to life.

2) Other Emergency Response Considerations.

Agent Form

Some nerve and blister agents are normally in liquid form, When used as weapons, most chemical agents are delivered in aerosol form to maximize the area covered, although some may be delivered as a liquid, An aerosol is defined as a suspension or dispersion of small particles (solid or liquids) in a gaseous medium, Dissemination methods range from spray bottles and backpack pesticide sprayers to sophisticated large-scale aerosol generators or spray systems.

Persistency

Chemical agents may be either persistent or non-persistent. Non-persistent agents evaporate relatively quickly. Persistent agents remain for longer periods of time. Hazards from both vapor and liquid may exist for hours, days, or in exceptional cases, weeks, or months after dissemination of the agent.

3) Weapons Effects

- a. The primary effects of chemical agents are to incapacitate and kill people.

- b) Minute doses of nerve agents cause pinpointing of the pupils (miosis), runny nose, and mild difficulty breathing. Larger doses cause nausea, vomiting, uncontrolled movement, loss of consciousness, breathing stoppage, paralysis, and death in a matter of minutes, G-agents are non-persistent, while V agents are persistent.
- c) Blister agents cause eye irritation and reddening of the skin in low doses. Larger doses produce eye and skin blisters, airway damage, and lung damage, causing respiratory failure. Some blister agents, such as mustards, are persistent in soil, while other blister agents are considered non-persistent.
- d) Blood agents inhibit the transfer of oxygen in the body and produce intense irritation of the eyes, nose, and throat, breathing tightness, convulsions, and respiratory arrest, causing death, Blood agents are considered non-persistent.
- e) Choking agents produce eye and airway irritation and lung damage, which may lead to death. Choking agents are generally non-persistent.
- f) Vomiting agents and Irritants have relatively short-term incapacitating effects. These symptoms seldom persist more than a few minutes after exposure and the agents are considered non-persistent.

4) Indications of Use

- a) Prior warning or threat.
- b) Explosions that disperse mists, gases, or oily film.
- c) Presence of spray devices or pesticide/chemical containers.
- d) Unexplained mass casualties without obvious trauma.
- e) Casualties exhibit nausea, breathing difficulty, and/or convulsions.
- f) Odors of bleach, new mown grass, bitter almonds, or other unexplained odors.
- g) Dead birds, fish, or other animals and lack of insects at the incident site and areas downwind.
- h) Alarms by chemical detection systems.

5) Emergency Response Guidance

- a) Nerve Agents, Use ERG Guide 153, Antidotes to nerve agents, including atropine and 2-PAM Chloride, must be given shortly after exposure to be effective.
- b) Blister Agents, Use ERG Guide 153.

c) Blood Agents

- i) If the agent is positively identified as Cyanogen chloride, use ERG Guide 125,
- ii) If the agent is positively identified as Hydrogen cyanide, use ERG Guide 117,
- iii) If you suspect a blood agent has been used, but have not positively identified it, use ERG Guide 123.

c) Choking Agents

- i) If the agent is positively identified as Chlorine, use ERG Guide 124.
- ii) If the agent is positively identified as Phosgene, use ERG Guide 125.
- iii) If you suspect a choking agent has been used, but have not positively identified it, use ERG Guide 123.

d) Irritants

- i) For tear gas or pepper spray, use ERG Guide 159.
- ii) For mace, use ERG Guide 153.

6) Response Needs

- a) Personal protective equipment for emergency responders.
- b) Mass decontamination capability.
- c) Medical evacuation and treatment for mass casualties.
- d) Hazmat response teams.
- e) Mortuary support for mass fatalities.
- f) Evacuation assistance.
- g) Access control for incident site and contaminated areas.
- h) Shelter and mass care for evacuees.

D. BIOLOGICAL WEAPONS

1) Weapon Types

Biological agents are intended to disable or kill people by infecting them with diseases or introducing toxic substances into their bodies. Such agents are generally classified in three groups:

Bacteria and Rickettsia

Bacteria and rickettsia are single celled organisms which cause a variety of diseases in animals, plants and humans, Bacteria are capable of reproducing outside of living cells, while rickettsia require a living host.

