

# **CRAWFORD COUNTY**

## **EMERGENCY OPERATIONS PLAN**

Prepared by

THE DEPARTMENT OF PUBLIC SAFETY  
STATE EMERGENCY MANAGEMENT AGENCY

And

CRAWFORD COUNTY EMERGENCY MANAGEMENT AGENCY

And

COUNTY AND CITY OFFICIALS

OCTOBER 2012

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CRAWFORD COUNTY EMERGENCY OPERATIONS PLAN  
SUGGESTED DISTRIBUTION LIST

1.	Crawford County Commission .....	3
2.	County Sheriff.....	1
3.	County Clerk.....	1
4.	County Highway Department .....	2
5.	Fire Departments/Districts: Steelville FPD, Cuba FD, Bourbon FPD, Leasburg FD, Quad County FPD.....	5
6.	County Coroner.....	1
7.	Emergency Management Agencies: Crawford County, Cuba, Steelville.....	3
8.	County Nursing Service.....	1
9.	County Division of Family Services.....	1
10.	Ambulance Services: Steelville Amb. Dist., North Crawford County Amb. Dist., Mo. Baptist Hospital-Sullivan Amb. Service, Quad County Rescue .....	4
11.	Ministerial Alliances: Cuba, Steelville .....	2
12.	Crawford County Red Cross Chapter .....	1
13.	Salvation Army .....	1
14.	Missouri Baptist Hospital .....	1
15.	Mayor of each incorporated subdivision: Bourbon, Cuba, Leasburg, St. Cloud, Steelville .....	5
16.	Police Departments: Bourbon, Cuba, Steelville .....	3
17.	Missouri State Highway Patrol, Troop I, Rolla.....	1
18.	State Emergency Management Agency .....	2
	TOTAL	38

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**RECORD OF CHANGES  
TO  
CRAWFORD COUNTY  
EMERGENCY OPERATIONS PLAN**

<b>Change Number</b>	<b>Date of Change</b>	<b>Date Entered</b>	<b>Change Made by (Signature)</b>

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## FOREWORD

- A. This Emergency Operations Plan lays a framework that will allow Crawford County to save lives, minimize injuries, protect property and the environment, preserve functioning civil government, insure constituted authority, and maintain economic activities essential to the survival and recovery from natural and man-made disasters. It is not the intent of this plan to deal with those events that happen on a daily basis, which do not cause widespread problems and are handled routinely by the city and/or county agencies.
- B. This plan follows the principles and processes outlined in the National Incident Management System (NIMS). As a result, this plan institutionalizes the concepts and principles of the NIMS and the Incident Command System (ICS) into the response and recovery operations conducted within Crawford County.
- C. The NIMS provides a consistent, flexible and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery and mitigation.
- D. This plan was developed through the collaborative efforts of the Crawford County Emergency Management Coordinator, other governmental and private entities throughout Crawford County, and with assistance provided by the State Emergency Management Agency. During the development of this plan various agencies, organizations, and county governments were interviewed to discuss their roles, responsibilities, and capabilities in an emergency. This plan is a result of their input.
- E. Crawford County's EOP is a multi-hazard, functional plan, broken into three components; (1) a basic plan that serves as an overview of the jurisdiction's approach to emergency management, (2) annexes that address specific activities critical to emergency response and recovery, and (3) appendices which support each annex and contain technical information, details, and methods for use in emergency operations.
- F. The Basic Plan is to be used primarily by the chief executive and public policy officials of a jurisdiction but all individuals/agencies involved in the EOP should be familiar with it. The annexes are to be used by the operational managers and the appendices are for disaster response personnel.

- G. Every individual and agency that has a role in the response and recovery operations of Crawford County must be familiar with, and understand, the contents of this plan for it to be effective. Thus, the Crawford County Emergency Management Coordinator will brief the appropriate officials on their roles in emergency management. The Coordinator will also brief the newly employed officials as they assume their duties.
  
- H. Each organization/agency with an assigned task will be responsible for the development and maintenance of their respective segments of the plan (See Part IV of the Basic Plan). They will update their portion of the plan as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations. It is also the responsibility of those organizations/agencies that make changes to this plan to provide a copy of those changes to Crawford County Emergency Management Coordinator.

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## PROMULGATION STATEMENT

Officials of Crawford County in conjunction with the State Emergency Management Agency, have developed an emergency operations plan that will enhance their emergency response capability. This document is the result of that effort.

It is designed to promote the coordination of statewide emergency services and the use of available resources to minimize the effects of a major disaster (natural or otherwise) on life and property of the citizens of Missouri. It also incorporates the principles and processes of the National Incident Management System (NIMS) and the Incident Command System (ICS).

This plan, when used properly and updated annually, can assist local government officials in responding to and recovering from the effects of natural and man-made disasters. This plan and its provisions will become official when it has been signed and dated below by the concurring government officials.

\_\_\_\_\_  
Presiding Commissioner  
Crawford County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner, First District  
Crawford County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner, Second District  
Crawford County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Management Director  
Crawford County

\_\_\_\_\_  
Date

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## **GLOSSARY OF TERMS AND ACRONYMS** **(Includes NIMS Definitions & Acronyms)**

**Access and Functional Needs:** Individuals, including children and adults with disabilities affecting their ability to function independently without assistance, i.e., physical, sensory, mental health, cognitive and/or intellectual disabilities, as defined by the ADA Amendments Act of 2008, P.L. 110-325, and those associated with them. Includes non-English speaking populations, and could include women in late stages of pregnancy, elders, and those needing bariatric equipment.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assessing or cooperating (providing resources or other assistance).

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

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

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis of decision-making.

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

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

**Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

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

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.



**CHEMTREC:** Chemical Transportation Emergency Center

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

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

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

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

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

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

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Disaster Recovery Center (DRC):** A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

**Disaster:** For the purpose of the plan, a disaster can be described as any type situation that endangers life and property to a degree that a concentrated effort of emergency services be coordinated on a large scale to contain the situation. Examples would be tornados, floods, explosions, earthquakes, or large scale civil disobedience.

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

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

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Emergency:** Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

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

**EAS - Emergency Alert System:** A communication and warning system set by the federal government in order for emergency messages to be broadcast via radio and TV stations.

**EOC - Emergency Operations Center:** A centralized location where direction and control, information collection is evaluated and displayed, where coordination among response agencies takes place, and resources managed.

**EPI:** Emergency Public Information:

**Exercise:** An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: Tabletop, Functional, and Full Scale.

**Emergency Operations Plan:** The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

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

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

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Federal Emergency Management Agency (FEMA):** A federal agency that became part of the U.S. Department of Homeland Security in March 2003 - responsible for coordinating emergency planning, preparedness, risk reduction, response, and recovery from disasters.

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

**Functional Needs Support Services (FNSS):** Those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages, and accommodations in the most integrated setting, in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability-related needs of individuals who have disabilities as defined by the ADA Amendments Act of 2008, P.L. 110-325, and those associated with them.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

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

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

**Hazard Analysis:** The process of identifying the potential hazards that could affect the jurisdiction and determine the probable impact each of these hazards could have on people and property.

**HAZMAT:** Hazardous Material

**Incident:** An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):** 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.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS):** A standardized on-scene emergency management construct 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. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private to organize field-level incident management operations.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT):** The IC and appropriate Command and General Staff personnel assigned to an incident.

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

**IEMS: Integrated Emergency Management System:** Refers to the program which integrates or incorporates all available resources for the full range hazards and the full range of functions related to the four phases of emergency management.

**IHP: Individuals & Households Program:** A grant program administered by Federal Emergency Management Agency (FEMA) that provides awards in the form of rent, home repair or replacement, transportation repair or replacement, funeral expenses, personal property, medical, dental or other miscellaneous expenses. FEMA disaster assistance covers basic needs, but does not normally compensate disaster victims for their entire loss.

**Initial Action:** The actions taken by those responders first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

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

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely 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 emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**LEPC:** Local Emergency Planning Committee

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

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

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

**Logistics:** Providing resources and other services to support incident management.

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

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**MFDEA:** Missouri Funeral Directors and Embalmers Association

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

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

**MULES:** Missouri Uniform Law Enforcement System

**Multi-agency Coordination Entity:** A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

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

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

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

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

**National Disaster Medical System:** A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework (NRF):** The National Response Framework replaces the former National Response Plan (NRP). The NRF is mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan that presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe.

**NAWAS:** National Warning System

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

**NRC - Nuclear Regulatory Commission:** A federal agency which regulates and enforces peacetime nuclear laws, materials, and power plants, etc.

**NWS - National Weather Service:** Under Commerce Department is an agency which provides to population information regarding weather phenomena, especially in area of forecasting.

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

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

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

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

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

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

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

**Presidential Emergency Declaration:** It is issued when the President has decided that a catastrophe, in any part of the United States, requires federal emergency assistance to supplement state and local efforts to save lives and protect property, public health and safety, or to avert or lessen the threat of a natural disaster which because of the pressure of time or because of the unique capabilities of a federal agency, assistance can be more readily provided by the federal government.

**Presidential Major Disaster Declaration:** Is issued when in the determination of the President, a catastrophe causes damage of sufficient severity and magnitude to warrant federal assistance under PL 93-288 or subsequent legislation, above and beyond emergency services provided by the federal government to supplement the efforts and available resources of states, local



governments, and other relief organizations in alleviating the damage, loss, hardship, or suffering as a result of the catastrophe.

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

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

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

**Public Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

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

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

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

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

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

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

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

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

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**SCO - State Coordinating Officer:** Appointed by Governor or Director of SEMA to act as Coordination person for all state agencies in disaster relief operations.

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

**SEMA - State Emergency Management Agency:** Prepares and maintains state emergency operations plan, the state EOC and assists local government in developing and maintenance of their operations plans and centers. It is also responsible for radiological support, damage assessment and emergency public information.

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

**SOP - Standard Operating Procedure:** A ready and continuous reference to those procedures which are unique to a situation and which are used for accomplishing specialized functions.

**Staging Area:** Location established where resources can be place while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Strategy:** The general direction selected to accomplish incident objectives set by the IC.

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

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

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

**Terrorism:** 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).

**Threat:** An indication of possible violence, harm, or danger.

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

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

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

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

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

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

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

**Watch:** Weather conditions are favorable for severe weather storms or tornadoes.

**Warning:** Severe weather, storms/tornadoes, has been sighted and is in the area.

**WMD - Weapons of Mass Destruction:** Any weapon designed or intended to cause death or serious bodily injury through release, dissemination, or impact of toxic or poisonous chemicals, or their precursors.

## **Acronyms**

<b>ALS</b>	Advance Life Support
<b>DOC</b>	Department Operations Center
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>FOG</b>	Field Operations Guide
<b>GIS</b>	Geographic Information System
<b>HAZMAT</b>	Hazardous Material
<b>HSPD-5</b>	Homeland Security Presidential Directive-5
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Command
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IC or UC</b>	Incident Command or Unified Command
<b>IMT</b>	Incident Management Team
<b>JIS</b>	Joint Information System
<b>JIC</b>	Joint Information Center
<b>LNO</b>	Liaison Officer
<b>NDMS</b>	National Disaster Medical System
<b>NGO</b>	Nongovernmental Organization
<b>NIMS</b>	National Incident Management System
<b>NRP</b>	National Response Plan

**TABLE OF CONTENTS  
CRAWFORD COUNTY  
EMERGENCY OPERATIONS PLAN**

	<u>Page</u>
SUGGESTED DISTRIBUTION LIST .....	iii
RECORD OF CHANGES .....	v
FOREWORD .....	vii
PROMULGATION STATEMENT .....	ix
GLOSSARY OF TERMS AND ACRONYMS .....	xi
TABLE OF CONTENTS .....	xvii
<b>BASIC PLAN .....</b>	<b>BP-1</b>
APPENDIX 1 - Crawford County Emergency Management Organization by Emergency Function .....	BP-12
APPENDIX 2 - Assignment of Responsibilities .....	BP-13
Attachment A - Crawford County Functions and Responsibility Chart .....	BP-14
Attachment B - Tasks Assignments by Function .....	BP-17
APPENDIX 3 - Emergency (Disaster) Classification and Control Procedures .....	BP-25
APPENDIX 4 – Guidelines for Requesting State and Federal Assistance .....	BP-27
Attachment A- Emergency Information Agencies .....	BP-29
APPENDIX 5 - Crawford County Hazard Analysis .....	BP-30
Attachment A - Flood Insurance .....	BP-35
Addendum to Attachment A To Appendix 5 - Flood Plain Map. ....	BP-36
Attachment B - Earthquake Response .....	BP-37
Addendum To Attachment B - Projected Earthquake Intensities .....	BP-38
Attachment C - Dam Locations .....	BP-39
Addendum To Attachment C - Crawford County Dam Inventory .....	BP-40
Attachment D - Natural Gas Pipelines .....	BP-42
<b>ANNEX A - DIRECTION AND CONTROL .....</b>	<b>A-1</b>
APPENDIX 1 - Direction and Control Organizational Chart .....	A-9
APPENDIX 2 - EOC Staffing Roster/Call-Up List .....	A-10
APPENDIX 3 - Message Handling Procedures and Forms .....	A-12
Attachment A – Message .....	A-14
Attachment B - Communications Log .....	A-15
Attachment C - Significant Events Log .....	A-16
<b>ANNEX B - COMMUNICATIONS AND WARNING .....</b>	<b>B-1</b>

APPENDIX 1 - Communications and Warning Diagram .....	B-8
APPENDIX 2 - Communications and Warning Capabilities .....	B-9
<b>ANNEX C - EMERGENCY PUBLIC INFORMATION.....</b>	<b>C-1</b>
APPENDIX 1 - EPI Organizational Chart.....	C-9
APPENDIX 2 - Format and Procedures for News Releases .....	C-10
APPENDIX 3 - Statement of Understanding for Emergency Public Information Operations .....	C-11
APPENDIX 4 - News Media Contact Numbers .....	C-13
APPENDIX 5 - News Release Log .....	C-15
APPENDIX 6 - Sample News Releases .....	C-16
<b>ANNEX D - DAMAGE ASSESSMENT .....</b>	<b>D-1</b>
APPENDIX 1 - Damage Assessment Organizational Chart .....	D-9
APPENDIX 2 - Disaster Damage Assessments .....	D-10
APPENDIX 3 - Potential Earthquake Damage Area (Map) .....	D-11
APPENDIX 4 - SEMA Damage Estimate Forms.....	D-12
<b>ANNEX E - LAW ENFORCEMENT.....</b>	<b>E-1</b>
APPENDIX 1 - Law Enforcement Organizational Chart.....	E-8
APPENDIX 2 - Law Enforcement Resources .....	E-9
<b>ANNEX F - FIRE AND RESCUE.....</b>	<b>F-1</b>
APPENDIX 1 - Fire and Rescue Organizational Chart.....	F-8
APPENDIX 2 - Fire Department/District Resource Lists and Mutual Aid Agreements .....	F-9
APPENDIX 3 - Fire Department/District Boundaries (Map).....	F-14
<b>ANNEX G - RESOURCE AND SUPPLY.....</b>	<b>G-1</b>
APPENDIX 1 - Resource and Supply Organizational Chart.....	G-7
APPENDIX 2 - Resource Lists....	G-8
<b>ANNEX H – HAZARDOUS MATERIALS .....</b>	<b>H-1</b>
APPENDIX 1 - Support Agencies for Hazardous Materials Incidents .....	H-12
APPENDIX 2 - Fixed Hazardous Materials Facilities .....	H-14
APPENDIX 3 - Location of Fixed Hazardous Materials .....	H-15
APPENDIX 4 - Transportation Routes for Hazardous Materials.....	H-16
APPENDIX 5 - Hazardous Materials Emergency Report Form .....	H-17
<b>ANNEX I - PUBLIC WORKS.....</b>	<b>I-1</b>

APPENDIX 1 - Public Works Organizational Chart.....	I-7
APPENDIX 2 - Crawford Co. Highway Dept. Resources .....	I-8
Attachment - Crawford County Highway Dept. Road Districts (Map) .....	I-11
APPENDIX 3 - Utility Companies Serving Crawford Co. ....	I-12

**ANNEX J - EVACUATION.....J-1**

APPENDIX 1 - Evacuation Organizational Chart.....	J-8
APPENDIX 2 - Facilities to evacuate for individuals with Access & Functional Needs Requiring.....	J-9
APPENDIX 3 - Staging Areas for Evacuation .....	J-11
APPENDIX 4 - Evacuation Routes in Crawford County .....	J-12
APPENDIX 5 - Record of Evacuation (Form) .....	J-13
APPENDIX 6 - Flood Evacuation .....	J-14
APPENDIX 7 - Hazardous Materials Incident Evacuation .....	J-16

**ANNEX K - IN-PLACE SHELTER..... K-1**

APPENDIX 1 - In-Place Shelter Functional Diagram.....	K-4
APPENDIX 2 - All-Hazard In-Place Shelter Guidance .....	K-5

**ANNEX L - RECEPTION AND CARE .....L-1**

APPENDIX 1 - Reception and Care Organizational Chart .....	L-8
APPENDIX 2 - Reception and Care Resources .....	L-9
APPENDIX 3 - Reception and Care Facilities .....	L-10
APPENDIX 4 - Shelter Registration Form.....	L-11

**ANNEX M - HEALTH AND MEDICAL ..... M-1**

APPENDIX 1 - Health and Medical Organizational Chart .....	M-6
APPENDIX 2 - Area Health and Medical Services .....	M-7
APPENDIX 3 - Ambulance Districts (Map) .....	M-9
APPENDIX 4 – Mass Casualty Care SOG.....	M-10
APPENDIX 5 - Medication Dispensing Sites .....	M-15
APPENDIX 6 - Air Ambulance Services .....	M-16

**ANNEX N – TERRORISM.....N-1**

APPENDIX 1 - Homeland Security Response Teams Map .....	N-15
APPENDIX 2 - Homeland Security Advisory System.....	N-16
APPENDIX 3 - Homeland Security Response Teams and Forward Regional Response Teams .....	N-17
Attachment A - HSRT & FRRT Team Structure.....	N-18
APPENDIX 4 Terrorism Incidents .....	N-19
Attachment A - Terrorism Resources .....	N-21



Attachment B - Protection Against Terrorism.....	N-23
APPENDIX 5 - Public Information Guidelines For Terrorist Incidents .....	N-27
Attachment A – Joint Information Center Functional Diagram For Terrorist Incident .....	N-30

**ANNEX O - CATASTROPHIC EVENT – (EARTHQUAKE) ..... O-1**

APPENDIX 1 - ICS Organization .....	O-11
APPENDIX 2 - Tier Response Map .....	O-12
APPENDIX 3 – Tier Response Actions .....	O-13
APPENDIX 4 - Points of Distribution (PODs) .....	O-15
APPENDIX 5 - Local Staging Areas.....	O-18
APPENDIX 6 - Command Structure – Organization Assignment List.....	O-19
APPENDIX 7 - Communications Plan .....	O-20
APPENDIX 8 - Resource Assessment.....	O-21
APPENDIX 9 - Local Resource Request Form.....	O-22
APPENDIX 10 - Emergency Rest Area Sites .....	O-23
APPENDIX 11 - Points of Distribution (PODs) - Procedures and Models per USACE Mobile Districts Plan .....	O-24
APPENDIX 12 – Logistics Support .....	O-43

**ANNEX P – ANIMAL EMERGENCIES ..... P-1**

APPENDIX 1- Emergency Response Checklist.....	P-10
APPENDIX 2 - Missouri FMD Procedures.....	P-13
APPENDIX 3 - Emergency Contact List .....	P-14
APPENDIX 4 - Quarantine Procedures.....	P-15
APPENDIX 5 - References/Statutory Authority .....	P-16
APPENDIX 6 – Response Equipment List.....	P-17
References.....	P-18

# **CRAWFORD COUNTY EMERGENCY OPERATIONS PLAN**

## **BASIC PLAN**

### **I. PURPOSE**

This plan will establish policies and procedures that will allow the governments of Crawford County and the cities therein to save lives, minimize injuries, protect property, preserve functioning civil government, and maintain economic activities essential to Crawford County's survival and recovery from natural, technological, and war-related disasters. It will establish the guidelines for conducting efficient, effective, coordinated emergency operations involving the use of all resources belonging to Crawford County or available to it.

This plan will outline actions to be taken by local government officials and cooperating private or volunteer organizations to: 1) prevent avoidable disasters and reduce the vulnerability of Crawford County residents to any disasters that may strike; 2) establish capabilities for protecting citizens from the effects of disasters; (3) respond effectively to the actual occurrence of disasters; and 4) provide for recovery in the aftermath of any emergency involving extensive damage within the county.

It is not the intent of this plan to attempt to deal with those events that happen on a daily basis, which do not cause widespread problems and are handled routinely by the city and/or county agencies. It will, however, attempt to deal with those occurrences such as floods, tornadoes, earthquakes, etc., which create needs and cause suffering that the victims cannot alleviate without assistance, and that requires an extraordinary commitment of government resources.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Crawford County is located in the east-central part of the State. Counties that border Crawford are Phelps to the west, Gasconade and Franklin to the north, Washington to the east, Dent to the South, and Iron to the southeast.
2. Based on the 2010 Census, the land area of Crawford County is 743.8 square miles with a population of 24,696. The incorporated communities (including population) within the County are: Cuba (3,356), Leasburg (338), Bourbon (1,632), St. Cloud (41), and Steelville (1,642). Also a part of Sullivan (1,474) lies within Crawford County.
3. Crawford County is vulnerable to many hazards, all of which have the potential to

disrupt the community, cause damage, and create casualties. The identified natural hazards include the following (see Appendix 5 to the Basic Plan for further information): flooding, tornadoes, wildfires, earthquake, and severe winter storms. Other technological disasters include dam failure, hazardous materials incidents, power failure, transportation accidents, terrorism, and public health emergencies.

4. Crawford County has capabilities and resources, which, if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. This must include the utilization of private and volunteer organizations to the greatest extent possible.
5. Mutual aid agreements, both written and verbal, exist between many of the emergency service agencies, the subdivisions in the county and surrounding areas.
6. This emergency operations plan is being updated and maintained as required by local executive order, pursuant to Missouri State Law, Chapter 44, RSMo, and the all-hazard emergency planning guidance developed by the State Emergency Management Agency (SEMA).
7. The Crawford County Local Emergency Planning Committee (LEPC) is responsible for the development of a hazardous materials plan for Crawford County and its municipalities. This plan is referenced in Annex H.
8. Incidents involving acts of terrorism will be managed as established in Presidential Decision Directive 39 (PDD-39) which provides specific policy guidance regarding the response to acts of terrorism. The response to a terrorist incident involves a coordinated effort between local, state, and federal law enforcement agencies to resolve the immediate crisis, while at the same time working with federal, state and local emergency management officials to manage the consequences. See Annex N (Terrorism) and Appendix 4 to Annex E (Law Enforcement) for further information on terrorism incidents. For Public Information guidelines in response to terrorism incidents, see Appendix 6 to Annex C.