Both may produce extremely potent toxins inside the human body. Among the bacteria and rickettsia that have been or could be used as weapons are:

- a) Anthrax
- b) Plague
- c) Tularemia or Rabbit Fever
- d) Q fever

Viruses

Viruses are much smaller than bacteria and can only reproduce inside living cells, Among the viruses that could be used as weapons are:

Smallpox

- a) Venezuelan Equine Encephalitis (VEE)
- b) Viral Hemorrhagic Fever (VHF)

Toxins

Toxins are potent poisons produced by a variety of living organisms including bacteria, plants, and animals. Biological toxins are some of the most toxic substances known, Among the toxins that have been or could be used as weapons are:

- a) Botulinum toxins
- b) Staphylococcal enterotoxins
- c) Ricin
- d) Mycotoxins

2) Other Emergency Response Considerations

Means of Dissemination

- a) Inhalation of agent in aerosol form
- b) An inhalation hazard may be created by spraying a biological agent. Many biological agents, such as viruses, may also be readily transmitted from an affected person to others in aerosol form by coughing and sneezing, This can result in the rapid spread of disease-causing agents,
- c) Ingestion in food, water, or other products that have been contaminated with agents.
- d) Skin contact or injection. Some agents may be transmitted by simple contact with the skin or by injection.

3) Unique Aspects of a Biological Agent Attack

- a) As there are few detection systems for biological agents available, an attack with biological agents may not be discovered until public health authorities or medical facilities observe people becoming sick with unusual illnesses. Casualties may occur hours, days, or weeks after exposure, medical investigators will normally undertake to determine the source and cause of such illnesses and how it is spread.
- b) In the aftermath of an attack with biological agents, public health agencies will normally take the lead in determining actions that must be taken to protect the public, although state and local governments may implement those actions,
- c) There may be no local crime scene or incident site; the initial dissemination of the agent may have occurred in another city or another country and affected travelers may bring disease into the local area.
- d) As people affected by some biological agents, such as viruses, are capable of spreading disease to others, the emergency response to a biological attack may have to include medical isolation of affected patients and quarantines or other restrictions on movement of people or animals, It may also be necessary to restrict opportunities for person-to-person transmission by closing schools and businesses or curtailing mass gatherings such as sporting events.

4) Weapon Effects

Biological agents are used to both incapacitate and to kill. Some agents make people seriously ill, but rarely kill those affected; these may create a public health emergency, Others, such as anthrax and many toxins, kill those affected and may create both a public health emergency and a mass fatality situation.

5) Indications of Use

If there is a local incident site, the following may be indicators of the use of biological weapons:

- a) Advance warning or threat.
- b) Unusual dead or dying animals
- c) Unusual casualties – pattern inconsistent with natural disease or disease that does not typically occur in the local area.
- d) Aerosol containers or spray devices found in other than typical locations of use.
- e) Presence of laboratory glassware or specialized containers.

- f) Biohazard labels on containers.
- g) Evidence of tampering with foodstuffs and water distribution systems.
- h) Indications of tampering with heating/air conditioning systems.
- i) For many biological agent attacks, medical assessment of affected people, autopsy results, and follow-on medical investigation will be required to confirm the use of biological agents.

6) Emergency Response Needs


- a) Personal protective equipment for emergency responders.
- b) Chemical, biological, and radiological detection equipment.
- c) Decontamination capability.
- d) Specialized pharmaceuticals.
- e) Medical evacuation and treatment for mass casualties.
- f) Public health prevention programs.
- g) Mortuary support for mass fatalities.
- h) Access control for incident site, if one exists.
- i) Personnel support for quarantine operations.
- j) Public health investigative resources.

ATTACHMENT D




SPECIALIZE RESPONSE RESOURCES

During the response to a terrorist incident, the local resources used for most emergency situations will be used. Because of the potentially great damage, contamination, casualties, and fatalities that may be generated by large-scale terrorist incidents, specialized response resources may be needed from the state and federal government to supplement those available locally. Some of those resources are outlined below. Requests for state or federal resources should be channeled to the MT SECC.

Hazardous Materials Response Teams (All Montana teams accessed through MTDES at 406-324-4777)

Bozeman HazMat Team	Bozeman Fire Department	
Helena HazMat Team	Helena Fire Department	
Missoula HazMat Team	Missoula Rural Fire District	
Billings HazMat Team	Billings Fire Department	
Great Falls HazMat Team	Great Falls Fire Department	
Kalispell HazMat Team	Kalispell Fire Department	
83 rd Civil Support Team	Montana National Guard	
101 st Civil Support Team	Idaho National Guard	
84 th Civil Support Team	Wyoming National Guard	
81 st Civil Support Team	North Dakota National Guard	
82 nd Civil Support Team	South Dakota National Guard	#

Explosives Teams

Missoula Bomb Squad	Missoula County Sheriff	
Helena Bomb Squad	Lewis & Clark County Sheriff	
Billings Bomb Squad	Billings Police Department	
341 st Civil Engineer Squadron (EOD)	Malmstrom Air Force Base	