#### B. Assumptions

1. Some of the situations as previously stated may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning.
2. Officials of Crawford County are aware of the possible occurrence of an emergency or major disaster and are also aware of their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.
3. The proper implementation of this plan will reduce or prevent the loss of lives and damage to property in Crawford County.

4. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with every occurrence. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements, or state and federal sources.
5. Although an attack on this country is considered unlikely, there is that possibility as long as the world's war-making capability exists. Should an attack occur, it would probably be after days or weeks of international tension that would allow such protective measures as evacuation and sheltering to be implemented.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

1. It is the responsibility of local government to provide for a comprehensive emergency management program that meets the emergency needs of those who either have been or might be affected by an emergency or major disaster. When the emergency exceeds the local government's capability to respond, assistance will be requested from the state government. If additional assistance is needed beyond state capabilities, the state will coordinate requests to the proper federal agencies.
2. The chief elected official is ultimately responsible for emergency management activities within the boundaries of the jurisdiction. The Presiding Commissioner of Crawford County is responsible for those activities in the unincorporated areas of the county (see Title II, Division 10, Chapter II, of the Missouri Code of Regulations). The chief elected official of each municipality (i.e., Mayor) has a similar responsibility within their corporate boundaries. These officials can delegate their authority, but never their responsibility.
3. At no time will the County Commission supersede the authority of the elected officials of any of the incorporated subdivisions unless: (1) requested to do so by those elected officials, (2) the local subdivisions' governmental body is incapacitated or cease to exist, or (3) empowered to do so by the governor under the authority of Chapter 44, RSMo. Although they participate in this plan, the aforementioned subdivisions should develop their own local plans.
4. This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals involved in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions.
5. Those day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the

accomplishment of emergency tasks by the agency concerned.

6. This plan or portions thereof will be implemented according to the emergency classification and control guidelines set forth in Appendix 3 to this Basic Plan. The guidelines discussed under this Appendix will describe what happens when an emergency/disaster occurs, activation of the EOC, response guidelines that will take place, and notification of departments/individuals.
7. By County Court Order dated May 17, 1971, Crawford County created an emergency management organization responsible for the preparation and implementation of emergency functions for Crawford County in accordance with Chapter 44, RSMo, and the State of Missouri Emergency Operations Plan. Three other communities in Crawford County have also established a legal basis for their emergency management organization:
  - a. Bourbon, Ordinance No. 248, April 16, 1974
  - b. Cuba, Ordinance No. 467, May 2, 1983
  - c. Steelville, Ordinance No. 454, May 5, 1980

#### B. Operational Time Frames

This plan is concerned with all types of hazards that may develop in Crawford County and must account for activities before, during, and after an occurrence. The following operational time frames were established for the various actions to be performed within the scope of this plan:

1. Mitigation- A period of time during which activities are undertaken by individuals/departments to improve their capabilities to respond to a potential emergency and fulfill their assigned responsibilities.
2. Preparedness - A period of time during which activities are undertaken by individuals/departments to increase their readiness posture during periods of heightened risk.
3. Response- A period of time during which activities are undertaken by individuals/departments to respond to an occurrence that threatens or harms people/property.
4. Recovery -- A period of time during which activities are undertaken by individuals /departments to provide for the welfare of the people following a disaster and/or emergency.
- 5.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

1. Most of the departments within local government have emergency functions in addition to their normal, day-to-day duties which parallel or compliment normal functions. The emergency management organization in Crawford County will be set up along the following functional lines:
  - a. Direction and Control
  - b. Communications and Warning
  - c. Emergency Public Information
  - d. Damage Assessment
  - e. Law Enforcement
  - f. Fire and Rescue
  - g. Resource and Supply
  - h. Hazardous Materials
  - i. Public Works
  - j. Evacuation
  - k. In-Place Shelter
  - l. Reception and Care
  - m. Health and Medical
  - n. Terrorism
2. Crawford County and each incorporated subdivision should develop a capability in each of these functional areas. In some cases one agency handles a particular operation for both on a day-to-day basis (i.e., County Family Services, County Health Department, etc.).
3. The organizational chart for Crawford County is located in Appendix 1 to this Basic Plan.

##### **B. Assignment of Responsibilities**

1. Specific groups, departments/agencies, and individuals will be assigned primary and/or support responsibilities to prepare for and to perform each of the functions listed above. In some cases a function will be assigned to a county official or agency, while others will be assigned to city agencies or a combination thereof. Assignments for Crawford County are identified on a chart in Appendix 2.
2. The specific tasks to be performed in each function are found in detail in each functional annex. Appendix 2 to this Basic Plan contains a basic list of task assignments by function common for a county organization.
3. It will be the responsibility of those agencies and individuals having a primary/secondary assignment to develop and maintain current standard operating guidelines (SOGs) and checklists which detail how their assigned tasks will be performed to support implementing this plan.
4. Government at all levels and private sector organizations involved in community service activities have heavy responsibilities for maintaining awareness of and being prepared to provide for individuals with access and functional needs. Throughout this EOP, the requirements of people with access & functional needs will be addressed (i.e., providing medical, transportation, and other related support during emergency situations for the handicapped, elderly, etc.).

## **V. DIRECTION AND CONTROL**

### **A. General**

1. The Presiding Commissioner of Crawford County (or his/her designated representative) is responsible for all emergency management activities to include implementing this plan and directing emergency response within the confines of the jurisdiction.
2. The Emergency Management Director is responsible for the following:
  - a. Coordination of all emergency management activities.
  - b. Decisions on routine day-to-day matters pertaining to emergency management.
  - c. Advising on courses of action available for major decisions.
  - d. Insuring proper functioning of the EOC during emergency operations.
  - e. Acting as liaison with other local, state, and federal emergency management agencies.

- f. Coordinate EOC operations.
- g. Other duties as outlined in the local ordinances, court orders, and agreements.

B. Emergency Operations Center (EOC)

1. The primary EOC for Crawford County is located at the Courthouse in Steelville. Communications is available at this location through the Sheriff's Department.
2. The alternate EOC will be the Cuba Police Department, 112 N. Smith, Cuba. This is also the primary EOC for the City of Cuba. The second and third alternate EOCs are the Steelville and Bourbon Police Departments.
3. Should on-site direction and control be necessary, the Sheriff's Department will provide a patrol car equipped with radio communication.
4. The EOC will be manned according to the level of emergency. See Appendix 3 to this Basic Plan.

**VI. CONTINUITY OF GOVERNMENT**

A. Lines of Succession

In the event that an official or agency charged with participating in emergency operations is unable to perform, lines of succession will be established to ensure continuous emergency services are provided.

1. The line of succession for Crawford County is from the Presiding Commissioner through the First and Second District Commissioners.
2. The line of succession for the Mayor of each incorporated subdivision is to the Mayor Pro-Tem to be followed by members of the City Council as they decide.
3. The line of succession for the Crawford County Emergency Management Director is through the Assistant Emergency Management Director (to be designated by the County Commission). The line of succession for the Cities of Cuba, Steelville, and Bourbon Emergency Management Director is the Mayor, President of the Board, and the Police Fire Chief.
4. The line of succession for each department head is according to the SOGs established by each department.
5. In the event circumstances resulting from a disaster prevent a political entity from performing effective operations, the next higher political subdivision may assume authority until that political entity is able to adequately resume operations.



## B. Preservation of Records

1. Vital records for Crawford County are of several types: written, stored on computerized disc, or are on microfilm. The County records are kept by each county office within the Courthouse.
2. In order to provide normal government operations after a disaster, all vital records of both a public and private nature recorded by such county and city officials as the clerk, tax collector, tax assessor, etc., must be protected and preserved. These would include legal documents, property deeds, tax records, etc. The following guidelines will apply:
  - a. Certain records and documents are vital to the continuance of government following a major disruption of normal activities such as a major disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.
  - b. Resources from local government will be allocated to provide for one or more of the following options: (1) duplication of all such records, (2) timely movement to secure or safe areas outside the danger area, and/or development of secure and safe storage areas in Crawford County.
3. Each emergency support service (i.e., law enforcement, fire, public works, etc.) must establish guidelines to protect records deemed essential for continuing government functions and the conduct of emergency operations.

## VII. ADMINISTRATION AND LOGISTICS

### A. Administration

1. Emergency authority (See Part IX, Authorities and References).
2. Reports and records as required will be submitted to the proper authorities in accordance with the instructions in the individual annexes.
3. Agreements and understandings with other local jurisdictions, higher levels of government, and other agencies can be utilized to supplement local resources should an emergency situation exhaust the capabilities of Crawford County. Requests for such assistance will be made in accordance with negotiated mutual aid agreements and understandings. All such agreements should be formalized in writing whenever possible.
4. Discrimination on the grounds of race, color, religion, nationality, sex, age, handicap, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of government and the

private sector.

5. Disaster assistance from the state or federal government will be utilized in accordance with their provisions and statutes. Requests for such assistance can only be made by the chief elected official of the jurisdiction or his designated successor and must be submitted to the Governor of Missouri regardless of what type of assistance is required.
6. Review and written concurrence of this plan and its annexes will be accomplished as follows: Each agency/department of government and private sector organizations assigned emergency responsibilities will review this plan. They will report their concurrence to the Crawford County Emergency Management Director. The County Commissioners will sign the promulgation document for all departments and organizations.

#### B. Logistics

1. Whenever possible, procurement of necessary resources will be accomplished using normal, day-to-day channels.
2. During unusual situations when such constraints would result in the loss of life and property, normal requisition guidelines can be circumvented. This will be done under the authorities and by the guidelines set forth in the local ordinances.
3. Establish policy for obtaining and using facilities, materials, services, and other resources required to support emergency operations.
4. Set up guidelines for receiving and managing the donations and services of individual citizens, private sector organizations, and others not included in the formal response structure.
5. Identify, as appropriate, special or critical resources required for radiological and chemical analysis, environmental assessment, biological sampling, etc.
6. Develop guidelines for inventory, storage, maintenance, and replacement of administrative and logistical support items during emergency conditions.
7. Identify the availability and accessibility of resources from neighboring jurisdictions, military installations, the state and the federal government.

### **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Crawford County EOP was developed through the efforts of the Crawford County Emergency Management Director with assistance provided by the State Emergency Management Agency. During the development, various agencies, organizations, and

county and city governments were interviewed to discuss their roles, responsibilities, and capabilities in an emergency. This plan is a result of their input.

- B. The Crawford County EOP is a multi-hazard, functional plan, broken into three components: (1) a basic plan that serves as an overview of the jurisdiction's approach to emergency management, (2) annexes that address specific activities critical to emergency response and recovery, and (3) appendices which support each annex and contain technical information, details, and methods for use in emergency operations.
- C. The Basic Plan is to be used primarily by the chief executive and public policy officials of a jurisdiction but all individuals/agencies involved in the EOP should be familiar with it. The annexes are to be used by the operational managers and the appendices are for disaster response personnel.
- D. The contents of this plan must be understood by those who will implement it or it will not be effective. Thus, the Crawford County Emergency Management Director will brief the appropriate officials on their roles in emergency management. The Director will also brief the newly employed officials as they assume their duties.
- E. Each organization/agency with an assigned task will be responsible for the development and maintenance of their respective segments of the plan (See Part IV, Organization and Assignment of Responsibilities). They will update their portion of the plan as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations.
- F. The Crawford County Emergency Management Director will conduct an annual review of the plan by all officials and agencies. The Director will ensure that necessary changes and revisions to the plan are prepared, coordinated, published, and distributed. The directors will provide a copy of the plan revisions to all organizations/ agencies assigned responsibility for implementation of the plan.
- G. This plan will be activated once a year in the form of a simulated emergency, taking into account actual events in order to determine if revisions can be made that would improve disaster response and recovery operations. This will also provide practical controlled operations experience to those who have EOC responsibilities. This will be done by the Emergency Management Director with the approval of the chief elected officials.
- H. This plan or any portions thereof will be activated by the order of the chief elected official present, or by the guidelines set forth in Appendix 3 to this Basic Plan.
- I. This plan will become effective upon the date it is approved and signed by the chief elected officials of Crawford County.

## **IX. AUTHORITIES AND REFERENCES**

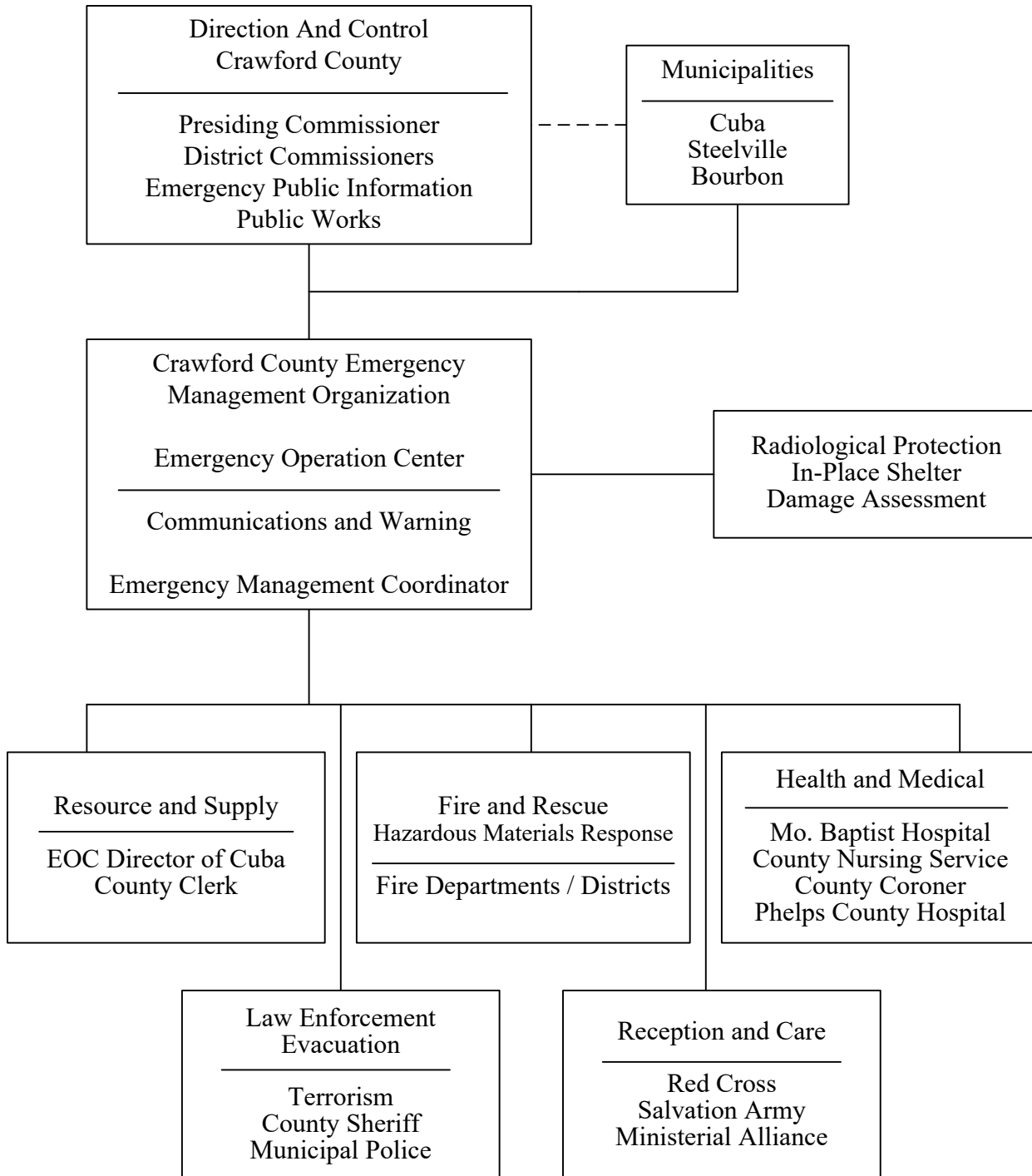
1. Federal Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121, as amended).
2. CPG 101, Developing and Maintaining Emergency Operations Plans, Version 2.0, November 2010.
3. Revised Statutes of Missouri, Chapter 44, as amended
4. State of Missouri Emergency Operations Plan, as amended
5. Crawford County Order establishing Emergency Management, May 17, 1971
6. Bourbon Ordinance No. 248 establishing Emergency Management, April 16, 1974
7. Cuba Ordinance No. 467 establishing Emergency Management, May 2, 1983
8. Steelville Ordinance No. 454 establishing Emergency Management, May 5, 1980
9. Federal Public Law 99-499, SARA, Title III
10. Presidential Directive 39(PDD-39),US Policy on Counterterrorism
11. Missouri All-Hazard Emergency Planning Guidance, SEMA as amended
12. Missouri Hazard Analysis, SEMA, as amended
13. Homeland Security Presidential Directive 5 ( HSPD-5 ), dated February 28,2003
14. FEMA’s “Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters,” November 2010

## **APPENDICES**

1. Crawford County Emergency Management Organization by Emergency Function
2. Assignment of Responsibilities
  - Attachment A - Functions & Responsibility Charts
  - Attachment B - Task Assignments by Function
3. Emergency (Disaster) Classification & Control Guidelines
4. Guidelines for Requesting State and Federal Assistance
5. Crawford County Hazard Analysis
  - Attachment A To Appendix 5 – Flood Insurance
  - Addendum to Attachment A To Appendix 5 - Flood Plain Map Information
  - Attachment B To Appendix 5 - Earthquake Response
  - Addendum to Attachment B To Appendix 5 - Projected Earthquake Intensities
  - Attachment C To Appendix 5 - Dam Locations
  - Addendum to Attachment C To Appendix 5 – Dam Inventory
  - Attachment D To Appendix 5 - Natural Gas and Ammonia Pipelines
6. Emergency Government Proclamation and /or Resolution of a State of Emergency in Crawford County

**Appendix 1 to the Basic Plan**

**CRAWFORD COUNTY EMERGENCY MANAGEMENT ORGANIZATION  
BY EMERGENCY FUNCTION**



## **Appendix 2 to the Basic Plan**

### **ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Functions and Responsibility Chart (Attachment A)**

1. This chart will assign specific agencies and/or individuals the responsibility to prepare for and to perform each of the fourteen identified emergency management functions and also whether it is a primary or supporting role.
2. This chart is general in nature and should not be considered all inclusive.

#### **B. Task Assignments by Function (Attachment B)**

1. Following the P & S Chart there is a basic list of tasks to be assigned to each function. These are only general lists that will be expanded in the various annexes.
2. There is one list of tasks for each function. Some tasks may be common to more than one function.

Attachment A to Appendix 2 of the Basic Plan

**FUNCTIONS & RESPONSIBILITY CHART - CRAWFORD COUNTY**

Functional Annex		A	B	C	D	E	F	G	H	I	J	K	L	M	N	
<b>P &amp; S Chart</b>	<b>Function</b>	Direction and Control	Communication and Warning	Emergency Public Information	Damage Assessment	Law Enforcement	Fire and Rescue	Resource And Supply	Hazardous Materials	Public Works	Evacuation	In-Place Shelter	Reception and Care	Health And Medical	Terrorism	
	<b>Agency</b>															
	County Commission		P		P						P					
	Sheriff's Office		S	S		S	P					P				P*
	County Highway Department		S			S			S		S					S
	Fire Departments / Districts		S	S		S	S	P	S	P		S				P*
	County Emergency Management Director		S	P	S	P	S	S	S	P	S	S	P	S	S	S
	County Health Department		S												P*	P*
	County Clerk		S						P							
	County Division of Family Services		S											S		
	County Coroner		S												P*	
	County Assessor		S			S										
	Ambulance Services (4)		S									S		S	P*	S
	Missouri Baptist Hospital		S												P*	S
			P = Primary                      S = Support                      * = Shared Primary													



Attachment A to Appendix 2 of the Basic Plan

**FUNCTIONS & RESPONSIBILITY CHART - CRAWFORD COUNTY**

Functional Annex		A	B	C	D	E	F	G	H	I	J	K	L	M	N
<b>P &amp; S Chart</b>	<b>Function</b>	Direction and Control	Communication and Warning	Emergency Public Information	Damage Assessment	Law Enforcement	Fire and Rescue	Resource And Supply	Hazardous Materials	Public Works	Evacuation	In-Place Shelter	Reception and Care	Health And Medical	Terrorism
	<b>Agency</b>														
Ministerial Alliance		S						S				S	S		
Crawford County Red Cross		S											S		
Salvation Army		S											S		
County Attorney		S	S	S	S	S	S	S	S	S	S	S	S	S	S
		P = Primary                  S = Support                  * = Shared Primary													

**FUNCTIONS & RESPONSIBILITY CHART  
CITIES OF CUBA, STEELVILLE AND BOURBON**

Functional Annex		A	B	C	D	E	F	G	H	I	J	K	L	M	N	
<b>P &amp; S Chart</b>	<b>Function</b>	Direction and Control	Communication and Warning	Emergency Public Information	Damage Assessment	Law Enforcement	Fire and Rescue	Resource And Supply	Hazardous Materials	Public Works	Evacuation	In-Place Shelter	Reception and Care	Health And Medical	Terrorism	
	<b>Agency</b>															
Mayor		P		P												
Emergency Management Coordinator		P*	P	S	P*			P	P*			P*	P		S	
Police Department			S	S	S	P	S		S		S		S		P*	
Fire Department						S	P			S					P*	
Public Works					S				S	P	S					
Ambulance District									S		P			P	S	
Meramec Region LEPC									P						P*	
University of Missouri-Rolla									S							
Incident Commander												P			P*	
City Assessor					S											
City Attorney		S	S	S	S	S	S	S	S	S	S	S	S	S	S	
		P = Primary					S = Support					* = Shared Primary				

**Attachment B to Appendix 2 of the Basic Plan**  
**TASKS ASSIGNMENTS BY FUNCTION**

A. Direction and Control

- County Commission
- Cities of Cuba, Steelville, Bourbon
- Mayor, President of Board and Emergency Management Director

1. Policy decisions relating to emergency management
2. Planning for emergency management
3. Hazard Mitigation activities
4. Control of operations during disasters
5. Coordinate and direct relief and recovery operations
6. Coordinating all emergency management activities
7. Testing and exercising
8. Maintenance of current capabilities
9. Emergency public information

B. Communications and Warning

- Emergency Management Director
- Cities of Cuba, Steelville, Bourbon
- Emergency Management Director

1. Monitoring all emergency situations to insure proper response
2. Developing and maintaining communications plans and guidelines
3. Training of personnel (full-time and supplementary)
4. Supporting all other emergency functions
5. Developing warning plans and guidelines for all identified hazards (See Basic Plan, II, A-3)
6. Training sky-warn spotters
7. Develop dissemination guidelines with communications

8. Maintain and expand warning and alert devices (sirens, tone-activated receivers, etc.)
9. Participate in drills, tests, and exercises
10. Update and change plans as necessary

C. Emergency Public Information (EPI)

- County Commission
  - Cities of Cuba, Steelville, Bourbon
  - Mayor
1. Predesignate an information officer who will be the point of contact for the media during disaster situations
  2. Develop provisions with the various departments to coordinate the release of information to the public
  3. Develop information authentication guidelines
  4. Develop guidelines to clear information with the chief executive before release to the public
  5. Develop guidelines to utilize all news media for the release of information
  6. Develop EPI's for all hazards identified in the Basic Plan under Situations and Assumptions, A-3
  7. Develop Rumor Control guidelines and plans
  8. Conduct an annual program to acquaint news media with emergency plans
  9. Participate in tests, drills, and exercises
  10. Revise and update plans as necessary

D. Damage Assessment

- County Emergency Management Director
  - Cities of Cuba, Steelville, Bourbon
  - Chairman, Damage Assessment Team/EMD
1. Develop plans and guidelines consistent with those of the State and Federal Government
  2. Recruit and train personnel
  3. During disaster operations, provide intelligence expertise to Direction and Control

4. During recovery supplement Federal and State officials by assisting in damage estimation reports
5. Assist in mitigation activities by identifying potential problem areas
6. Participate in drills, tests, and exercises
7. Change and update plans as necessary

E. Law Enforcement

- County Sheriff
- Municipal Police

1. Maintain law and order
2. Site security and access control
3. Traffic control
4. Crowd control
5. Communications and warning support
6. Hazardous materials incident support
7. Fire and medical support
8. Develop liaison and coordination with other law enforcement groups
9. Develop and maintain plans and guidelines as necessary
10. Participate in drills, tests, and exercises
11. Update and change plans as required
12. Develop training courses for auxiliaries and reserves

F. Fire Service

- Fire Departments/Districts
1. Control fires
  2. Conduct fire prevention inspections
  3. Search and rescue

4. Support traffic control, health and medical, warning and communications
5. Hazardous materials incidents
6. First Responder Medical Care
7. Develop plans when required or conditions change
8. Update plans when required or conditions change
9. Participate in drills, tests, and exercises
10. Develop and conduct training courses in self-help fire prevention techniques

**G. Resource and Supply**

- County Clerk
  - Cities of Cuba, Steelville, Bourbon
  - Emergency Mgt. Director
1. Maintain and update resource lists of supplies and personnel for use in disaster situations
  2. With the assistance of other department heads, identify potential resources and requirements
  3. Develop plans and guidelines to insure that adequate resources are available during or after a disaster to include the relocation of such resources following an evacuation
  4. Identify resource shortfalls and methods by which they can be alleviated
  5. Develop emergency shelter stocking plans
  6. Participate in drills, tests, and exercises
  7. Update plans as required or as local conditions change.

**H. Hazardous Materials-(see MERAMEC Region Hazardous Materials Response Plan)**

- County Emergency Management Director
  - Cities of Cuba Steelville, Bourbon, Emergency Management Director / University of Missouri - Rolla, Fire Departments, Rolla Haz-Mat Team
1. In conjunction with the In-Place Shelter function, develop radiological monitoring plans to insure adequate coverage
  2. Identify personnel and equipment needs
  3. Recruit and train personnel

4. Obtain required stock of radiological equipment from the state
5. Support damage assessment activities
6. Develop with state officials a peacetime radiological accident capability
7. Work with area hospitals to insure guidelines are available (1) to handle contaminated patients and (2) decontaminate and isolate such patients
8. Participate in tests, drills, and exercises
9. Change plans and guidelines as required

I. Public Works

- County Commission
  - Cities of Cuba, Steelville, Bourbon
  - Public Works Director
1. Debris removal
  2. Garbage disposal
  3. Road and bridge repairs
  4. Emergency utility service to critical facilities
  5. Restoration of normal utility service
  6. Flood control and emergency snow removal
  7. Damage assessment
  8. Support, traffic control, resource and supply, hazardous materials, and health and medical
  9. Participate in tests, drills, and exercises
  10. Update and change plans as required

J. Evacuation

- County Sheriff, Municipal Police
  - Cities of Cuba, Steelville, Bourbon
  - Ambulance Districts
1. Develop plans for evacuation from one part of the county to another
  2. Identify potential evacuation routes

3. Identify facilities or individuals with access & functional needs when evacuation is necessary (hospitals, nursing homes, invalids, etc.).
4. Identify "critical" facilities which must be kept in operation
5. Develop guidelines for a continuous and orderly flow of traffic (breakdowns, rest areas, fuel supplies, etc.)
6. Participate in tests, drills, and exercises
7. Update and change plans as required
8. Develop and maintain EPI materials for the public

K. In-Place Shelter

- County Emergency Management Director
  - Cities of Cuba, Steelville, Bourbon
  - Emergency Management Director
1. Assist in developing plans for movement to shelters
  2. Participate in tests, drills, and exercises
  3. Update and change plans as required
  4. Coordinate with Reception and Care, Annex L.

L. Reception and Care

- Ministerial Alliance, Red Cross, Salvation Army
  - Cities of Cuba, Steelville, Bourbon
  - Emergency Management Director
1. Identify facilities that are suitable for temporary lodging and feeding facilities. Contact the owners/managers to insure availability
  2. Develop guidelines for the management of reception and care activities (feeding, registration, lodging, etc.)
  3. Designate certain facilities for institutionalized groups
  4. Develop and have available registration forms that contain pertinent data
  5. Assist in the planning to make food and water available
  6. Develop guidelines to assist evacuees with medical problems



7. Participate in tests, drills, and exercises
8. Update and change plans as required

M. Health and Medical

- County Health Department, County Coroner, Ambulance Services, Missouri Baptist Hospital
  - Cities of Cuba, Steelville, Bourbon
  - Ambulance Districts
1. Develop guidelines that provide for public health sanitation services during an "emergency"
  2. Coordinate disaster plans of area hospitals with this plan to include evacuation and care for those who cannot be evacuated
  3. Develop similar plans and guidelines for nursing homes in the area
  4. Develop plans for mass inoculation against disease
  5. Make provisions for expanded mortuary services
  6. Develop guidelines to augment regular medical staff with other trained persons in the community
  7. Insure that area hospitals have developed guidelines to handle patients contaminated by radiological material
  8. Develop plans to provide medical care at reception centers should people be evacuated into the area
  9. Participate in tests, drills, and exercises
  10. Revise and update plans as required

Terrorism

- County Sheriff, Fire & Rescue and County Health Department
  - Cities of Cuba, Steelville, Bourbon – Chief of Police, Fire Depts. And County Health Dept.
  - Ambulance Districts
1. Manage the incident scene. Set-up IMS to manage/ coordinate with other departments and agencies using the unified Command System.
  2. Determine the nature of the incident.

3. Provide security, maintain order, prevent unauthorized entry, control and re-route traffic and maintain open access/egress for authorized vehicles into the terrorist incident scene.
4. Ensure Scene Security and evidence preservation pending arrival of the FBI, and assist the FBI and other investigative authorities in determining responsibility.
5. Provide information on hazardous material/evaluation and environmental damage assessment.
6. Keep the EOC informed.
7. Monitor response personnel and general public exposure to chemical, biological, and radiological agents.
8. The County Health and Medical Director or a designated representative will assist the PIO on Health and Medical issues and in broadcasts concerning public and individual health issues.

Catastrophic Event Earthquake (Annex O):

- Crawford County – COUNTY COMMISSION & ALL DEPARTMENTS
  - City of Steelville, Bourbon & Cuba – MAYOR & ALL DEPARTMENTS
1. Activate the local EOC. (Once activated, the local EOC is the coordinating point for all local response and recovery activities.)
  2. Serve as the collection point for damage assessment information.
  3. Coordinate the provision of services, equipment, and supplies to support expedient operations associated with an earthquake disaster; for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering time frames following an earthquake.
  4. Identify sites for Points of Distribution (PODS).
  5. Identify sites for Emergency Rest Area Stops.
  6. Identify local staging areas.

Animal Emergencies (Annex P):

- Crawford County – COUNTY COMMISSION & MO DEPT OF AG
  - City MAYORS
1. When an initial suspected case of an FAD/AD is observed, it shall be immediately reported to the MDA and/or the AVIC. This will trigger an FAD/AD investigation by a Foreign Animal Disease Diagnostician (FADD). The FADD will determine the need for a quarantine order based upon the suspected case. Based on sample analysis, the FADD will notify the State Veterinarian of the diagnosis. If necessary, the State Veterinarian will request state EOC activation through proper channels.

2. Oversee the activities of the CAEC (County Animal Emergency Coordinator). Duties of an animal coordinator may include; assisting veterinarians and agriculture officials in making appropriate and timely reports of possible FAD/AD cases; ensuring that the county's veterinarians and other animal health professionals receive communications from the State Veterinarian in a timely manner; consulting with emergency response officials on animal issues during a disaster or emergency operation).
3. Coordinate with the State agricultural and state environmental officials to determine the best methods for disposal of dead animals.
4. Develop a network of organizations and individuals who would have responsibilities in an FAD/AD and maintain their current contact information. (Examples would include; Animal Disaster Response Teams [MDA], Local Veterinary Medical Associations, Local Health Department, Police/Sheriff's Department, Fire Department, Cooperative Extension Service and USDA County Emergency Board).

## **Appendix 3 to the Basic Plan**

### **EMERGENCY (DISASTER) CLASSIFICATION & CONTROL GUIDELINES**

#### **PURPOSE**

To establish emergency/disaster classification and control guidelines for county and/or city officials and emergency response personnel during periods of emergency/disaster.

#### **EMERGENCY CLASSIFICATION**

Level I Emergency is an occurrence that can be handled routinely by one or more departments within the county and/or city. It has the potential to require resources in excess of those available to the responding agency(s) through mutual aid agreements, etc., to bring the situation under control.

Level II Emergency is an occurrence that requires a major response and the significant commitment of resources from several governmental agencies, but will still be within the capabilities of local resources to control. (Example: localized flooding, isolated tornado damage, etc.)

Level III Emergency is an occurrence that requires an extensive response and commitment of resources from all departments/agencies and could necessitate requesting outside assistance from state and federal agencies. (Example: earthquake, major tornado damage over large areas with extensive casualties, extensive flooding or any incident requiring an evacuation of a significant sized area.)

#### **RESPONSE GUIDELINES**

The E-911 dispatcher, upon notification of an emergency, shall notify the officer on duty to respond. (The term E-911 dispatcher when used in these guidelines applies to the Dispatcher at the E-911 Communication Center in Steelville for Crawford County.) Upon notification of a hazardous materials incident, the E-911 dispatcher shall notify the fire department, emergency medical service, law enforcement, and the appropriate Emergency Management Director.

On-scene command and control of the affected area will be established by the first ranking officer of the responding agency at the scene of the incident.

The on-scene commanding officer will maintain radio contact with the dispatcher to advise of the situation and to alert additional response agencies as necessary.

When it becomes apparent to the commanding officer at the scene that control of the incident is beyond the response capabilities of the initial responding agency(s) and the

emergency has escalated from Level I to Level II or higher, the officer will instruct the dispatcher to notify the next in command (i.e., Sheriff, and/or the County Emergency Management Director) of the seriousness of the disaster.

The next in command will in turn, advise the chief elected official (i.e., Presiding Commissioner for Crawford County, or Mayor of the involved municipality) of the situation, at which time a determination will be made as to whether or not the EOC should be activated and personnel should be assembled.

Should it be decided to assemble the EOC staff, each member of the EOC staff will be contacted by the E-911 dispatcher and advised to report to the EOC. The E-911 dispatcher will be assisted by the on-duty personnel at the Sheriffs' department and/or the Emergency Management Director to make the notifications if necessary (See Appendix 2 to Annex A for EOC Staffing Roster/Call-Up List).

After the EOC staff has assembled, it will be determined what personnel will be required to control operations. This determination will be made by the officials present.

## **NOTIFICATION GUIDELINES**

It will be the responsibility of the E-911 dispatcher on duty to notify key government officials and emergency response organizations/departments. The primary methods of communications will be through radio, telephone and/or pagers.

The E-911 dispatcher will have available at the communications center the necessary call-up/notification lists which include names and telephone numbers of individuals and organizations to contact. It is the responsibility of the dispatcher along with each organization /department to see that these lists are kept current.

In some cases it will be the responsibility of the first organization member contacted to notify and/or recall the necessary personnel within that organization to respond to the incident. Therefore, each organization must maintain current internal personnel notification /recall rosters and a means to implement them.

Depending upon the type of emergency, the E-911 dispatcher will notify/warn schools, nursing homes, and places of public assembly. A list of names and telephone numbers to contact is available with the dispatcher. The Emergency Management Director will assist with this notification.

It is the responsibility of the E-911 dispatcher to keep a log of all messages received and sent (See Annex A for copies of message and log forms).

Operational guidelines/checklists will be established and utilized in so far as possible.

Situations requiring notification that are not covered by these checklists will be handled on a case by case basis by the Emergency Management Director and his staff.

## **Appendix 4 to the Basic Plan**

### **GUIDELINES FOR REQUESTING STATE AND FEDERAL ASSISTANCE**

#### **I. STATE AND FEDERAL ASSISTANCE**

A. Assistance from State and/or Federal agencies such as the Department of Conservation, Department of Natural Resources, Corps of Engineers, etc. can be requested directly by calling the appropriate agency (see Attachment A to this Appendix). State and/or Federal assistance may also be requested through the State Emergency Management Agency (SEMA).

#### **B. SEMA Notification**

1. SEMA has a 24-hour telephone number to request assistance in a disaster or an emergency [(573) 751-2748]:
  - a. Working hours: Your call will be answered by SEMA personnel on duty.
  - b. Non-working hours: Leave your name and a call back number. Your call will be returned by the Duty Officer.
2. If the telephone lines are down, the Duty Officer can still be contacted. The Missouri State Highway Patrol can relay the information to Troop F in Jefferson City by radio. During working hours, the Missouri Uniform Law Enforcement System (MULES) can also be used to transmit messages to the MULES terminal in the State Emergency Operations Center.

#### **II. NATIONAL GUARD ASSISTANCE**

#### **A. General Facts**

1. Requests for such assistance can only be made by the chief elected official or his successor as outlined in this plan (See Part VI of the Basic Plan, Continuity of Government).
2. Requests should only be made after local resources are exhausted.
3. The State Emergency Management Agency (SEMA) should be informed prior to making such a request.

B. Guidelines

1. Analyze the situation to determine:
  - a. If a threat to life or property still exists.
  - b. To insure all local resources are committed.
2. Make the request directly to the Governor through SEMA by the quickest means possible. If the telephone or radio is used, a hard copy should follow.

**Attachment A**  
**Appendix 4 to the Basic Plan**

EMERGENCY INFORMATION/ASSISTANCE AGENCIES

**STATE ASSISTANCE**

**PHONE NUMBER**

Governor's Office .....	573/751-3222
Missouri National Guard .....	573/751-9500
Missouri Emergency Response Commission .....	800/634-6946
Division of Environmental Quality (DNR) -24 Hour .....	573/634-2436
Missouri Department of Health .....	573/751-6102
Clean Water Commission.....	816/229-3105
Air Conservation Commission .....	816/232-1321 or 7987
Hazardous Waste Management Commission.....	573/796-4779
State Emergency Management Agency (SEMA) - 24 hour .....	573/751-2748
Missouri Highway Patrol - Troop I - Rolla .....	573/368-2345

**FEDERAL ASSISTANCE**

Federal Emergency Management (National) - 24 hr.....	202/646-2400
Federal Emergency Management, Region VII, Kansas City, Missouri - 24 hr. ....	816/283-7060
Agency for Toxic Substances and Disease Registry - 24 hr .....	404/452-4100
National Response Center - 24 hr.....	800/424-8802
Bomb Disposal and Explosive Ordnance Team - U. S. Army, Fort Leonard Wood - 24 hr .....	573/596-3814
Nuclear Regulatory Commission - 24 hr.....	301/951-0550
U.S. Department of Energy - Radiological Assistance - 24 hr.....	202/586-8100
U.S. Department of Treasury - Bureau of Alcohol, Tobacco, and Firearms.....	816/426-7188
U.S. Environmental Protection Agency (EPA) .....	913/236-3778
EPA, Region VII, Kansas City, KS.....	913/236-2806
U.S. Department of Transportation .....	202/426-1830
U.S. Department of Agriculture - Forest Service - Washington, D.C.....	703/235-8019
Corps of Engineers, St. Louis District.....	314/331-8000
National Weather Service (St. Louis).....	314/447-1876

**OTHER EMERGENCY ASSISTANCE**

CHEMTREC, CHEMNET, CHLOREP, NACA - 24 hr.....	800/424-9300
Association of American Railroads - Bureau of Explosives - 24 hr .....	202/639-2222



## **Appendix 5 to the Basic Plan**

### **CRAWFORD COUNTY HAZARD ANALYSIS**

This Appendix is designed to provide an overview of the hazards that could affect Crawford County. In general, hazards can be placed into two (2) categories: Natural and Technological/Manmade.

#### **NATURAL HAZARDS**

##### **TORNADO**

Since Missouri lies in the heart of the nation's "tornado alley", its' residents are particularly vulnerable to tornadoes. Seventy percent (70%) of Missouri's tornadoes occur during the months of March, April, May, and June, but a tornado can occur at any time of the year. From 1950-2000, Crawford County has recorded 12 tornado touchdowns; consequently, Crawford County is considered at risk to tornadoes. Fortunately, there were no reported deaths.

##### **WINTER STORMS**

Although excessive snowfalls with prolonged severe cold or storms producing blizzard conditions are rare in Missouri, they do occur. Most snowfall usually occurs during the months of December, January, and February. Southern Missouri counties average 8-12 inches of snow a year.

A large winter storm accompanied by severe cold could cause numerous secondary hazards such as power failure, transportation incidents and fuel shortages.

##### **FLOOD**

The flooding potential in Crawford County stems from the Meramec River, Courtois Creek, Little Bourbeuse River, and Huzzah Creek. Flooding could potentially occur anywhere in the County along these waterways. Flash flooding is the most common, and most dangerous, type of flooding the County has experienced in the past.

Crawford County participates in the National Flood Insurance Program. For additional information see Attachment A to this Appendix.

##### **EARTHQUAKE**

Although earthquakes in the Midwest occur less frequently than on the West Coast, the threat of earthquake to Missouri residents is high. For more information, see Attachment B to this Appendix.

##### **DROUGHT**

Drought is defined as a prolonged period with no rain that can affect agricultural areas and

impact water supply systems. Because of its geographical location and characteristic weather patterns, Missouri is vulnerable to drought conditions. Agricultural droughts are the most common of record particularly those afflicting corn crop yields. Crawford County is located in Region A (southeast Missouri) and has very little drought susceptibility. Surface and groundwater resources are generally adequate for domestic, municipal and agricultural needs. During the Drought of 1999-2000, for example, counties in this area remained in the lowest drought stage (Phase I, Advisory Level) from fall of 1999 until mid-July 2000 when the Drought Assessment Committee assessed area conditions as Phase II, Alert Level with most other areas of the state.

### HEAT WAVE

A heat wave is defined by the National Weather Service as three consecutive days of 90 degree Fahrenheit plus temperatures. These high temperatures generally occur from June through September but are most prevalent in the months of July and August. Heat waves are often a major contributing factor to power outages (brownouts, etc) as the high temperatures result in increased demand for electricity for cooling purposes. Power outages for prolonged periods increase the risk of heat stroke and subsequent fatalities due to loss of cooling and proper ventilation. Based on information from the Department of Health and the National Weather Service, the State rates the probability as moderate and severity as moderate, but could be upgraded to severe.

### WILD FIRES

A wildfire is the uncontrolled burning in grasslands, brush, or forest / woodlands. The majority of fires and the greatest acreage loss will occur during the spring fire season, which is normally between February and May and July, August and September. During the spring of 2000, more than 70 brush and wildfires erupted around the state, prompting the Governor to declare a State of Emergency. The state received a federal grant to offset the costs of fire suppression for some local fire departments/districts.

### OTHER

Additional natural hazards that could affect Crawford County include sleet and hail, high winds, excessive rain, and lightning.

## **TECHNOLOGICAL/MANMADE HAZARDS**

### HAZARDOUS MATERIALS

Crawford County is prone to hazardous materials incidents from both fixed facilities and transportation accidents on highways (i.e. I-44), waterways, airways and railways (Burlington Northern/Santa Fe). For additional information, see the MERAMEC Region Hazardous Materials Response Plan.

## TRANSPORTATION ACCIDENT

This type of incident involves passenger air or rail travel that results in death or serious injury. The Burlington Northern/Santa Fe Railroad operates in Crawford County. The nearest airport is located in Cuba, Missouri. Transportation incidents involving hazardous materials are covered by the MERAMEC Region Hazardous Materials Response Plan.

## POWER FAILURES

The loss or interruption of power can cause significant problems for the businesses and residents of Crawford County. Power failures can result from another disaster (i.e. tornado, winter storm) or it can occur on its own.

## FIRES

Fire can be structural, urban or wild and is the primary cause of accidental death in the United States, surpassing floods, automobile accidents, and other disasters. Twenty (20) times more deaths are caused by fire than by floods, hurricanes, tornadoes, and earthquakes combined. The probability of structural fire is high and the severity is considered moderate. The probability of wild fires is considered moderate and the severity is considered low to moderate.

## DAM FAILURE

There are seventy – four (74) dams in Crawford County (according to the 2000 U.S. Army Corps of Engineers inventory). Three additional dams are included at the end of the listing because they were not included in the 1980 inventory. The information on these structures was obtained from the Missouri Department of Natural Resources. For a map and listing of these dams see Attachment C to this Appendix. The partial or complete collapse of any of these structures has the potential to cause flooding problems in the county.