Urban Search and Rescue Teams

Utah Task Force 1 (UT-TF1)	Unified Fire Authority
Puget Sound Task Force (WA-TF1)	Pierce County Emergency Mgmt.
Colorado Task Force 1 (CO-TF1)	West Metro Fire
Nebraska Task Force 1 (NE-TF1)	Lincoln Fire Department

Disaster Mortuary Operational Response Teams (DMORT)

Portable Disaster Morgue Unit	Rockville, MD
Portable Disaster Morgue Unit	San Jose, CA

Disaster Medical Assistance Team (DMAT)

Washington DMAT (WA-1)	Seattle, WA
Oregon Disaster Medical Team (OR-2)	Eugene, OR

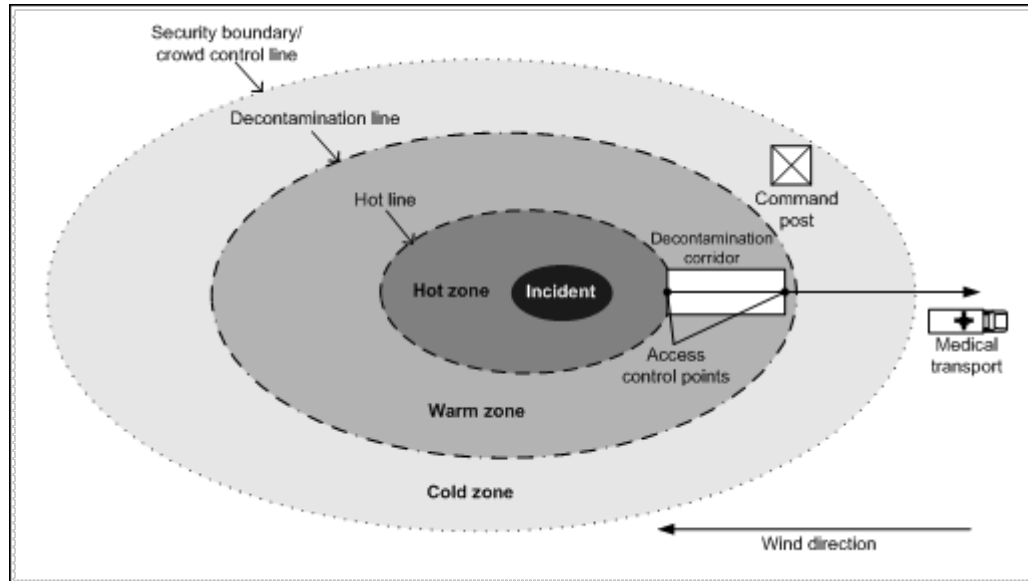
Colorado Denver, CO
Special Weapons and Tactics (SWAT)
Gallatin County Special Response Team
Butte Silver Bow
Lewis and Clark
Billings
Missoula
Kalispell

Gallatin County Chempack
Bozeman Health



ATTACHMENT E

HAZARD BOUNDARY



Hot Zone

The area that contains the hazardous material or device. This area will encompass the entire area that may contain dangerous levels of the product or is within range of the hazard and must not be entered without the appropriate level of personal protective equipment. This area may be oval shaped due to prevailing winds.

Warm Zone

The area immediately surrounding the Hot Zone. This area is technically clear of all hazards and is where personnel making entry into the Hot Zone decontaminate themselves upon exit. Entry into this area is limited to those entering the Hot Zone or working in De-con.

Cold Zone

The area immediately surrounding the Warm Zone. This area is clear of hazards and access is limited to personnel working on the incident. Typically, all equipment and personnel supporting the incident are located here. The public is not allowed in the Cold Zone.

Encourage the reporting of suspicious activity to local law enforcement, The Montana Analysis & Technical Information Center (MATIC) is administered by the Montana Department of Justice. The MATIC is staffed by local, state, and federal law enforcement officers and analysts. When warranted, the MATIC disseminates actionable intelligence and investigates.

ATTACHMENT F

MONTANA ANALYSIS & TECHNICAL INFORMATION CENTER (MATIC)

The Montana Analysis & Technical Information Center (MATIC) is the fusion center for the State of Montana, MATIC is hosted by the Montana Department of Justice, Division of Criminal Investigation, The MATIC monitors intelligence from within the state and around the country to connect information together, MATIC is staffed with analysts from local, state, and federal agencies, These analysts monitor intelligence information on an ongoing basis, and also provide specific intelligence and threat assessments upon request.

MATIC is also the Montana Point of Contact for Interpol, Law enforcement information needed from overseas agencies, or to be provided overseas is funneled through MATIC,



Gallatin
County
Emergency
Management

P r e p a r i n g O u r C o m m u n i t y