## PIPELINES

Crawford County is traversed by a natural gas pipeline and an ammonia pipeline system. The disruption of these systems by natural or man-made causes could have devastating effects on the citizens, property, and environment in Crawford County. Potential emergencies which could result from the disruption of this system include: explosions, fires, leaks, etc. A map of the system is included as Attachment D to this Appendix.

## TERRORISM

Terrorism as defined by the FBI includes “the unlawful use of force or violence, committed by a group(s) of two or more individuals, against personal property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.” According to the FBI there are two types of terrorism: Domestic and International terrorism.

Terrorism can take place in place in various forms, depending on the technological means

available to the terrorist group, the nature of the political issue motivating the attack, and the points of weakness of their target. Potential terrorist actions include: bombings, airline attacks, nuclear/biological/chemical attacks, infrastructure attacks, arson and kidnapping/assassinations. The mass murder of more than 300 people in the tragic events of September 11, 2001, and the subsequent criminal mailings of anthrax letters which caused death and illness, disrupted government services and the Postal Service for months underscore the new heights terrorism has taken with the use of Weapons of Mass destruction and bio-terrorism.

Although Missouri has identified several different extremist groups operating here, there have been no indications of any specific terrorist activities. The potential does remain for some new extremist and/or terrorist group to move into the state. An open society such as ours, which is dependent upon technology for its continued smooth operation, remains a potential target for terrorists.

Additional information on terrorism is found in Annex N.

### PUBLIC HEALTH EMERGENCY

Public health emergencies can take many forms - disease epidemics, large-scale incidents of food or water contamination, or extended periods without water and sewer services. There can also be harmful exposure to chemical, radiological or biological agents, and large-scale infestations of disease-carrying insects or rodents. Public health emergencies can occur as primary events by themselves, or they may be secondary events to another disaster or emergency, such as flood, tornado, or hazardous material incidents. The common characteristic of most public health emergencies is that they adversely impact a large number of people. They can be statewide, regional or localized.

In particular, two public health hazards have recently emerged as issues of great concern. One would be the intentional release of a radiological, chemical, or biological agent, as a terrorist act of sabotage, to adversely impact a large number of people. The second would be the spread of the west Nile virus transmitted by insect bites such as by mosquitoes.

### CIVIL DISORDER

Any incident intended to disrupt community affairs and requiring police intervention to maintain public safety. Civil disorder includes the following types: riots, strikes resulting in violence, and demonstrations resulting in police intervention and arrests. Although, the target areas are generally more easily defined, areas subject to riots or demonstration may encompass large portions of the community. The types of facilities that could be targets of such activity include government buildings, military bases, schools/universities and correctional facilities.

## **Attachment A To Appendix 5**

### **FLOOD INSURANCE**

#### NATIONAL FLOOD INSURANCE PROGRAM

- A. The National Flood Insurance Program (NFIP) is in effect in Crawford County.
- B. Crawford County and the communities of Steelville and Sullivan are participating in the regular flood program. Flood insurance is available for persons in these jurisdictions.
  - 2. Flood maps are available for Crawford County, Steelville and Sullivan. These flood maps delineate the flood areas and thus show where evacuation would be likely should unfavorable weather conditions persist.
  - 3. Bourbon and Leasburg had their flood maps rescinded because of no special flood hazard area.
- C. The community of Cuba had their flood map rescinded not because of no special flood hazard area, but because the community has not joined the flood program. Therefore, the residents cannot purchase flood insurance.
- D. Due to the quantity and size of flood maps available for Crawford County and the municipalities, they are not reproduced in this plan. Copies of the County flood maps are available in the County Clerk's office. Copies of the maps for the various municipalities are available in the respective community's City Hall.

**Addendum to Attachment A To Appendix 5**

**CRAWFORD COUNTY FLOOD PLAIN MAP INFORMATION**

COMMUNITY NAME	DATE OF CURRENT EFFECTIVE MAP/ MAP INDEX	NFIP STATUS & DATE	NFIP COMM. NUMBER	(# POLICIES) REMARKS
1. Crawford County (Unincorporated Areas)	5/1/1987	(R) - 5/1/87- Participating	290795	Map has 10 digit ID number.
2. Steelville	11/25/1977	(R) - 2/13/76 Participating	290114	Map has 10 digit ID number (County Seat)
3. Sullivan	6/15/1981	(R) -6/15/81 Participating	290136	Map has 10 digit ID number

Key:

- (S) = Sanctioned
- (R) = Regular
- (X) = Never Mapped
- (M) = Map Rescinded

(The above mentioned maps for Crawford County are available in the County Planning and Zoning Office, while the various city maps are available in the respective community's City Hall).

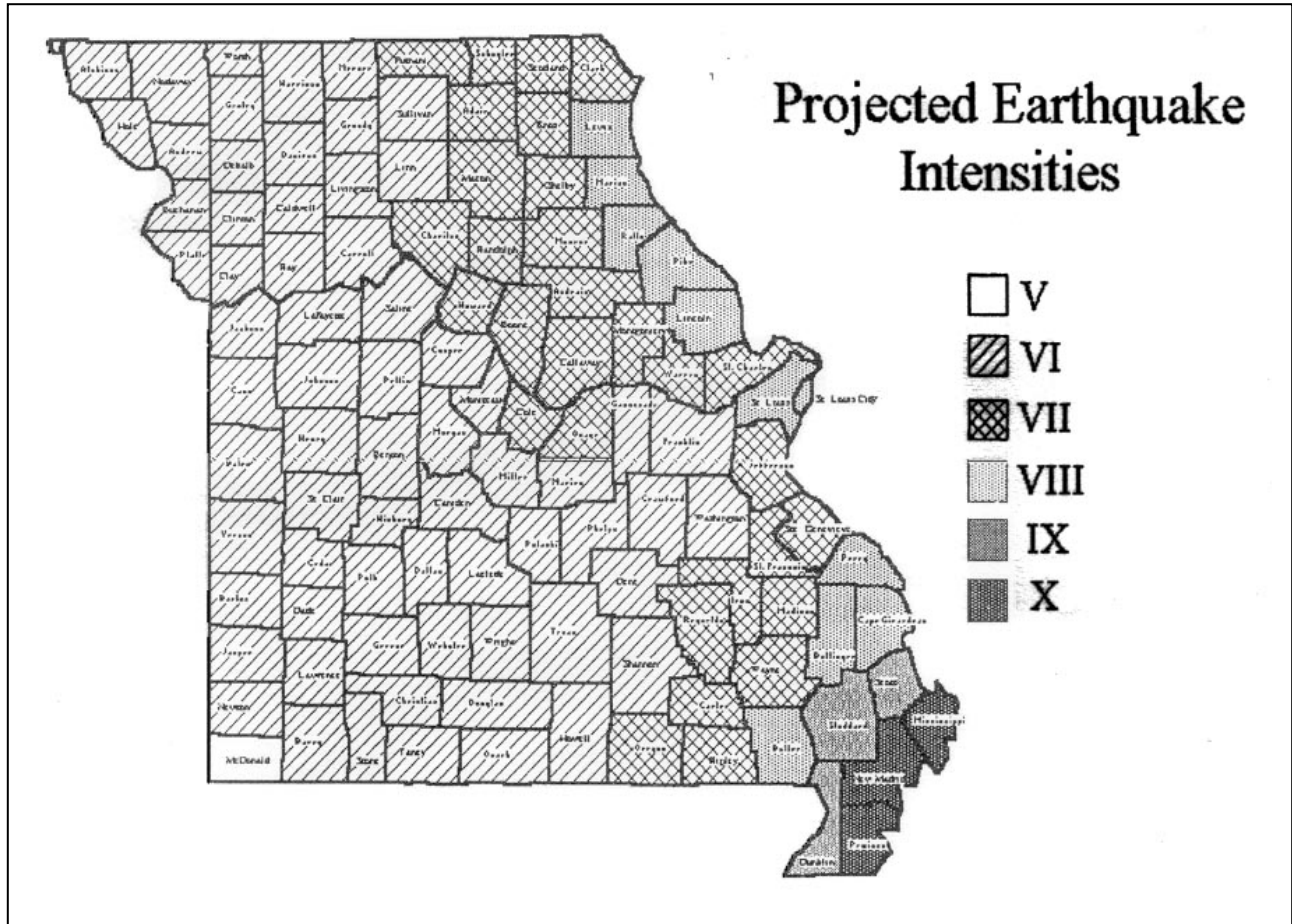
## **Attachment B To Appendix 5**

### **EARTHQUAKE RESPONSE**

- A. The New Madrid Seismic Zone is centered in Southeast Missouri and Northeast Arkansas, but extends into parts of Illinois, Indiana, Kentucky, Mississippi, and Tennessee. The region is considered to pose the greatest danger in the United States and has the highest seismicity level of any area east of the Rocky Mountains. Due to the geology of the area, damages could be spread over a large area of the United States.
- B. The addendum to this attachment illustrates the projected Modified Mercalli intensities for Missouri should a 7.6 magnitude earthquake occur anywhere along the New Madrid Seismic Zone. Crawford County can expect to feel the effects of a VI intensity on the Modified Mercalli scale. (See the Addendum for a list of these effects.)
- C. Earthquakes are more likely to hinder emergency operations than most other disasters or emergencies (i.e. difficulties coordinating services and acquiring resources could be much more critical).
- D. A moderate to major earthquake along the New Madrid Seismic Zone could cause injuries and casualties, as well as serious damage to highways, bridges, communications, and utilities.
- E. A seismic event could trigger numerous secondary hazards, such as fires, landslides, flooding, explosions, dam failures, and hazardous materials incidents.
- F. An earthquake along the New Madrid Seismic Zone could quickly overwhelm a jurisdiction's ability to adequately respond to the situation:
  - 9. Access to and from the damaged area may be severely restricted for hours at least, if not days.
  - 10. Communications and life-support systems may be severely hampered or destroyed.
  - 11. Seismic-caused ground motions and its resulting damages may vary within a geographical region. There could be heavy damage in one area and only slight damage in another area.
  - 12. Initial reports of the earthquake may not reflect the true nature of the problem.
  - 13. A catastrophic earthquake would result in an immediate declaration of a "State of Emergency" by the Governor, followed later by a Presidential Disaster Declaration: This would allow the state and federal emergency operations to begin.
  - 14. Local jurisdictions may have to operate independently with no outside assistance for the first 72 hours after an earthquake, before the state and federal assistance arrives.

**Addendum to Attachment B To Appendix 5**

**PROJECTED EARTHQUAKE INTENSITIES**

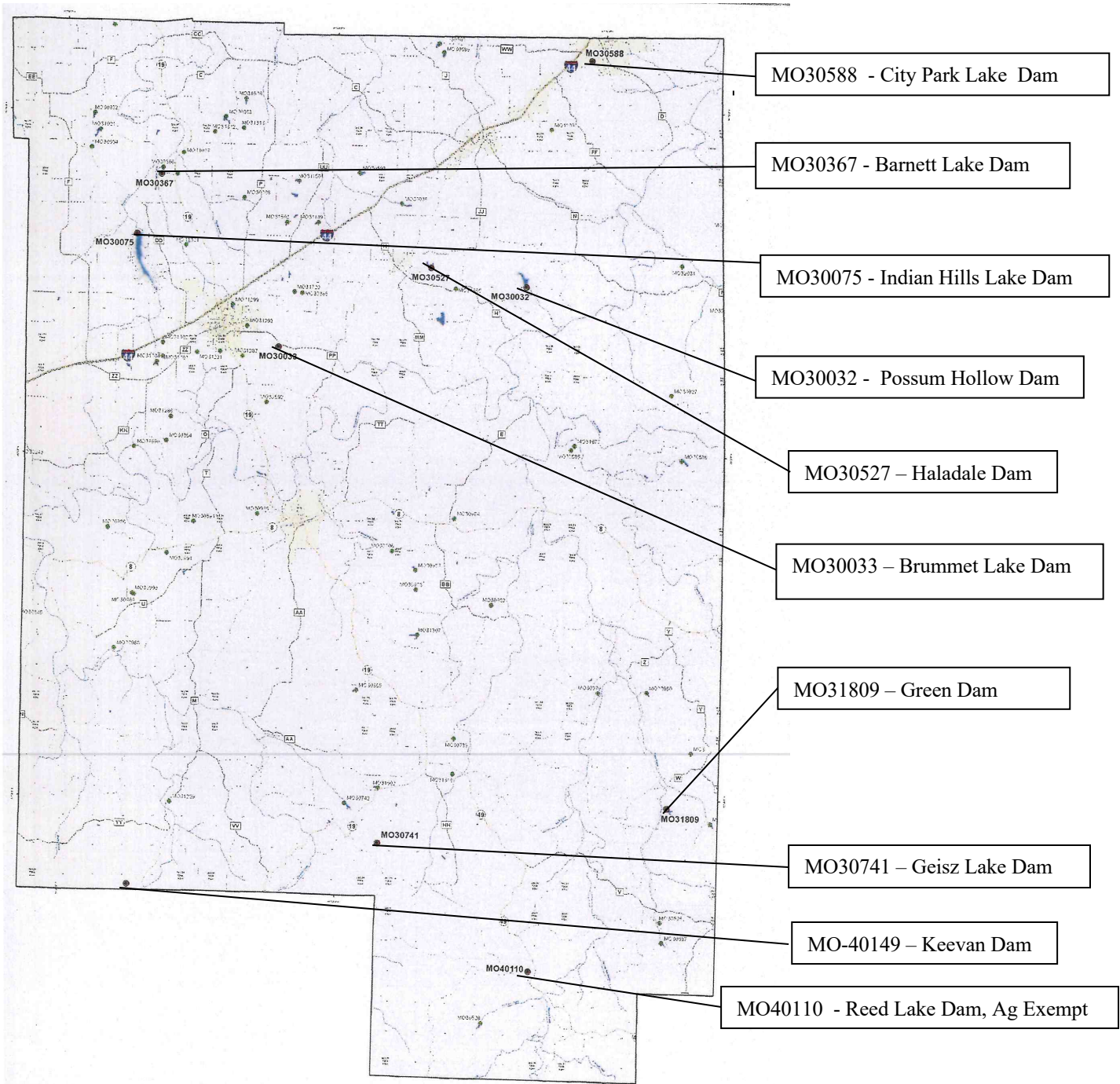


This map shows the highest projected Modified Mercalli intensities by county from a potential magnitude 7.6 earthquake whose epicenter could be anywhere along the length of the New Madrid Seismic Zone.

Earthquake effects - Intensity VI: Everyone feels movement. Poorly built buildings are damaged slightly. Considerable quantities of dishes and glassware and some windows, are broken. People have trouble walking. Pictures fall off walls. Objects fall from shelves. Plaster in walls might crack. Some furniture is overturned. Small bells in churches, chapels, and schools ring.



# Attachment C to Appendix 5 CRAWFORD COUNTY DAM LOCATIONS



## Addendum to Attachment C to Appendix 5 CRAWFORD COUNTY DAM INVENTORY



### Missouri Dam Report by County



#### CRAWFORD

<u>ID Number</u>	<u>Location</u>	<u>Year Complete</u>	<u>Height (ft)</u>	<u>Length (ft)</u>	<u>Drainage Area (acre)</u>	<u>Lake Area (acre)</u>	<u>Hazard Class</u>	<u>Permit Number</u>
<b>ALEXANDER LAKE DAM</b>								
MO31311	S02 T39N R05W	1956	25.00	Unknown	70.00	3.00	3	
<b>ASHER LAKE DAM (SHALLOW)</b>								
MO30739	S04 T36N R03W	1963	25.00	Unknown	140.00	1.00	3	
<b>BALLARD LAKE SECT 14 DAM</b>								
MO30742	S14 T36N R04W	1970	30.00	Unknown	1,263.00	28.00	2	
<b>BALLARD LAKE-SECT 13 DAM</b>								
MO31502	S13 T36N R04W	1800	25.00	Unknown	45.00	6.00	3	
<b>BARNETT LAKE DAM</b>								
MO30367	S02 T39N R05W	1964	35.00	570.00	34.00	7.00	3	R-391
<b>BAUMSTARK LAKE DAM</b>								
MO30585	S18 T38N R02W	1974	34.00	Unknown	25.00	4.00	3	
<b>BIG LAKE DAM</b>								
MO30987	S08 T37N R03W	1968	34.00	Unknown	80.00	7.00	1	
<b>BRUMMET LAKE DAM (DRY)</b>								
MO30033	S33 T39N R04W	1972	37.00	510.00	305.00	15.00	2	R-465
<b>BUDGET BUSTER DAM</b>								
MO31305	S21 T39N R03W	1965	25.00	Unknown	60.00	4.00	3	
<b>CARDON LAKE DAM</b>								
MO31307	S20 T37N R03W	1975	34.00	Unknown	445.00	19.00	3	
<b>CASTANIS LAKE DAM</b>								
MO31023	S31 T39N R04W	1970	30.00	Unknown	85.00	4.00	3	
<b>CATTINARI LAKE DAM</b>								
MO32031	S14 T39N R02W	0	31.00	Unknown	0.00	14.00	3	
<b>CITY PARK LAKE DAM</b>								
MO30588	S20 T40N R02W	1941	53.00	260.00	53.00	6.00	1	R-351
<b>COBINE'S FOLLY DAM</b>								
MO30982	S15 T37N R03W	1969	25.00	Unknown	40.00	3.00	2	
<b>CUBA FISH FARM DAM</b>								
MO30385	S21 T39N R04W	1968	30.00	Unknown	320.00	12.00	3	
<b>DAM VERA</b>								
MO30988	S22 T37N R05W	1963	25.00	Unknown	25.00	3.00	3	
<b>DURBIN LAKE DAM</b>								
MO31287	S05 T38N R04W	1800	25.00	Unknown	15.00	4.00	2	
<b>EICKHOFF LAKE DAM</b>								
MO31312	S31 T40N R04W	1800	25.00	Unknown	50.00	3.00	2	
<b>ELDERS LAKE DAM (DRY)</b>								
MO30592	S08 T38N R04W	1965	29.00	Unknown	234.00	14.00	2	
<b>FIELD LAKE DAM</b>								
MO30983	S08 T37N R03W	1965	25.00	Unknown	152.00	5.00	2	
<b>FORD LAKE DAM</b>								
MO31720	S21 T39N R04W	1800	25.00	Unknown	60.00	8.00	3	
<b>FORESTER LAKE DAM</b>								
MO31317	S15 T40N R05W	1965	30.00	Unknown	110.00	5.00	2	
<b>FOX SPRING LAKE DAM</b>								
MO31890	S15 T38N R05W	1985	28.00	Unknown	105.00	4.00	3	
<b>FRERICHS SEC-22 LAKE DAM</b>								
MO31021	S33 T40N R05W	1971	30.00	Unknown	700.00	15.00	3	
<b>FRERICHS SECT-4 LAKE DAM</b>								
MO30594	S04 T39N R05W	1973	20.00	Unknown	284.00	8.00	2	



## Missouri Dam Report by County

### CRAWFORD

ID Number	Location	Year Complete	Height (ft)	Length (ft)	Drainage Area (acre)	Lake Area (acre)	Hazard Class	Permit Number
<b>FRUMAR LAKE DAM</b>								
MO30989	S15 T37N R05W	1973	25.00	Unknown	50.00	3.00	3	
<b>GEISZ LAKE DAM</b>								
MO30741	S30 T36N R03W	1974	37.00	700.00	40.00	4.00	1	R-167
<b>GOULD LAKE DAM</b>								
MO31303	S02 T38N R05W	1800	18.00	Unknown	72.00	7.00	3	
<b>GREEN DAM</b>								
MO31809	S15 T36N R02W	1977	51.00	400.00	365.00	13.00	2	R-369
<b>HAAS, R. &amp; HECK, A. DAM</b>								
MO30526	S03 T35N R02W	1965	16.00	Unknown	721.00	5.00	1	
<b>HALADALE DAM</b>								
MO30527	S17 T39N R03W	1960	38.00	960.00	187.00	28.00	2	R-144
<b>HEDRICK LAKE DAM</b>								
MO31286	S14 T38N R05W	1962	30.00	Unknown	145.00	3.00	3	
<b>HELMERING FARMS DAM</b>								
MO30365	S36 T37N R04W	1952	20.00	Unknown	230.00	8.00	3	
<b>HOLIDAY LAKE DAM</b>								
MO30587	S10 T35N R02W	1972	24.00	Unknown	909.00	11.00	1	
<b>HOLIFIELD LAKE DAM</b>								
MO30986	S33 T38N R05W	1972	25.00	Unknown	22.00	3.00	3	
<b>HOLMSTROM NORTH LAKE DAM</b>								
MO31150	S04 T39N R04W	1800	23.00	Unknown	65.00	5.00	3	
<b>HOLMSTROM SOUTH LAKE DAM</b>								
MO30308	S04 T39N R04W	1964	28.00	Unknown	195.00	15.00	3	
<b>HUBBMAN LAKE DAM</b>								
MO31316	S09 T36N R03W	1800	25.00	Unknown	260.00	6.00	3	
<b>INDIAN HILLS LAKE DAM</b>								
MO30075	S10 T39N R05W	1960	50.00	1,300.00	9,714.00	355.00	3	R-040
<b>J. BRISTOW LAKE DAM</b>								
MO30985	S32 T38N R04W	1966	30.00	Unknown	205.00	5.00	1	
<b>JELLYSTONE PARK DAM</b>								
MO31503	S09 T39N R04W	1976	27.00	Unknown	80.00	6.00	2	
<b>KAMLER LAKE DAM</b>								
MO31299	S30 T39N R04W	1800	25.00	Unknown	25.00	8.00	2	
<b>KEENEY LAKE DAM</b>								
MO31304	S02 T38N R05W	1976	15.00	Unknown	450.00	12.00	3	
<b>KEEVEN DAM</b>								
MO40149		20060	37.30	628.00	694.00	23.00	2	
<b>KEMP LAKE DAM</b>								
MO30035	S06 T39N R03W	1937	22.00	Unknown	519.00	18.00	1	
<b>KLONTZ LAKE DAM</b>								
MO30593	S02 T39N R04W	1966	32.00	Unknown	105.00	15.00	3	
<b>KOZLOWSKI LAKE DAM</b>								
MO31638	S29 T40N R04W	1978	25.00	Unknown	590.00	15.00	2	
<b>KREKELER LAKE DAM</b>								
MO31019	S01 T39N R05W	1963	26.00	Unknown	110.00	4.00	3	
<b>LERWICK LAKE DAM</b>								
MO31302	S35 T39N R05W	1972	32.00	Unknown	300.00	5.00	3	
<b>MATTHEWS LAKE DAM</b>								
MO31149	S10 T39N R04W	1977	25.00	Unknown	150.00	6.00	3	

## Missouri Dam Report by County

### CRAWFORD

<u>ID Number</u>	<u>Location</u>	<u>Year Complete</u>	<u>Height (ft)</u>	<u>Length (ft)</u>	<u>Drainage Area (acre)</u>	<u>Lake Area (acre)</u>	<u>Hazard Class</u>	<u>Permit Number</u>
<b>MONONAME 133</b>								
MO30306	S31 T38N R03W	1960	15.00	Unknown	150.00	7.00	3	
<b>MONONAME 352</b>								
MO30528	S27 T35N R03W	1970	26.00	Unknown	314.00	9.00	3	
<b>MONONAME 410</b>								
MO31027	S10 T38N R02W	1972	14.00	Unknown	250.00	10.00	3	
<b>MONONAME 717</b>								
MO30926	S02 T36N R02W	1800	25.00	Unknown	304.00	32.00	3	
<b>MONONAME 718</b>								
MO30925	S24 T36N R02W	1963	19.00	Unknown	173.00	4.00	3	
<b>MONONAME 845</b>								
MO30979	S29 T37N R02W	1967	20.00	Unknown	112.00	15.00	3	
<b>MONONAME 846</b>								
MO30980	S34 T37N R02W	1971	25.00	Unknown	283.00	18.00	3	
<b>MONONAME 852</b>								
MO30984	S33 T38N R03W	1951	20.00	Unknown	87.00	12.00	3	
<b>MONONAME 860</b>								
MO30991	S35 T38N R05W	1974	20.00	Unknown	46.00	10.00	3	
<b>NEILL LAKE DAM</b>								
MO31313	S32 T40N R04W	1800	25.00	Unknown	63.00	4.00	3	
<b>NOLIE LAKE NORTH DAM</b>								
MO30590	S16 T40N R03W	1960	29.00	Unknown	360.00	12.00	3	
<b>NOLIE LAKE SOUTH DAM</b>								
MO30589	S16 T40N R03W	1960	25.00	Unknown	150.00	14.00	3	
<b>PAPIN LAKE DAM</b>								
MO30364	S14 T38N R05W	1967	33.00	Unknown	550.00	8.00	2	
<b>PLOCH LAKE DAM</b>								
MO31229	S24 T36N R05W	1964	25.00	Unknown	55.00	3.00	2	
<b>POSSUM HOLLOW DAM</b>								
MO30032	S23 T39N R03W	1973	39.00	900.00	4,573.00	60.00	3	R-131
<b>RAMSTEIN LAKE DAM</b>								
MO11008	S36 T40N R03W	1955	20.00	Unknown	20.00	8.00	3	
<b>REED LAKE DAM</b>								
MO40110	S13 T35N R03W	2001	47.00	630.00	40.00	4.30	3	Ag Exempt
<b>REILLY LAKE DAM</b>								
MO30366	S02 T39N R05W	1964	32.00	Unknown	32.00	4.00	3	
<b>RIVER OAKS RANCH DAM</b>								
MO31977	S18 T38N R02W	1982	32.00	Unknown	45.00	4.00	3	
<b>RUTZ LAKE DAM</b>								
MO31292	S32 T39N R04W	1977	25.00	Unknown	25.00	3.00	2	
<b>SEIDL LAKE DAM</b>								
MO30990	S15 T37N R05W	1968	25.00	Unknown	13.00	3.00	3	
<b>SKINNER-SORTH-KOCH-KREIDER LAKE DAM</b>								
MO30362	S33 T40N R05W	1963	30.00	Unknown	240.00	8.00	3	
<b>SMITH LAKE(TOO SMALL)</b>								
MO30591	S36 T38N R05W	1971	23.00	Unknown	20.00	1.00	3	
<b>STUBBLEFIELD LAKE DAM</b>								
MO30363	S32 T40N R04W	1964	30.00	Unknown	170.00	18.00	1	
<b>SUTTER LAKE DAM</b>								
MO31301	S13 T39N R05W	1974	32.00	Unknown	130.00	9.00	2	

## Missouri Dam Report by County

 Regulated  
 Agriculture Exempt

### CRAWFORD

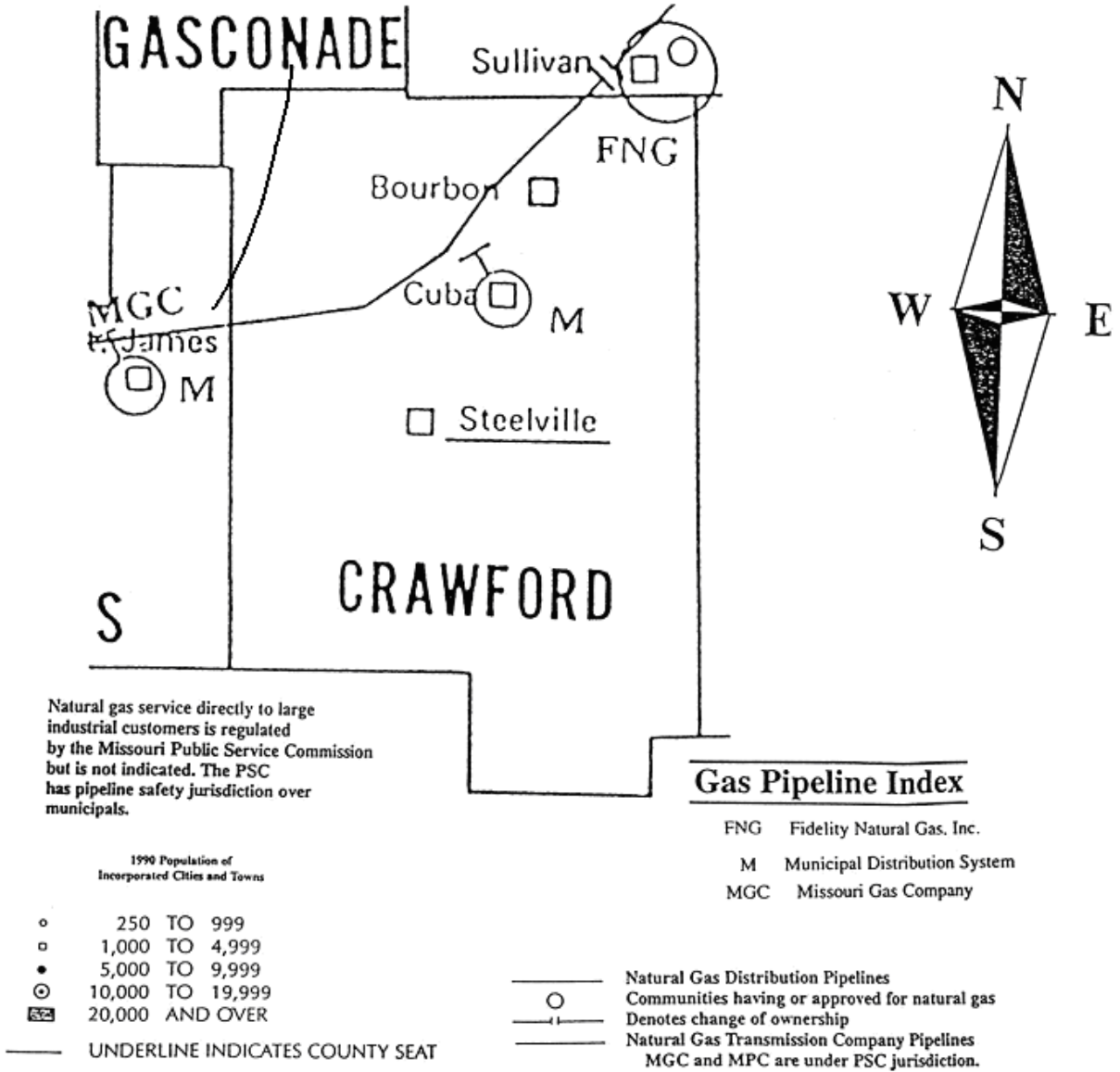
<u>ID Number</u>	<u>Location</u>	<u>Year Complete</u>	<u>Height (ft)</u>	<u>Length (ft)</u>	<u>Drainage Area (acre)</u>	<u>Lake Area (acre)</u>	<u>Hazard Class</u>	<u>Permit Number</u>
<b>THUNDER VALLEY FARM DAM</b>								
MO30586	S23 T38N R02W	1971	30.00	Unknown	1,900.00	22.00	2	
<b>WEISEL LAKE DAM</b>								
MO31291	S36 T39N R05W	1962	25.00	Unknown	45.00	3.00	3	

### **SUMMARY**

Regulated Dams: 10	Total:	<b>31,053.00</b>	<b>1,090.30</b>
Total Dams: 77	Average:	<b>27.95</b>	<b>14.16</b>

Attachment D To Appendix 5

NATURAL GAS AND AMMONIA PIPELINES



## ANNEX A

### DIRECTION AND CONTROL

#### I. PURPOSE

When an emergency occurs, centralized direction and control is required to facilitate coordinated responses by the chief executive and key staff, emergency support service personnel, and representatives of private sector organizations or individuals who have assigned emergency responsibilities. The most effective way to exercise direction and control under emergency conditions is to provide a single site for key officials -- an emergency operations center (EOC).

This annex will develop a capability for the chief executives and key local officials of Crawford County to direct and control response and recovery operations from a centralized facility in the event of an emergency.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Crawford County is subject to many hazards (as stated in the Basic Plan, Hazard Analysis) that would require the use of a centralized emergency operating area to facilitate policymaking, coordination, and control of operating forces in a large scale emergency situation.
2. Crawford County and its incorporated subdivisions are separate entities and thus will control operations from EOCs within their respective jurisdictions. If the incorporated subdivisions do not have an emergency management organization, the county will assume that role upon request.
3. Crawford County will direct and control operations from the E-911 Communications Center in Steelville, hereafter designated as the primary emergency operations center (EOC). The City of Cuba will direct and control operations from their EOC.
4. The E-911 Communications Center is staffed 24 hours a day and has the communications equipment to communicate with County, City, State departments or agencies. This includes contact with the State Highway Patrol, Troop I in Rolla; area fire and police departments; and local government agencies.
5. The Cuba Police Department, 602 S. Franklin St. in Cuba, will serve as the alternate County EOC. The primary EOC for the City of Cuba will be at 602 S. Franklin St. The alternate EOC for the City of Cuba is located at the Public

Works Building located at Highway P and Industrial Drive. Radio and telephone communications are available at this location as well as an emergency generator. This facility would become the alternate site for all county officials and departments/agencies having emergency functions. The second and third alternate EOC's are the Steelville and Bourbon Police Departments, respectively.

6. On-site direction and control can also be established if necessary. The Sheriff's Department can provide a patrol car equipped with radio communications. The patrol car could be placed at any location in the county providing a good communications base for conducting emergency operations.

#### B. Assumptions

1. The EOC Direction and Control guidelines described in this annex will be adequate for all disaster conditions that could arise in Crawford County.
2. When an emergency/disaster occurs or threatens to occur, the EOC will be activated in a timely manner. Local officials will respond as directed in this annex and Appendix 3 to the Basic Plan.
3. Should a total evacuation become necessary, operations can be successfully controlled from nearby safe locations.
4. Close coordination must be maintained between the EOC and the disaster scene to identify special considerations, secondary threats, and available resources.

### III. **CONCEPT OF OPERATIONS**

#### A. General

1. The EOC and emergency response personnel will be activated according to the guidelines outlined in Appendix 3 to the Basic Plan.
2. In most cases the composition of the necessary operational staff will be determined after all personnel have been called in and are present.
3. Space will be provided in the EOC for the chief executive and principal advisors, damage assessment staff, the public information officer, and a hazardous materials coordinator unless an on-scene incident command post is deemed necessary. The majority of agencies will operate from the EOC with the exception of those agencies with numerous records and files who will send a representative to the EOC when called upon to do so.
4. Each emergency support service will designate a representative to report to the EOC during an emergency to advise decision makers and coordinate its own



service's response effort with other responding organizations/agencies.

5. The Emergency Management Director must maintain the capability to activate the EOC on short notice and maintain a continuous 24-hour a day manning of emergency response jobs (EOC staff, emergency support services, dispatchers, shelter teams, etc.). This will include setting up work shifts (i.e., 8 hours, 12 hours, etc.).
6. Those organizations and agencies providing emergency response personnel must include in their standard operating guidelines (SOG's) the specific emergency authorities that may be assumed by a designated successor during emergency situations. The circumstances under which this authority would become effective and when it would be terminated should also be identified.
7. Although the elected government officials and department heads will control operations, the Emergency Management Director will manage the EOC.
8. A log will be kept in the EOC to record significant events and key information related to the disaster during an emergency situation. See Appendix 3 to this annex for log form.
9. The decision to discontinue operations will be made by the chief executive.
10. In the event of a terrorist incident, local EOC operations would be coordinated with the establishment of a Joint Operations Center (JOC), with the Federal Bureau of Investigation (FBI) as the lead federal agency (LFA). The FBI would work with state and local law enforcement officials, and federal, state and local emergency management officials in a coordinated response. As the crisis phases down, the role switches to the Federal Emergency Management Agency (FEMA) as the Lead Federal Agency for disaster recovery. For local EOC operations, officials may designate a point of contact to the Joint Operations Center or have a liaison positioned at this facility for coordination purposes.

#### B. Actions to be Taken by Operating Time Frames

1. Mitigation
  - a. Analyze potential disasters (See Situation and Assumptions, Basic Plan) and expand EOC capabilities to meet all situations.
  - b. Identify agencies, facilities, personnel, and resources necessary to support EOC operations.
  - c. Develop guidelines for upgrading the EOC.
  - d. Train Direction and Control staff in EOC guidelines (tests and exercises).

- e. Develop a public information program to exercise citizen awareness of the EOC facility and its purpose. Conduct tours and give briefings as necessary.
- f. Develop plans to relocate EOC operations should it become necessary.
- g. Prepare displays and acquire other equipment necessary for EOC operations.
- h. Develop a media and rumor control program.
- i. Stock administrative supplies and equipment.
- j. Develop a method for message handling within the EOC.
- k. Develop EOC security guidelines.
- l. Conduct exercises and critiques of EOC guidelines with all EOC staff.
- m. Develop information packets to be distributed to Direction and Control staff when the EOC is activated. These packets should contain, but not be limited to, the following:
  - 1) EOC SOG
  - 2) EOC layout/floor plan
  - 3) Message handling guidelines to include receiving, transmitting, preparing and logging.

## 2. Preparedness

- a. Alert appropriate staff depending upon the potential situation and activity required.
- b. Take actions as necessary (issue warnings and disseminate public information, etc.).
- c. Test communications.
- d. Inventory equipment and supplies and alleviate shortages.
- e. Establish contact with higher levels of government and neighboring jurisdictions.
- f. Initiate EOC security guidelines.
- g. Alert participating organizations outside of government.
- h. Conduct initial staff briefing and establish work and briefing schedule.

3. Response
  - a. Coordinate actions as required by the situation.
  - b. Begin damage assessment operations to establish situations reports.
  - c. Conduct a regular situation briefing to include reports from operating departments/agencies.
  - d. Report situation to higher levels of government.
  - e. Maintain record of all actions taken to include messages received or sent.
  - f. Continue this level of activity until recovery begins.
  - g. Maintain alert status until situation changes or stand-down is given
4. Recovery
  - a. Tabulate damage to include displaced persons and request outside assistance if necessary.
  - b. Assimilate expenditure data and cost figures for payment.
  - c. Repair equipment and replenish supplies.
  - d. Begin deactivation of the EOC as conditions permit.
  - e. Conduct critiques and initiate actions to improve capabilities.
  - f. Prepare and submit after-action reports to the State Emergency Management Agency.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

The Direction and Control (EOC) function will be organized as shown by the chart in Appendix 1 of this Annex.

##### **B. Assignment of Responsibilities**

1. The responsibility for overall direction and control of operations rests with the elected official of the jurisdiction (i.e., Presiding Commissioner, Mayor) and department heads.

2. The primary responsibility for activating the County's response personnel and directing emergency response operations in Crawford County rests with the Presiding Commissioner. In his absence Southern and Western District Commissioners (as designated by the County Clerk) will assume this role. In the City of Cuba the Mayor has primary responsibility for directing activation of the EOC. In his absence, the President of the Board; then the Fire Chief, will assume this responsibility.
3. The Emergency Management Director is responsible for serving as the key advisor to the chief elected official. The Director is also responsible for maintaining the operational readiness of the primary EOC (or alternate EOC if established).
4. Security for the EOC will be the responsibility of the law enforcement agency in each jurisdiction.
5. Supplies for the EOC will be the responsibility of the Emergency Management Director with support from the Resource and Supply section as necessary.

**V. DIRECTION AND CONTROL**

- A. Although the Emergency Management Director manages operations within the EOC during emergency periods, his authority does not exceed that of the department heads. In addition to his task as chief advisor to the elected officials and the department heads, he will be responsible for the following:
  1. Providing housekeeping service
  2. Insuring proper message handling
  3. Providing clerical and administrative services to include record keeping.
- B. The on-scene commander will direct and control operations at the disaster site. He will maintain contact with the EOC and keep them informed of the situation.
- C. Those emergency support services that do not operate from the EOC will designate and establish a work/control center to manage organizational resources and response personnel. During emergency situations they will maintain contact with the EOC through their designated representative.
- D. Emergency response personnel provided by the various organizations/agencies to support emergency operations will remain under the direction and control of the sponsoring organization, but will be assigned by the EOC to respond to a specific disaster location.

- E. State and/or Federal officials will support disaster operations as appropriate. A request for state and federal assistance can only be made by the chief elected official or his authorized successor. Space for them to operate will be provided in the EOC.

## **VI. CONTINUITY OF GOVERNMENT**

- A. The elected officials and departments have established lines of succession and these are located in each appropriate annex. (See also Basic Plan, Section VI).
- B. The line of succession to the Crawford County Emergency Management Director is through the County Commission with a Commissioner assuming these duties in the absence of the Emergency Coordinator.
- C. If the primary EOC is not able to function (i.e., EOC is damaged, inaccessible, etc.), an alternate EOC will be established (See Section II of this annex). The Emergency Management Director will be responsible for managing the alternate EOC. The Director must provide for the relocation of staff members to the alternate EOC and transferring direction and control authority from the primary EOC.
- D. Should it become necessary to evacuate the entire county, the EOC will be moved to the nearest safe location.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. A central point for coordinating the operational, logistical, and administrative support needs of response personnel at the disaster site, public shelters, EOC, and agency work/control/dispatch centers will be established by the Emergency Management Director at the EOC.
- B. Provisions for collecting, analyzing, reporting, and disseminating information to, from, and between response personnel, state and federal officials, and the public will be developed.
- C. Provide for logistical and administrative support to response personnel deployed to the disaster site(s).
- D. Establish a procedure for acknowledging and authenticating reports. All information should be followed up on and checked with additional sources for accuracy.
- E. Make provisions for the display of damage assessment information in the EOC. This could include providing maps to plot information and/or status boards to post

data.

- F. All requests for assistance, all general messages, and all reports will be handled using the guidelines and forms found in Appendix 3 to this annex. The use of reports will vary according to the type of emergency involved.
- G. A record of all persons entering and departing from the EOC will be maintained by security personnel at the entrance. All personnel will be issued a pass to be worn while in the EOC and to be returned when departing from the premises.
- H. Scheduled news conferences will be held at regular intervals. Media personnel will not be permitted to enter the EOC unless accompanied by appropriate personnel.

### **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

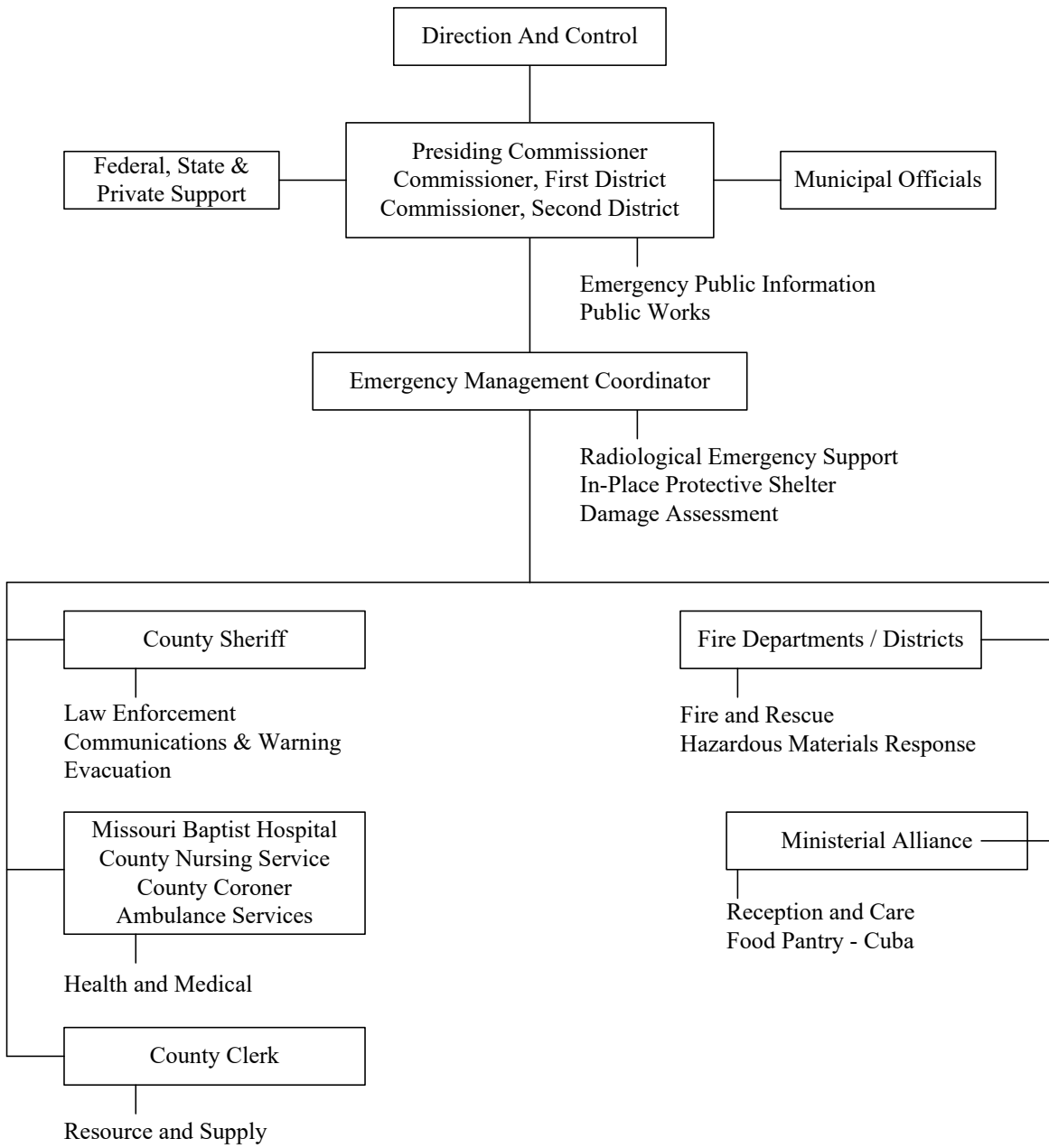
This annex will be maintained and updated regularly by the Crawford County Emergency Management Director.

#### **Appendices**

- 1. Direction and Control Organizational Chart
- 2. EOC Staffing Roster/Call-Up List
- 3. Message Handling Guidelines and Forms
  - Attachment A - Message Form
  - Attachment B - Communications Log
  - Attachment C - Significant Events Log
- 4. Direction and Control NIMS

Appendix 1 to Annex A

DIRECTION AND CONTROL ORGANIZATIONAL CHART  
CRAWFORD COUNTY





Appendix 2 to Annex A

**EOC STAFFING ROSTER/CALL-UP LIST (1)**

CRAWFORD COUNTY

<b>Title</b>	<b>Name</b>	<b>Telephone No. Business/Home</b>
Presiding Commissioner		
Commissioner, First District		
Commissioner, Second District		
County Emergency Management Director		
County Sheriff		
County Clerk		
County Assessor		
Prosecuting Attorney		
County Highway Department:		
Foreman, First District		
Foreman, Second District		
County Coroner		
County Nursing Service Administrator		
County Division of Family Services Director		

(1) The key individuals and agencies that will support operations are identified here. Names and telephone numbers are not published because they change frequently and will be outdated quickly. This information is available through the County Emergency management director and the Sheriff's dispatcher.

**SUPPORT ORGANIZATIONS/AGENCIES**

<b>Title</b>	<b>Name</b>	<b>Telephone No. Business/Home</b>
<b>Mayors:</b>		
Cuba		
Leasburg		
St. Cloud		
Bourbon		
Steelville		
Sullivan		
<b>Police Departments:</b>		
Bourbon		
Cuba		
Steelville		
<b>Fire Departments/Districts:</b>		
Steelville FPD		
Cuba Community Vol. FD		
Bourbon FPD		
Leasburg Volunteer FD		
Quad County FPD		
Sullivan FD		
<b>Emergency Mgmt. Directors:</b>		
Cuba		
Steelville		
Missouri Baptist Hospital Administrator		
<b>Ambulance Services:</b>		
Steelville Ambulance Dist.		
North Crawford County Ambulance District		
Mo. Baptist Hospital- Sullivan Ambulance Service		
Quad County Rescue		
<b>Ministerial Alliance:</b>		
Steelville		
Cuba		
Crawford County Red Cross Chapter Chairperson		
Salvation Army - Steelville		

**MESSAGE HANDLING GUIDELINES AND FORMS**

**I. MESSAGE HANDLING GUIDELINES**

**A. Communications Room**

1. Radio Operator
  - a. Records message
  - b. Enters message into log
  - c. Forwards to Message Coordinator (Emergency Management)
2. Message Coordinator (Emergency Management)
  - a. Determines receiver of message
  - b. Assigns priority
  - c. Enters message into log
  - d. Forwards to operator (Department Head)
  - e. Plots and files

**B. Operations Room**

1. Operators (Department Heads)
  - a. Records message
  - b. Determines capability to respond
  - c. Coordinates and completes response; forwards if unable to respond
  - d. Forwards to message coordinator and to communications room, if necessary
2. Message Coordinator
  - a. Plots and files messages
  - b. Completes log

## **II. MESSAGE AND LOG FORMS**

- A. Attachment A to this Appendix contains a copy of the message form that should be used for a classified emergency.
- B. Radio, telephones, and/or runners will be used to communicate messages back and forth from the EOC to other organizations/agencies involved.
- C. All messages, incoming and outgoing, will be logged for future reference. See Attachment B to this Appendix for a copy of the communications log form.
- D. A significant events log will be maintained during the emergency. The log will be used to record key disaster related information (casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, radiation dose, etc.). See Attachment C to this Appendix for a copy of this log.
- E. All personnel for message handling will be furnished by the Emergency Management Office and/or Sheriff's Department.

Attachment A  
Appendix 3 to Annex A

**MESSAGE FORM**

<b>Message</b>	
Date:	Time:
To:	From:
<b>ROUTED TO:</b>  Elected Officials            _____  Emergency Management        _____  Law Enforcement                _____  Fire and Rescue                 _____  Public Works                     _____  Health and Medical              _____  _____  _____  _____	<b>MESSAGE:</b>
 _____ <b>SIGNED</b>	 _____ <b>TITLE</b>

Attachment B  
Appendix 3 to Annex A

COMMUNICATIONS LOG

Date:                      Operator:                      Shift:

TO	FROM	IN/OUT	SUBJECT	TIME

Attachment C  
Appendix 3 to Annex A

**SIGNIFICANT EVENTS LOG**

DATE	TIME	EVENT

APPENDIX 5  
DIRECTION AND CONTROL  
National Incident Management System (NIMS)

I. PURPOSE:

This appendix further defines the principles and processes outlined in the National Incident Management System (NIMS). The NIMS represents a core set of doctrine, principles, terminology, and organizational processes to enable effective, efficient and collaborative incident management at all levels. An important part of the NIMS is the use of the Incident Command System (ICS).

At state and local levels, Emergency Operations Centers (EOCs) coordinate response and recovery activities. The State Emergency Operations Center (SEOC) coordinates the response, recovery, and leadership responsibilities of the Governor, key staff, state department or agency heads, technical advisors, and representatives of private sector organizations. This appendix describes the standardized organizational structures, to include the Incident Command System (ICS), Multi-Agency Coordination Systems, and public information systems established by the National Incident Management System (NIMS). It also describes some of the processes, procedures and systems needed to improve interoperability among jurisdictions and disciplines in various areas.

Because interaction between state and local jurisdictions is vital to these activities, this appendix can also be used as a model for local jurisdictions throughout Missouri to use for expanding their plans for incident management. This is extremely critical in this era of limited assets and will help ensure that the Missouri State Emergency Operations Plan (SEOP), the National Response Plan (NRP), and Local Emergency Operations Plans (LEOPs) complement each other and, when used together, they ensure that effective response and recovery operations are instituted.

II. SITUATION AND ASSUMPTIONS

A. Situation.

1. The National Incident Management System (NIMS) was developed to provide a consistent nationwide framework for standardizing incident management practices and procedures. NIMS ensures that federal, state, and local jurisdictions work effectively, efficiently, and cooperatively to prepare for, respond to, and recover from domestic incidents of any cause, size, or complexity.
2. The NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can Missouri is exposed to a number of hazards that would require the State Emergency Operations Center (SEOC) to coordinate and manage response



and recovery operations.

3. Missouri is exposed to a number of hazards that would require the State Emergency Operations Center (SEOC) to coordinate and manage response and recovery operations.
4. Because of Missouri's size and diversity, the State must have the capability to monitor and manage several types of disasters at multiple locations concurrently.

B. Assumptions.

1. Because of its balance between flexibility and standardization, the National Incident Management System (NIMS) provides the framework for interoperability and compatibility.
2. The NIMS provides a consistent nationwide approach for Federal, State, and Local governments to work effectively together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
3. NIMS provides a set of standardized organizational structures, including the Incident Command System (ICS), multi-agency coordination systems, and public information systems, as well as requirements for processes, procedures, and systems to improve interoperability among jurisdictions and disciplines in various areas.
4. The success of any incident operations will depend on the ability of local, State, and/or Federal government to mobilize and effectively utilize multiple outside resources. These resources must come together in an organizational framework that is understood by everyone and must utilize a common plan, as specified through a process of incident action planning.
5. The NIMS is based on procedures that are adequate for response to any disaster condition that could arise in Missouri.
6. State officials respond as directed in Appendix 1 to the Basic Plan (Emergency/Disaster Classification Procedures), Annex A (Direction and Control), and this Appendix.

III. COMMAND AND MANAGEMENT

- A. Incident Command System. ICS is used by the State of Missouri to effectively and efficiently manage incidents throughout the state by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

1. Concepts and Principles.
  - a. Incidents are managed locally.
    - (1) Most incidents within the State of Missouri are handled by local governments through the use of their own resources or a combination of their resources and those available through local mutual aid agreements.
    - (2) Local emergency operations plans and the corresponding standard operating procedures establish the processes used by the local government to respond to these incidents.
    - (3) For multi-discipline and or multi-jurisdictional incidents that are beyond the capability of the local government, SEMA can provide assistance from their staff or coordinate the use of other State departments (with an approved executive order) to assist the affected jurisdiction.
  - b. Field Command and Management Functions.
    - (1) All field command and management functions, as well as SEOC operations are performed in accordance with the standard Incident Command System organizations, doctrines and procedures.
    - (2) Because each incident and location is unique, Incident Commanders and the SEOC Floor Supervisor have the authority and flexibility to modify established procedures and organizational structure as needed to accomplish the mission in the context of a particular hazard scenario.
  - c. The Incident Command System (ICS) is modular and scalable.
  - d. The Incident Command System has interactive management components.
  - e. The Incident Command System establishes common terminology, standards, and procedures that enable diverse organizations to work together effectively.
  - f. The Incident Command System incorporates measurable objectives.
  - g. The implementation of the Incident Command System should have the least possible disruption on existing systems and processes.
  - h. The Incident Command System should be user friendly and be applicable across a wide spectrum of emergency response and incident

management disciplines.

4. Management Characteristics.

a. Common Terminology.

- (1) The incident command system establishes common terminology that allows different incident management and support entities to work together across a variety of incident management functions and hazard scenarios.
- (2) This common terminology includes naming and defining those major functions and functional units with domestic incident management responsibilities, typing major resources (including personnel, facilities, major equipment, and supply items) with respect to their capabilities, and designating the facilities in the vicinity of the incident area that will be used in the course of incident management activities.

b. Modular Organization. The Incident Command system (ICS) organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.

c. Management by Objective. The entire ICS organization must accomplish these tasks in order to effectively manage an incident:

- (1) Establish overarching objectives;
- (2) Develop and issue assignments, plans, procedures, and protocols;
- (3) Establish specific, measurable objectives for each incident management functional activity; and
- (4) Document the results to measure performance and facilitate corrective action.

d. Reliance on an Incident Action Plan (IAP).

- (1) The Incident Action Plan provides a coherent means of communicating the overall incident objectives in the context of both operational and support activities.
- (2) The Planning Section Chief within the State Emergency Operations Center is responsible for the coordination and preparation of the IAP.
- (3) The State Unified Command and/or the Area Command approves

the IAP. See Tab K to this appendix.

- (4) Detailed information on the development of the Incident Action Plan is included as Tab K to Appendix 3 to Annex A of the State Emergency Operations Plan (SEOC).
- e. Manageable Span of Control.
- (1) The type of incident, nature of the task, hazards and safety factors, and distances between personnel and resources all influence span of control.
  - (2) The span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates.
- f. Pre-Designated Incident Locations and Facilities.
- (1) Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of purposes.
  - (2) The Incident Commander will direct the identification and location of these facilities based on the requirements of the current situation.
  - (3) For disaster operations within the State of Missouri the following pre-designated locations and/or facilities are used:
    - (a) State Unified Command. Established to oversee the management of large or multiple incidents to which several Incident Management Teams (IMTs) and/or Area Commands have been assigned. State Unified Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.
    - (b) State Area Command. An Area Command is established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations, such as would likely be the case for incidents that are not site specific, geographically dispersed, or evolve over longer periods of time.
    - (c) State Staging Areas. Temporary facilities at which

commodities, equipment, and personnel are received and pre-positioned for deployment.

- (d) State Staging Areas – Affected. Temporary facilities located within the affected area at which commodities, equipment, and personnel are received and pre-positioned for deployment.
- (e) Points of Distribution Sites (PODs). Temporary local facilities at which commodities are distributed directly to disaster victims. Locations are identified in Local Emergency Operations Plans and serve as distribution sites during a catastrophic event.

g. Comprehensive Resource Management.

- (1) Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources.
- (2) It also includes those processes and procedures for reimbursement for resources.
- (3) Resources are defined as personnel, teams, equipment, supplies, and facilities that are available, or potentially available, for assignment in support of incident management and emergency response activities.

h. Integrated Communications.

- (1) Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and procedures.
- (2) Preparedness planning must address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications.

i. Establishment and Transfer of Command.

- (1) The command function must be clearly established from the beginning of incident operations.
- (2) The agency with primary jurisdictional authority over the incident designates the incident commander.
- (3) When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.

- j. Chain of Command and Unity of Command.
  - (1) Chain of command refers to the orderly line of authority within the incident management organization.
  - (2) Unity of command means that every individual has a designated supervisor to whom they report.
  - (3) These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives.
  
- k. State Unified Command.
  - (1) Used in incidents that involve multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement.
  - (2) State Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.
  
- l. Accountability of Resources and Personnel.
  - (1) Check-In. All responders must report in to receive an assignment in accordance with the procedures established by the incident commander.
  - (2) Incident Action Plan. Response operations must be directed and coordinated as outlined in the Incident Action Plan (IAP).
  - (3) Unity of Command. Each individual involved in incident operations will be assigned to only one supervisor.
  - (4) Span of Control. Supervisors must be able to adequately supervise and control their subordinates, as well as communicate and manage all resources under their supervision.
  - (5) Resource Tracking. Supervisors must record and report resource status changes as they occur.
  
- m. Deployment. Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.
  
- n. Information and Intelligence Management. The incident management organization must establish a process for gathering, sharing, and

managing incident-related information and intelligence.

3. Incident Command System (ICS) Organization and Operations.

a. Command Staff.

- (1) The Command Staff is responsible for the overall management of the incident.
- (2) When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single Incident Commander should be designated by the appropriate jurisdictional authority. This individual will have overall incident management responsibility.

- (3) The Command Staff function for any response involving State resources or resources requested and received by the State is as follows:

(a) (State Unified Command:

- 1) Used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions.
- 2) For the purposes of any response by the State of Missouri, the State Emergency Operations Center (and corresponding organizational structure) serves as the State Unified Command.
- 3) The senior official from the state, as designated by the Governor of the State of Missouri to lead the State Unified Command, is the Director of Public Safety or their successor. The Director of Public Safety will be the Principal State Official (PSO) responsible for the State Unified Command and for coordinating with all departments, commissions and agencies on behalf of the Governor.
- 4) Operates under a common set of objectives, strategies, priorities, and a single Incident Action Plan (IAP) to maximize the use of available resources.

(b) Area Command:

- 1) The forward element for command and control of State of Missouri resources.
- 2) Ensures all area activities are directed toward

accomplishment of the IAP.

- 3) The basic organization structure will be similar to that of the State Unified Command.
- 4) During a catastrophic event (New Madrid Earthquake, etc) there may be several Area Commands established. If so, all of them would report to the State Unified Command established at the Missouri State Emergency Operations Center (SEOC).

(4) Command Staff responsibilities:

(a) Public Information Officer (PIO):

- 1) Responsible for interfacing with the public and the media.
- 2) Develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external use.
- 3) May perform a public information monitoring role.
- 4) Only one incident Public Information Officer (PIO) should be designated. He/she may have several assistants, as needed.
- 5) The Incident Commander must approve the release of all incident related information.

(b) Safety Officer:

- 1) Monitors incident operations and advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.
- 2) The Safety Officer has emergency authority to stop and/or prevent unsafe acts during incident operations.
- 3) The Safety Officer must ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and non-governmental organizations.

(c) Liaison Officer:



- 1) The Liaison Officer is the point of contact for representatives of other governmental agencies, non-governmental organizations, and/or private entities.
- 2) Personnel from public or private organizations involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination.

(d) Assistants:

- 1) Command Staff members may need one or more assistants to manage their workloads during large or complex incidents.
- 2) Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency.

(e) Additional Command Staff:

- 1) Additional Command Staff may be necessary based on the nature and location of the incident, and/or specific requirements established by the Incident Commander, the Area Command, and/or the State Unified Command.
- 2) Examples include Legal Counsel, Medical Advisor, etc.

b. Operations Section.

- (1) The Operations Section is responsible for all activities focused on reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.
- (2) Operations Section Chief:
  - (a) The Operations Section Chief is responsible to the Incident Commander or State Unified Commander for the direct management of all incident-related operational activities.
  - (b) The Operations Section Chief will establish tactical objectives for each operational period. Other section chiefs and unit leaders establish their own supporting objectives.
  - (c) An Operations Chief should be designated for each operational period and should have direct involvement in the preparation of the Incident Action Plan (IAP).

(3) Branches:

- (a) Branches may be used to serve several purposes, and may be functional or geographic in nature.
- (b) In general, branches are established when the number of divisions or groups exceeds the recommended span of control of one supervisor to three to seven subordinates for the Operations Section Chief (a ratio of 1:5 is normally recommended, or 1:8 to 1:10 for many larger-scale law enforcement operations).

(4) Divisions and Groups:

- (a) Divisions and Groups are established when the number of resources exceeds the manageable span of control of the Incident Command and/or the Operations Section Chief.
- (b) Divisions are established to divide an incident into physical or geographical areas of operation.
- (c) Groups are established to divide the incident into functional areas of operation.
- (d) For certain types of incidents, for example, the Incident Commander (IC) may assign intelligence-related activities to a functional group in the Operations Section. There also may be additional levels of supervision below the Division or Group level.

(5) Resources:

- (a) Resources refer to the combination of personnel and equipment required to enable incident management operations.
- (b) Resources may be organized and managed in three different ways, depending on the requirements of the incident:
  - 1) Single Resources. These are individual personnel and equipment items and the operators associated with them.
  - 2) Task Forces. A Task Force is any combination of resources assembled in support of a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

- 3) Strike teams. Strike Teams are a set number of resources of the same kind and type that have an established minimum number of personnel. The use of Strike teams and Task Forces is encouraged, wherever possible, to optimize the use of resources, reduce the span of control over a large number of single resources, and reduce the complexity of incident management coordination and communications.

c) Planning Section.

(1) The Planning Section:

- (a) Collects, evaluates, and disseminates incident situation information and intelligence to the Incident Commander (IC), the Area Command, and/or the State Unified Command and incident management personnel;
- (b) Prepares status reports;
- (c) Displays situation information;
- (d) Maintains status of resources assigned to the incident; and
- (e) Develops and documents the Incident Action Plan (IAP) based on guidance from the Incident Commander, the Area Command, and/or the State Unified Command.

(2) The Planning Section is also responsible for developing and documenting the Incident Action Plan (IAP).

(3) The Incident Action Plan includes the overall incident objectives and strategies established by the Area Command and/or the State Unified Command.

- (a) In the case of Unified State Command, the Incident Action Plan (IAP) must adequately address the mission and policy needs of each jurisdictional agency and the various Area Commands, as well as interaction between jurisdictions, functional agencies, and private organizations.
- (b) The Incident Action Plan (IAP) also addresses tactical objectives and support activities required for one operational period, generally 12 to 24 hours.
- (c) The IAP also contains provisions for continuous incorporation of “lessons learned” as incident management activities

progress.

- (4) An Incident Action Plan is especially important when:
    - (a) Resources from multiple agencies and/or jurisdictions are involved;
    - (b) Multiple jurisdictions are involved;
    - (c) The incident will effectively span several operational periods;
    - (d) Changes in shifts of personnel and/or equipment are required;  
or
    - (e) There is a need to document actions and/or decisions.
  - (5) The Incident Action Plan (IAP) will typically contain a number of components. These are shown in Tab K to this Appendix.
- d) Logistics Section.
- (1) The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations.
  - (2) It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and emergency responder medical services, including inoculations, as required.
- e) Finance/Administration Section.
- (1) A Finance/Administration Section is established when the agency(s) involved in incident management activities require(s) finance and other administrative support services.
  - (2) Not all incidents will require a separate Finance/Administration Section. In cases that require only one specific function (e.g., cost analysis), this service may be provided by a technical specialist in the Planning Section.
- f) Intelligence.
- (1) Intelligence includes not only all types of classified information but also other operational information, such as risk assessments, medical intelligence (i.e. surveillance), weather information, geospatial data, structural designs, toxic contaminant levels, and

utilities and public works data, that may come from a variety of sources.

- (2) While there is an information and intelligence function within the Planning Section, there is a separate Intelligence Section established as part of the State's Unified Command.
- (3) Regardless of how this function is organized, all information and intelligence must be appropriately analyzed and shared with personnel, designated by the Incident Commander, who have proper clearance and a "need-to-know" to ensure that they support decision-making.
- (4) Responsible for developing, conducting, and managing information-related security plans and operations as directed by the Incident Commander, Area Command, and/or State Unified Command.
- (5) Responsible for coordinating information and operational security matters with the public awareness activities that fall under the responsibility of the Public Information Officer.

#### 4. Area Command.

##### a. Description.

- (1) An Area Command is activated only if necessary, depending on the complexity of the incident management span-of-control considerations.
  - (a) An agency administrator or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. For incidents involving State response this decision is made by the Governor's Unified Command and/or the State Unified Command.
  - (b) In the event of a catastrophic event within the State of Missouri, the procedures established in the Catastrophic Event annex to the State Emergency Operations Plan (SEOP) will be followed.
- (2) An Area Command is established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversees the management of a very large incident that involves multiple ICS organizations, such as would likely be the case for incidents that are not site specific,

geographically dispersed, or evolve over longer periods of time, (e.g., a bioterrorism event).

- (3) Area Command should not be confused with the functions performed by an emergency operations center (EOC). An Area Command oversees management of the incident(s), while an EOC coordinates support functions and provides resource support.
- (4) If the incidents under the authority of the Area Command are multi-jurisdictional, then a State Unified Command should be established.

b. Responsibilities.(for their assigned area of operations)

- (1) Set overall incident-related priorities;
- (2) Allocate critical resources according to established priorities;
- (3) Ensure that incidents are properly managed;
- (4) Ensure that incident management objectives are met and do not conflict with each other or with agency policy;
- (5) Identify critical resource needs and report them to the appropriate unified command, emergency operations centers and/or multi-agency coordination entities; and
- (6) Ensure that short term emergency recovery is coordinated to assist in the transition to full recovery operations.

5. State Unified Command.

a. Description.

- (1) An application of the Incident Command System used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions,
- (2) The Missouri State Emergency Operations Center (SEOC) serves as the State Unified Command for incidents involving multiple political jurisdictions and/or state/federal resources.
- (3) The senior official from the state, as designated by the Governor of the State of Missouri to lead the State Unified Command, is the Director of Public Safety or their successor. The Director of Public Safety will be the Principal State Official (PSO) responsible for the State Unified Command and for coordinating with all departments,

commissions and agencies on behalf of the Governor.

- (4) When activated, the State Emergency Operations Center is staffed by personnel from the State Emergency Management Agency (SEMA), representatives from various State agencies/departments, key volunteer groups/organizations, federal agencies, and other disciplines as determined by the State Unified Command.
  - (a) Actual staffing of the State Unified Command will be determined by the size, type, and impact of the specific incident.
  - (b) Each agency and/or department has the flexibility to determine who their representative(s) at the SEOC will be, however, the individual(s) must be knowledgeable of the authorities, capabilities, and resources of their respective agency/department.
  - (c) Agency/department representatives must also have the ability/authority to commit agency/department resources including, but not limited to, personnel, equipment, supplies, and any other resources needed to effectively and efficiently respond to and recover from the incident.
- b) Responsibilities (for incident response and recovery operations throughout the State).
  - (1) Set overall incident-related priorities;
  - (2) Ensure that the overall State response to, and recovery from, the incident(s) is properly managed;
  - (3) Ensure that overall incident management objectives are met and do not conflict with each other or with agency policy;
  - (4) Identify critical resource needs and locate suitable assets to fill those needs from federal, in-state, out-state, private industry, and/or volunteer groups;
  - (5) Coordinate critical resource needs among the various affected jurisdictions, and response and recovery entities;
  - (6) Allocate critical resources to the established Area Commands according to established priorities and the Incident Action Plan;
  - (7) Ensure that short term emergency response and recovery operations are coordinated throughout the State to assist in the

transition to long term recovery operations.

## B. Multi-agency Coordination Systems.

### 1. Definition.

- a. A combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities.
- b. The primary functions of multi-agency coordination systems are:
  - (1) Support incident management policies and priorities;
  - (2) Facilitate logistics support and resource tracking;
  - (3) Inform resource allocation decisions using incident management priorities;
  - (4) Coordinate incident related information; and
  - (5) Coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.
- c. Multi-agency coordination systems may contain Emergency Operations Centers and (in certain multi-jurisdictional or complex incident management situations) multi-agency coordinating entities.

### 2. Emergency Operations Centers

- a. Emergency Operations Centers (EOCs) represent the physical location at which the coordination of information and resources to support incident management activities takes place.
- b. When activated the EOC must establish communication and coordination between the Incident Commander, Area Command(s), and Unified Commands as appropriate.
- c. The State Emergency Operations Center (SEOC) is the focal point for all State response and recovery activities as the Governor's Unified Command.

### 3. Multi-agency Coordination Entities.

- a. When incidents cross disciplinary or jurisdictional boundaries or involve complex incident management scenarios, a multi-agency



coordination entity (i.e. Missouri State Emergency Management Agency), will be used to facilitate incident management and policy coordination.

- b. The incident and the needs of the impacted jurisdictions will dictate how these multi-agency coordination entities operate and how they are structured.
- c. The SEOC will typically be staffed by senior individuals (or their designees) from organizations and agencies with direct incident management responsibility or with significant incident management support or resource responsibilities. These individuals must have the authority to make decisions and commit their respective agencies/departments resources.
- d. The Missouri State Emergency Operations Center serves as the State's EOC, a multi-agency coordination entity, and the operating location for the Governor's Unified Command.
- e. The SEOC provides strategic coordination during domestic incidents. The Missouri SEOC will coordinate and maintain communications with other agencies and local emergency operations centers EOCs in order to provide uniform and consistent guidance to incident management personnel.
- f. Regardless of form or structure, the principle functions and responsibilities of multi-agency coordination entities typically include the following:
  - (1) Ensuring that each agency involved in incident management activities is providing appropriate situational awareness and resource status information;
  - (2) Establishing priorities between incidents and/or Area Commands in concert with the Incident Commander (IC) or the State Unified Command involved;
  - (3) Acquiring and allocating resources required by incident management personnel in concert with the priorities established by the Incident Commander (IC), Area Command, and/or the State Unified Command;
  - (4) Anticipating and identifying future resource requirements;
  - (5) Coordinating and resolving policy issues arising from the incident(s); and

(6) Providing strategic coordination as required.

- g. Following incidents, multi-agency coordination entities are also typically responsible for ensuring that improvements in plans, procedures, communications, staffing, and other capabilities necessary for improved incident management are acted on. These improvements should also be coordinated with all other appropriate organizations.

C. Public Information Systems.

1. Systems and procedures for communicating timely and accurate information to the public are critical during crisis or emergency situations.
2. Public Information Principles.
  - a. The Public Information Officer (PIO) supports the incident command structure. Basic responsibilities of the PIO include:
    - (1) represent and advise the incident command on all public information matters relating to the management of the incident;
    - (2) handle media and public inquiries, emergency public information and warnings, rumor and media monitoring;
    - (3) coordinate and disseminate accurate and timely information related to the incident, particularly regarding information on public health and safety;
    - (4) coordinate public information at or near the incident site;
    - (5) serve as the on-scene link to the Joint Information System (on-scene PIO);
    - (6) during large scale operations, several Public Information Officers (PIOs) would be required, in the field and in the Joint Information Center.
  - b. Public information functions must be coordinated and integrated across jurisdictions and across functional agencies; among federal, state, and local partners; and with private-sector and non-governmental organizations.
  - c. Organizations participating in incident management retain their independence.
    - (1) Incident commands and multi-agency coordination agencies are responsible for establishing and overseeing Joint Information

Centers (JICs) including processes for coordinating and clearing public communications.

- (2) For those large operations utilizing a State Unified Command, the departments, agencies, organizations, or jurisdictions that contribute to joint public information management do not lose their individual identities or responsibility for their own programs or policies.
- (3) Each entity contributes to the overall unified message.

2. System Description and Components.

a. Joint Information System (JIS).

- (1) The JIS provides an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis.
- (2) It includes the plans, protocols, and structures used to provide information to the public during incident operations.
- (3) It encompasses all public information operations related to an incident, including all Federal, State, local, and private organization PIOs, staff, and JICs established to support an incident.
- (4) Key elements of the Joint Information System include the following:
  - (a) interagency coordination and integration;
  - (b) developing and delivering coordinated messages;
  - (c) support for decision-makers; and
  - (d) flexibility, modularity, and adaptability.

b. Joint Information Center (JIC).

- (1) A JIC is a physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public-affairs functions.
- (2) The Department of Public Safety Communications Director serves as the JIC coordinator.

- (3) It is important for the JIC to have the most current and accurate information regarding incident management activities at all times.
- (4) The JIC provides the organizational structure for coordinating and disseminating official information.
- (5) The JIC should include representatives of each jurisdiction, agency, private-sector, and nongovernmental organization involved in incident management activities.
- (6) A single JIC location is preferable, but the system should be flexible and adaptable enough to accommodate multiple JIC locations when the circumstances of an incident require.
- (7) If multiple Joint Information Centers (JICs) are used, each JIC must have procedures and protocols to communicate and coordinate effectively with other JICs, as well as with other appropriate components of the ICS organization.

#### IV RESOURCE MANAGEMENT

##### A. Concepts and Principles.

1. Resource Management involves coordinating and overseeing the application of tools, processes, and systems that provide incident managers with timely and appropriate resources during an incident.
2. Resources include personnel, teams, facilities, equipment, and supplies.
3. Resource management coordination activities take place within the Logistics Section of the State Emergency Operations Center (SEOC). This Section, in conjunction with the State Unified Command, will also prioritize and coordinate resource allocation and distribution during incidents.
4. Resource management involves four primary tasks:
  - a. establishing systems for describing, inventorying, requesting, and tracking resources;
  - b. activating these systems prior to and during an incident;
  - c. dispatching resources prior to and during an incident; and
  - d. deactivating or recalling resources during or after incidents.

## B. Managing Resources.

### 1. General.

- a. The State of Missouri uses the concepts and principles of the National Incident Management System (NIMS) to conduct all of its response and recovery operations, including its logistics operations.
- b. In accordance with NIMS, the State uses standardized procedures, methodologies, and functions in its resource management processes. These processes reflect functional considerations, geographic factors, and validated practices within and across disciplines.

### 2. There are nine processes for managing resources:

#### a. Identifying and Typing Resources.

- (1) Resource typing entails categorizing by capability the resources that incident managers commonly request, deploy, and employ.
- (2) Measurable standards identifying the capabilities and performance levels of resources serve as the basis for categories.
- (3) Resource kinds may be divided into subcategories (types) to define more precisely the resource capabilities needed to meet specific requirements.

#### b. Certifying and Credentialing Personnel.

- (1) Personnel certification entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.
- (2) Credentialing involves providing documentation that can authenticate and verify the certification and identify of designated incident managers and emergency responders.
- (3) This system helps ensure that personnel representing various jurisdictional levels and functional disciplines possess a minimum common level of training, currency, experience, physical and medical fitness, and capability for the incident management or emergency responder position they are tasked to fill.

#### c. Inventorying Resources.

- (1) The Logistics Section staff will use available resource inventory systems (E-Team, etc) to assess the availability of assets provided by public, private, and volunteer organizations.
  - (2) Key issues involving resource inventories that must be addressed during each incident include:
    - (a) the process (if any) that will be used to make the data available to area commands, other emergency operations centers, and multi-agency coordination entities.
    - (b) determining whether or not the primary-use organization needs to warehouse items prior to an incident. The Logistics Section will make this decision by considering the urgency of the need, whether there are sufficient quantities of required items on hand, and/or whether they can be obtained quickly enough to meet demand.
- d. Identifying Resource Requirements.
- (1) The Logistics Section within the State Emergency Operations Center (SEOC) will identify, refine, and validate resource requirements throughout incident response and recovery operations.
  - (2) The process of accurately identifying resource requirements involves determining:
    - (a) what and how much is needed;
    - (b) where and when it is needed; and
    - (c) who will be receiving or using it.
  - (3) Because resource availability and requirements will constantly change as the incident evolves, all entities participating in an operation must coordinate closely in this process.
- e. Ordering and Acquiring Resources.
- (1) Requests for items that the incident command cannot obtain locally are submitted through the applicable Area Command.
  - (2) If the applicable Area Command is unable to fill the order locally, the order is forwarded to the Logistics Section within the State Unified Command.

f. Mobilizing Resources

- (1) Incident personnel begin mobilizing when notified through established channels. In the event of a catastrophic earthquake event many of the initial mobilization actions are addressed through an automatic response process.
- (2) Deploying personnel should be provided the following information as a minimum:
  - (a) the date, time, and place of departure;
  - (b) mode of transportation to the incident;
  - (c) estimated date and time of arrival;
  - (d) reporting location (address, contact name, and phone number);  
and
  - (e) anticipated incident duration of deployment.
- (3) When resources arrive on scene, they must formally check in. This starts the on-scene in-processing and validates the order requirements.
- (4) Notification that the resource has arrived is sent back through the system to the Logistics Section at the State Emergency Operations Center.
- (5) The Logistics Section will usually plan and prepare for the demobilization process at the same time they begin the resource mobilization process. Early planning for demobilization:
  - (a) facilitates accountability
  - (b) makes transportation of resources as efficient as possible;
  - (c) keeps costs as low as possible; and
  - (d) delivery as fast as possible.

g. Tracking and Reporting Resources.

- (1) Resource tracking is a standardized, integrated process conducted throughout the life cycle of an incident by all agencies at all levels.

- (2) This resource tracking process:
    - (a) provides incident managers with a clear picture of where resources are located;
    - (b) helps staff prepare to receive resources;
    - (c) protects the safety of personnel and security of supplies and equipment; and
    - (d) enables the coordination of movement of personnel, equipment, and supplies.
  - (3) The Logistics Section will use established procedures to track resources continuously from mobilization through demobilization.
  - (4) The Logistics Section will provide this real-time information to key decision makers within the Governor's Unified Command, the State Unified Command, and the applicable Area Command(s) as needed.
  - (5) All personnel involved in the resource management process will follow all applicable federal, state, and/or local procedures for acquiring and managing resources, including reconciliation, accounting, auditing, and inventorying.
- h. Recovering Resources. Recovery involves the final disposition of all resources. During this process, resources are rehabilitated, replenished, disposed of, and retrograded:
- (1) Nonexpendable Resources.
    - (a) These are fully accounted for at the incident site and again when they are returned to the unit that issued them. The issuing unit then restores the resources to fully functional capability and readies them for the next mobilization.
    - (b) In the case of human resources adequate rest and recuperation time and facilities must be provided.
  - (2) Expendable Resources.
    - (a) These are also fully accounted for. Restocking occurs at the point from which a resource was issued.
    - (b) Resources that require special handling and disposition (e.g.,



biological waste and contaminated supplies, debris, and equipment) must be dealt with according to established regulations and policies.

- i. Reimbursement.
  - (1) Reimbursement provides a mechanism to fund critical needs that arise from incident-specific activities.
  - (2) Processes and procedures, including mechanisms for collecting bills, validating costs against the scope of the work, ensuring that proper authorities are involved, and accessing reimbursement programs, must be in place to ensure that resource providers are reimbursed in a timely manner.
  - (3) The State will pursue all available sources of reimbursement for resources expended during a disaster incident. These would include, but are not limited to:
    - (a) Federal mission assignments
    - (b) FEMA Public Assistance program
    - (c) Mutual aid agreements
    - (d) Donations
  - (4) If these programs are not available, the incident management organization bears the costs of expendable resources.

## V COMMUNICATIONS AND INFORMATION MANAGEMENT

### A. Concepts and Principles.

1. Effective communications, information management, and information and intelligence sharing are critical aspects of domestic incident management.
2. The principle goals of communications and information management are:
  - a. establishing and maintaining a common operating picture
  - b. ensuring accessibility and interoperability
3. A common operating picture and systems interoperability provide the framework necessary to:
  - a. formulate and disseminate indications and warnings;

- b. formulate, execute, and communicate operational decisions at an incident site, as well as between incident management entities across jurisdictions and functional agencies;
- c. prepare for potential requirements and requests supporting incident management activities; and
- d. develop and maintain overall awareness and understanding of an incident within and across jurisdictions.

B. Managing Communications and Information.

- 1. The National Incident Management System (NIMS) provides the essential functions of communications and information systems at all levels in two ways

- a. Incident Management Communications.

- (1) Interoperable communications systems are necessary to ensure effective communications exist between all response and recovery entities.
- (2) All jurisdictions and entities involved in response and recovery operations will use common terminology, as prescribed by the NIMS, for communication.

- b. Information Management.

- (1) Successful response and recovery operations are dependent on the dissemination of accurate and timely information. There are several standard mechanisms that can be used to disseminate disaster-related information. These include:

- (a) E-Team.
- (b) Incident Action Plan (IAP).
- (c) Situation Reports.
- (d) Standard interoperable communications.
- (e) Coordinated and approved press releases.
- (f) Face to face personnel contact.

- (2) All of these must be used to conduct successful disaster response

and recovery operations. Reliance on any one method to the exclusion of the others will hinder effective disaster operations.

- (3) The State Emergency Management Agency (SEMA) is responsible for the development and distribution of Situations Reports related to on-going disaster activities.
  - (a) The Director of SEMA, or designee, will determine the frequency of the reports and will also be the final approving authority for each report.
  - (b) Other State agencies will be required to provide input to the situation report as determined by the incident and state agency activities.

## VI DIRECTION AND CONTROL

- A. State Unified Command will be activated at the SEOC in Jefferson City. This is the state level command where Direction and Control will be exercised for the statewide response. The senior official from the state, as designated by the Governor of the State of Missouri to lead the State Unified Command, is the Director of Public Safety or their successor. The Director of Public Safety, will be the Principal State Official (PSO) responsible for the State Unified Command and for coordinating with all departments, commissions and agencies on behalf of the Governor. The Governor delegates authority to the Principal State Official to perform these functions but remains as the Chief Elected Official of the State and serves as the final responsible official for the State and its responsibilities.
- B. Although the Director of SEMA manages and coordinates operations within the State Emergency Operations Center (SEOC), his or her authority does not exceed that of department heads, unless the Governor so designates (see Basic Plan, Section IV.B.3). The SEMA Director provides chief technical advice on emergency management related issues to the PSO and the State Unified Command.
- C. Under overall guidance of the Governor (or Principal State Official), each participating department, agency, or organization maintains operational control of its resources. Mission assignments are coordinated from the SEOC. When the SEOC is activated, all actions must be reported to the SEOC to ensure a rapid and efficient response.
- D. Requests for federal and/or state assistance can come only from the chief elected official of the affected jurisdiction or that official's authorized successor (see Appendix 4 to the Basic Plan). To ensure proper coordination and format, the SEMA staff must coordinate all these requests.

## VII. CONTINUITY OF GOVERNMENT

- A. The line of succession for management of incidents is:
  - 1. Governor or Principal State Official
  - 2. State Unified Command
  - 3. Area Command
- B. The line of succession for the State Emergency Management Agency (SEMA) is:
  - 1. Director
  - 2. Deputy Director
  - 3. Chief of Operations.
- C. The line of succession for the Operations Branch within the State Emergency Management Agency (SEMA) is
  - 1. Chief of Operations of SEMA
  - 2. Current designated second in command of the Operations Branch
  - 3. The first Operations Shift Supervisor who becomes available
- D. See Annex S (Continuity of Operations) of the State Emergency Operations Plan for additional information.
- E. Lines of authority follow the lines of succession identified above. As the line of succession progresses to the next individual, the lines of authority associated with that position also progress to that individual. That transition is in effect until the event is terminated or someone in a position of higher authority assumes command.

## VIII. ADMINISTRATION AND LOGISTICS

- A. Administration
  - 1. Requests for assistance, all general messages, and all reports are handled via procedures and format specified in the State Emergency Operations Center (SEOC) Standard Operating Guide (SOG). The use of reports varies according to type of emergency.
  - 2. Each department and/or agency is responsible for maintaining its own records of expenditures for later reimbursement.

3. Security personnel at the entrance maintain a record of all persons entering and departing the SEOC. All personnel are issued access cards to be worn while in the SEOC.
4. Upon activation of the SEOC, roster updates must occur to facilitate personnel access to the SEOC or to any other Direction and Control sites cited earlier in this annex. An individual not on these updated rosters is denied admittance until the appropriate agency issues proper authorization.

B. Logistics

1. SEMA provides office supplies to personnel of other agencies assigned to work in the SEOC. Unusual or extraordinary amounts must be obtained by the appropriate agency.
2. The SEOC is equipped to meet the needs of procedures outlined in this annex. The SEOC Floor Supervisor (SEMA) should be notified if the equipment or the physical capabilities of the SEOC are not sufficient for an agency to meet its mission. This then becomes a shortfall to be added to the long range development plan.
3. Each agency is responsible for furnishing its own transportation for Direction and Control activities. If specialized transportation is required, the agency should contact the SEOC.
4. Shower facilities are available at the SEOC for use by any staff working in the SEOC. Also, sleeping quarters are available in the Ike Skelton Missouri Army National Guard Training compound. These are only available in the most severe emergency situations and when made available by the Missouri National Guard (MoNG).
5. During SEOC operations, SEMA usually provides light snacks and drinks for break periods. The MoNG operates a cafeteria that would usually be available to SEOC staff during major occurrences.

IX APPENDIX DEVELOPMENT AND MAINTENANCE

- A. This appendix was developed by SEMA and supported by documentation developed by participating agencies.
- B. SEMA initiates an annual review and update of this annex. Agencies formulate necessary updates and furnish them to SEMA for incorporation in the plan.
- C. Tests, exercises, and drills are conducted regularly. Lessons learned from these initiatives are incorporated into any changes/revisions to this annex.

## X AUTHORITIES AND REFERENCES

See Glossary, Authorities, and References section of the Basic Plan.

## ANNEX B

### COMMUNICATIONS AND WARNING

#### I. PURPOSE

This annex provides information and guidance concerning available, or potentially available, communications and warning capabilities of Crawford County and how they can be augmented.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Crawford County could find itself subjected to many hazards (See Basic Plan, Hazard Analysis) and would require activating emergency communications and warning operations.
2. Crawford County receives its initial warning information from the Missouri State Highway Patrol, Troop I Headquarters in Rolla where the NAWAS and MULES terminals are located. Types of warnings include severe weather and national attack. This warning in turn is dispersed throughout the County.
3. The primary communications and warning capabilities for Crawford County are shared by the Sheriff's Department and the E-911 Dispatcher Office.
4. The Crawford County Sheriff's Department and the E-911 Dispatcher's Office are staffed on a 24-hour basis by dispatch personnel. In addition to dispatching their own personnel, dispatching is provided for:
  - a. Police Departments: Bourbon, Steelville, Cuba
  - b. Ambulance Services: Steelville Ambulance District, North Crawford County Ambulance Dist.
  - c. Fire Departments/Districts: Steelville FPD, Cuba Community Vol. FD, Bourbon FPD, Leasburg Vol. FD
  - d. Missouri State Water Patrol
  - e. Missouri State Highway Patrol
5. The communities of Bourbon, Cuba, Leasburg and Steelville have outdoor warning sirens available (see Appendix 2 to this Annex for further information). Warning in these communities and the remaining areas of Crawford County will be supplemented with mobile public address operations by the Sheriff, municipal police and local fire departments. Radio and television stations will also broadcast warnings.

6. This communications and warning system as described is adequate to deal with most emergency situations in Crawford County, but in a severe emergency, augmentation may be required.

#### B. Assumptions

1. It is assumed that the existing communications and warning system in Crawford County will survive and remain functional regardless of which type of disaster strikes the area.
2. This annex will aid in timely emergency responses during disasters by insuring coordination of all communication and warning systems.
3. If the situation is such that the local systems are overtaxed, the state will be able to augment local resources during the response and recovery phases.
4. Regardless of how well developed a warning system is, some citizens will ignore, not hear, or not understand warnings of impending disasters broadcast over radio or television, or sounded by local siren systems. Mobile public address and even door-to-door operations may be required in some disaster situations.
5. In most cases, the Sheriff's or E-911 communications center (dispatching personnel) in conjunction with the public safety officer on the scene will make the initial determination that a "classified" emergency has occurred or is developing (See Appendix 3 to the Basic Plan).
6. Ham and other amateur radio operators will be available to assist during an emergency situation.

### **III. CONCEPT OF OPERATIONS**

#### A. General

1. Ultimate responsibility for developing and maintaining an emergency operations communications and warning capability lies with local government.
2. The communications and warning operations for Crawford County will be controlled by the Crawford County Sheriff's Office. They will establish shifts to provide 24-hour per day staffing of their communication facilities during emergencies.
3. During classified emergencies, curtailment of routine action will be necessary. The degree of this curtailment will be determined by the chief communications officer and will depend upon the severity of the situation.
4. During emergency operations, all departments will maintain their existing equipment and guidelines for communicating with their field operations. They will keep the EOC informed of their operations at all times and will maintain communications liaison with the EOC.



5. Communications between the state and local EOC will be primarily through land line telephone links.
6. Telephone services, HAM radio operators, and other amateur communication networks in the area will be utilized to expand communication capabilities during disaster situations.
7. Although most warning alerts come from outside sources (i.e., State, National Weather Service, etc.), Crawford County will develop and maintain the capability to identify potential problems and insure a timely warning on its own.
8. When emergency situations requiring public warning occur at industrial sites that have hazardous materials, or at water impoundments, the guidelines for alerting government officials will follow the guidelines contained in Appendix 3 to the Basic Plan.
9. When an emergency situation occurs, all available systems will be utilized to alert and warn private residences, schools, nursing homes, hospitals, etc. Methods of warning include but are not limited to: telephone, radio, and outdoor warning sirens.
10. Tests and educational programs will be conducted regularly to insure the public understands the various warnings.

#### B. Tasks to be accomplished by Time Frame

##### 1. Mitigation

- a. Revise and update this annex and its appendices at least yearly.
- b. Formulate long-range plans for improvements and follow through with them.
- c. Conduct training for all personnel (full-time, part-time and supplementary) in:
  - 1) Weather spotting
  - 2) Message flow when the EOC is activated
  - 3) Emergency classification
  - 4) Damage assessment
  - 5) Warning systems activation guidelines
  - 6) Other subjects as required to support other functions
- d. Participate in a regular schedule of tests and exercises.
- e. Inspect and maintain all equipment on a regular basis.
- f. Identify private sector resources (i.e. telephone companies) that can augment local capabilities to include repair and supply.
- g. Analyze equipment locations with regard to possible destruction from hazards.

- h. Coordinate communications and warning capabilities with neighboring jurisdictions.
  - i. Insure that a repair capability exists under emergency conditions.
  - j. Develop guidelines to provide coverage should any equipment become disabled.
  - k. Work with PIO to distribute information to the media and public for educational purposes.
  - l. Develop guidelines to warn and/or communicate information to groups with access and functional needs, i.e., (hearing impaired persons, persons with visual impairments, non-English speaking groups, etc.).
2. Preparedness
- a. Initiate personnel call-up as necessary, depending upon the potential of the situation.
  - b. Activate appropriate warning systems.
  - c. Run equipment readiness checks to include emergency power.
  - d. Activate alternate systems and guidelines if necessary.
  - e. Provide adequate communication support to the EOC staff.
  - f. Check communication links with state and federal agencies.
  - g. Deploy weather spotters during severe weather situations.
3. Response
- a. Activate warning system if not already done.
  - b. Activate all necessary personnel to meet communications needs.
  - c. Provide communication for agencies in the field.
  - d. Determine the emergency classification if necessary.
  - e. Maintain and provide information to decision-makers.
  - f. Report on communications and warning systems status to the EOC staff.
  - g. Make necessary repairs or switch to alternate systems as breakdowns occur.
4. Recovery
- a. Continue response level operations until orders to discontinue operations are received.

- b. Provide communication support to damage assessment.
- c. Make repairs and inventory equipment and supplies. Report status to the EOC staff.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- A. The organizational chart for the communications and warning function in Crawford County is provided in Appendix 1 to this Annex.
- B. Assignment of Responsibilities
  - 1. Overall coordination and control of communications and warning in Crawford County is shared by the Crawford County Sheriff and the E-911 Emergency Director. The Sheriff's Department will coordinate all communication activities for Crawford County.
  - 2. Those areas of the county that do not have sufficient communications and warning capabilities will be provided for by the County Sheriff's Department.
  - 3. The Crawford County Sheriff's Department is responsible for keeping the EOC informed of its operations at all times with regard to communications and warning activities.

#### **V. DIRECTION AND CONTROL**

- A. For incidents that have reached an emergency classification (See Appendix 3 to the Basic Plan), overall direction and control will be from the designated EOC within the affected area or subdivision.
- B. Specific department heads may be designated to maintain operational control of their own communications systems, but will coordinate with the EOC during emergency operations. All departments must become familiar with the guidelines outlined in this annex.
- C. When a classified emergency occurs, normal guidelines can be altered as necessary to insure adequate direction and control.
- D. Outside communications and warning resources used to support emergency operations will remain under the direct control of the sponsoring organization, but will be assigned by the EOC to respond as necessary.

#### **VI. CONTINUITY OF GOVERNMENT**

- A. Lines of succession to each department head and other key personnel positions shall be according to the guidelines and normal lines of succession established in the respective departments SOG's attached to this annex. The line of succession for the Crawford County Sheriff's Office is from

the Sheriff through the Chief Deputy.

- B. In the event the primary communications and warning facilities become inoperable, SOG's should be developed to provide for backup equipment or an alternate facility.
- C. All records vital to the continued functioning of the communications and warning section should be duplicated and maintained at another location. If this is not possible, plans should be developed to move documents to an alternate site.

## **VII. ADMINISTRATION & LOGISTICS**

### A. Administration

- 1. Maintain mutual aid agreements and agreements of understanding regarding communications and warning operations.
- 2. Notification/recall lists for all departments to include each individual in the chain of command will be updated regularly and provided to the Crawford County Sheriff's dispatcher and the E-911 dispatcher. This list should include telephone numbers and radio frequencies of neighboring jurisdictions and state agencies. A communication system to implement call-down rosters for personnel assigned to the EOC, etc. must also be maintained.
- 3. It is the responsibility of each agency to insure that their personnel are adequately trained and familiar with communications and warning guidelines as outlined in this Plan and the agency's own SOG.
- 4. Record keeping and accounting guidelines will be according to appropriate county/city regulations, ordinances, etc.

### B. Logistics

- 1. Sags for the security and protection of communication equipment will be developed for the following:
  - a. Protection from lightning, wind, and electrical outage.
  - b. Overload (telephone)
    - 1) Line-load control
    - 2) Priority of service restoration
- 2. Requisition and Supply (See Resource and Supply, Annex G)

## **VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

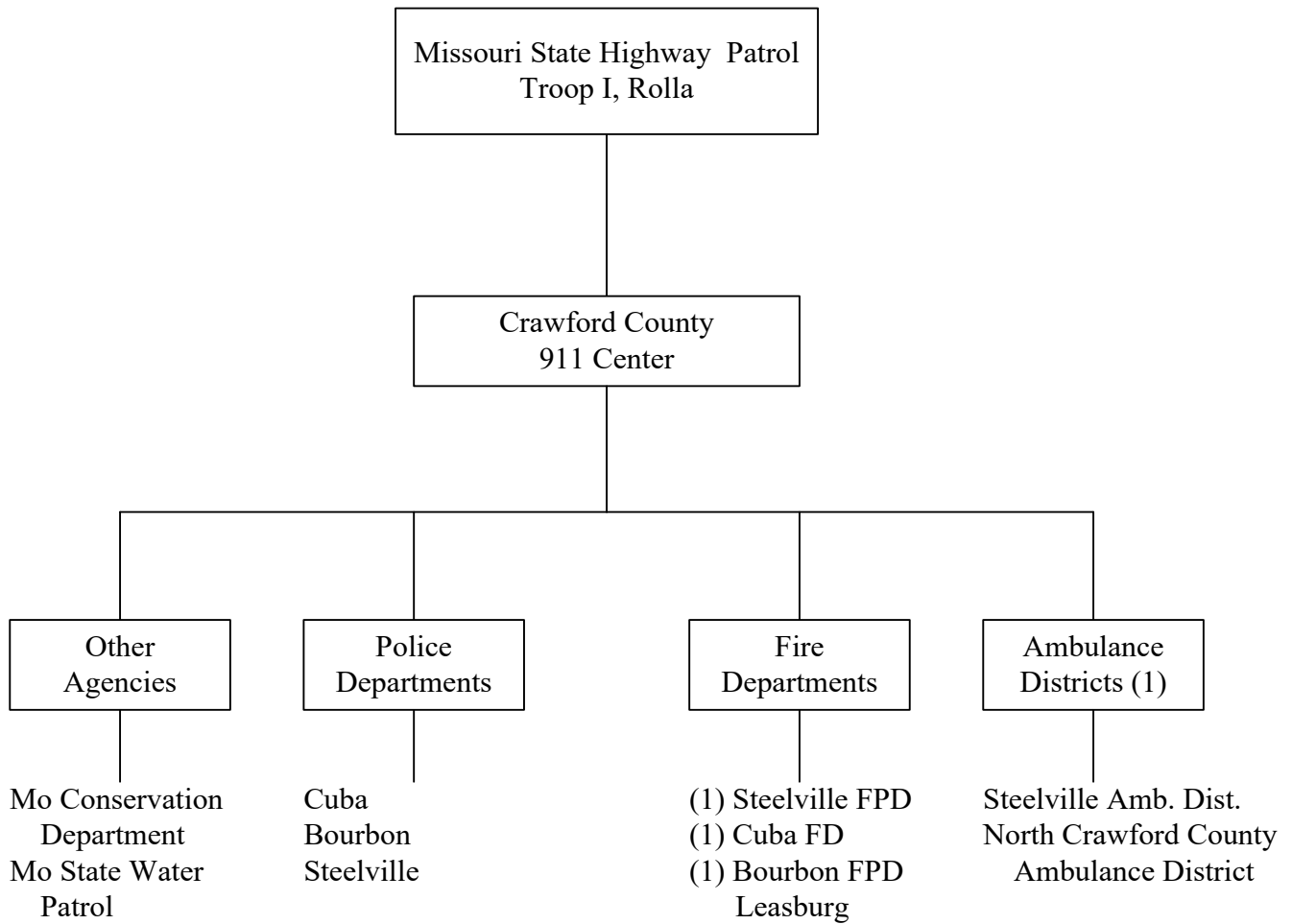
The Emergency Management Director along with the Communications and Warning Coordinator will be responsible for the maintenance and improvement of this annex. It will be reviewed, updated, and modified as necessary, but not less than annually.

## **APPENDICES**

1. Communications and Warning Diagram
2. Communications and Warning Capabilities

**Appendix 1 to Annex B**

**COMMUNICATIONS AND WARNING DIAGRAM**



(1) Pagers are activated by the E-911 Dispatcher.

**Appendix 2 to Annex B**

**COMMUNICATIONS AND WARNING CAPABILITIES**

A. Communications Frequencies

1. Statewide Sheriff .....	155.730*
2. Crawford County Primary (Police).....	155.415
3. Mutual Aid – Police.....	155.475*
4. Point to Point .....	155.370*
5. City of Bourbon.....	158.805
6. City of Cuba.....	155.415
7. City of Steelville.....	155.925
8. Steelville FPD, Bourbon FD, Cuba FD .....	154.235
9. Mutual Aid – Fire .....	154.280
10. Amb./Fire Page.....	155.835

\* Available through E-911 Dispatcher

B. Outdoor Warning Sirens

The following communities in Crawford County have outdoor warning sirens:

1. The City of Bourbon has one siren located at the Bank of Bourbon at Pine Street and College. It can be activated by telephone or from the Bourbon Fire Protection District. It is used primarily for fire calls.
2. The City of Cuba has ten sirens. The locations are shown on a map included in their EOP. These sirens are activated from the Police Department. They are tested the first Monday of each month.
3. The City of Leasburg has one siren located at the Leasburg Volunteer Fire Department. It is activated from the Fire Department.
4. The City of Steelville has three sirens located as follows:
  - a. Keysville Road
  - b. Keysville Road and Brickey
  - c. First Street and Gridley

The sirens are activated from the City Hall usually by the Chief of Police, Mayor and/or City Supervisor. They are tested the first Monday of each month.

C. Conference Call Warning System

The City of Steelville has a ten telephone emergency conference call system connected to the following businesses, nursing homes, school, industries, and city officials:

- a. Mayor
- b. City Supervisor
- c. County Emergency Management Director
- d. San-Val
- e. Brown Shoe
- f. Golden Echoes Service Center
- g. Gibbs Care Center
- h. Eagle Lanes
- i. Office of Superintendent Steelville High School

This system is activated in the event of an emergency such as a severe storm, tornado warning, etc.

D. Emergency Alert System EAS

Crawford County is one of twelve counties located in the St. Louis EAS Operational Area. The Common Program Control Station 1 (CPCS-1) radio station for this area is KMOX-AM, 1120, St. Louis. The CPCS-1 television station for this area is KMOV-TV, Channel 4, and St. Louis.

The following officials in Crawford County are authorized to activate EAS:

- County Commissioners
- Crawford County Sheriff
- County Emergency Management Director



## ANNEX C

### EMERGENCY PUBLIC INFORMATION

#### I. PURPOSE

To provide for the timely release of accurate information to the residents of Crawford County in the event of a disaster or emergency.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Crawford County could be affected by several types of disasters which would require the dissemination of information and instructions to the general public.
2. Adequate news media exist in Crawford and surrounding counties (newspaper, radio and television) that could disseminate information and instruct the general public in the event of a disaster or emergency (See Appendix 4 to this Annex).
3. There are some prominent groups of Spanish speaking people in Crawford County. Dissemination of information will be in English. If necessary, the translation of emergency public information will be coordinated with the area schools' foreign languages staff.
4. Neither Crawford County nor its municipalities are immune to becoming the target of a terrorist threat, attack or incident, as could occur in any other community or area in the United States. Such an incident would place a heavy demand on public information capabilities due to the complexities of the law enforcement response in conjunction with other responding federal assets. For more information about terrorism, see Annex N.
5. Sample news releases have been developed and can be found in Appendix 6 to this annex.

##### B. Assumptions

1. The media serving Crawford County will cooperate with local officials in the dissemination of information to the public.
2. Widespread or major disasters may result in state and national media coverage.
3. Media personnel from state and national levels will not necessarily be familiar with Crawford County news release guidelines.
4. Media personnel will attempt to obtain information from other than "official sources."

5. Federal and state officials may be on-site and called upon for information. Such federal and state agencies will provide PIO support to Crawford County if requested.
6. More than one local public information officer may be involved during emergency operations. Release of public information will be coordinated with appropriate county and city officials as necessary.
7. During an actual or impending emergency, or international crisis, the public will expect local government to provide specific information relating to safety, survival, and protection of property.
8. An effective public information program will reduce casualties and damages.

### **III. CONCEPT OF OPERATIONS**

#### A. General

1. The Public Information Officer will be located in the Crawford County EOC (or at a location to be designated when this plan is implemented). This place will serve as the single official point of contact for the media during an emergency.
2. Release of official public information will be approved by the chief executive official and/or the chief PIO.
3. Only that information released by the chief executive official or chief PIO will be considered official. The media will be so informed.
4. Information for release will be prepared and released to the media in accordance with the format described in Appendix 2 to this Annex.
5. Response organizations are responsible for coordinating with the PIO and for clearing press releases with the jurisdiction's chief executive official before releasing information to the media for public use.
6. Any person, department, or agency releasing information to the public of their own volition will bear the responsibility for any legal or moral ramifications and repercussions resulting from that release.
7. Dissemination of public information will utilize all available media: television, radio, and newspaper.
8. Activation of the Emergency Alert System EAS, if necessary, will be in accordance with the State EAS Operational Plan. The chief executive official will designate those personnel with authority to activate the EAS and issue releases. Guidelines will be coordinated with the appropriate radio/television officials (see Appendix 2 to Annex B).

9. Public information personnel in the field will coordinate with the chief PIO through frequent contacts with the EOC staff.
10. Periodic briefings as necessary for media personnel will be conducted by the PIO.
11. A rumor control section will answer inquiries from the public and monitor public media broadcasts to insure the public is receiving accurate information.
12. A major task of public information operations will be responding to inquiries. The PIO must establish guidelines to inform families on the status of relatives that are injured or missing, emergency services that are available, damaged and/or restricted areas due to a disaster event, etc.
13. The PIO will work with the Health and Medical Coordinator to prepare EPI materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures.
14. Should the need arise; the PIO will see that EPI materials are prepared for the visually impaired and non-English speaking groups.
15. The PIO will coordinate with the Emergency Management Director to prepare instructions for people who must evacuate from a high risk area (as a result of flooding, dam failure, etc. See Appendix 6 in this annex for a sample news release. These EPI materials will include the following for each threat:
  - a. definition of the population at risk
  - b. evacuation routes
  - c. suggestions on the types and quantities of clothing, food, medical items, etc. evacuees should take with them
  - d. locations of reception areas/shelters
  - e. safe travel routes for return to residences
  - f. centrally located staging areas and pick-up points for evacuees without private automobiles or other means of transportation
  - g. instructions which show the location of reception centers, shelters and lodging, feeding facilities, and medical clinics, etc., in the hosting area
16. When an emergency occurs or threatens to occur that requires the dissemination of emergency public information to the public, the PIO will release this information as soon as possible.

17. The PIO will coordinate with State, Federal and private sector agencies to obtain technical information (health risks, weather, etc.) for release to the public and media.
18. Release of public information will include pre- disaster education and answering inquiries.
19. Should the emergency involve more than one local jurisdiction, the PIO will coordinate public information activities with all the PIOs of the jurisdictions involved.
20. If the emergency/disaster warrants activation of a state and/or federal response, the PIO will coordinate public information activities with the state/federal PIOs.

## B. Tasks to be Performed by Operating Time Frame

### 1. Mitigation

- a. Develop and conduct public information programs stressing hazard awareness and personal protection measures.
- b. Establish agreements with all local information media (television, radio, and print) for the dissemination of EPI material (See Appendix 3 to this Annex).
- c. Develop guidelines for:
  - 1) Rumor control
  - 2) News releases
  - 3) Coordination with departmental PIO's
  - 4) Record keeping
  - 5) Print and broadcasting
- d. Establish contact with local EAS stations and develop guidelines for emergency release of information.
- e. Prepare emergency information packages for release during emergencies and distribute them to local media.
- f. Participate in local tests and exercises.
- g. Coordinate all activities with PIO's of other county and/or city departments.

### 2. Preparedness

- a. Analyze the potential disaster to ensure pertinent information is prepared for release.
- b. Issue information through the media and EAS to allow the public to take protective actions.
- c. Start rumor control operations as directed by Direction and Control.

- d. Alert other public information personnel.
  - e. Establish a location for the release of information and advise the media.
3. Response
- a. Release emergency information as necessary or as directed by Direction and Control.
  - b. Schedule and conduct briefings for the media.
  - c. Monitor all news media reports for accuracy.
  - d. Conduct rumor control activities.
  - e. Issue specific instructions as required by the situation:
    - 1) Appropriate protective action to be taken (i.e., evacuation instructions)
    - 2) Location of shelters and/or reception centers
    - 3) Places of contact for missing relatives
    - 4) Restricted areas
    - 5) Continued emergency services
  - f. Coordinate the release of information from private relief agencies.
  - g. Maintain a chronological record of disaster-related activities and news releases.
  - h. Issue announcements urging residents to share their homes, especially basements, if applicable (i.e., tornadoes, hazardous materials incident)
4. Recovery
- a. Continue to distribute information as necessary.
  - b. Continue rumor control and news briefings.
  - c. Coordinate visitor control to the EOC and to the disaster site(s).
  - d. Supply information concerning status of disaster-affected individuals or families.
  - e. Coordinate EPI releases of higher levels of government.
  - f. Participate in after-action reports and critiques.
  - g. Develop a report listing a chronological record of events and news releases.
  - h. Maintain operational level until the situation returns to normal.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

The organizational chart for the emergency public information function is shown in Appendix 1 to this Annex.

##### **B. Assignment of Responsibilities**

1. The Public Information Officer (PIO) for Crawford County is the Presiding Commissioner. The PIO is responsible for the preparation and release of public information and for rumor control.
  2. The Crawford County Emergency Management Director will coordinate communications for this function to include those for rumor control and emergency broadcast monitoring.
  3. Each operating department will furnish a PIO as required and/or necessary. Department PIO's will provide information to the County PIO and help coordinate the release of public information.
- C. During a hazardous materials incident, a terrorist (or suspected terrorist) incident; the Incident Commander will appoint an on-scene PIO for media relations. If the EOC is activated, the on-scene PIO will coordinate activities with the chief PIO in the EOC.
- D. For terrorist incidents, the PIO will designate a local PIO, or spokesperson, to be assigned to the federal Joint Operation Center (JOC) to work with other state and federal PIO's. (See Annex N).
- E. Each operating department/organization will furnish a PIO when necessary and available. These PIO's will provide information to the chief PIO and will assist in the release of public information.

#### **V. DIRECTION AND CONTROL**

- A. Release of public information will be under the control of the County Public Information Officer.
- B. The County Public Information Officer is a member of the EOC staff.

#### **VI. CONTINUITY OF GOVERNMENT**

- A. The line of succession for the Crawford County Emergency Public Information Officer will be through the Presiding Commissioner as explained in the Basic Plan, Section VI.

B. Alternate site for PIO Operations

1. In the event the EOC cannot be used or a total evacuation is necessary, PIO operations will be from a location designated by the chief elected official in charge.
2. In the event of a limited emergency, PIO operations may be directed from an EOC at a site designated at that time.

**VII. ADMINISTRATION AND LOGISTICS**

A. Administration

1. A chronological file of all news releases during a disaster will be maintained in the EOC, to include a log of these releases. (See Appendix 5, this Annex.)
2. A historical chronological file of all disaster related events will also be maintained for future reference.
3. All other administrative functions will be the responsibility of the Emergency Management organization.
4. Letters of understanding will be developed with local media.

B. Logistics

1. Communications support will be furnished by the E-911 Center (CenCom) and the County Sheriff's Department as possible and/or required.
2. All other logistical support will be the responsibility of and provided as necessary by the Emergency Management Office.

**VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. This annex and its supporting documents will be maintained by the Crawford County PIO and the County Emergency Management Director.
- B. Samples of prepared news releases and related emergency instructions/information are contained in a separate reference handbook maintained by the Crawford County Emergency Management Director. Also see Appendix 6 for some suggested news releases.
- C. This annex and the guidelines contained therein will be reviewed and tested annually and revised as necessary.

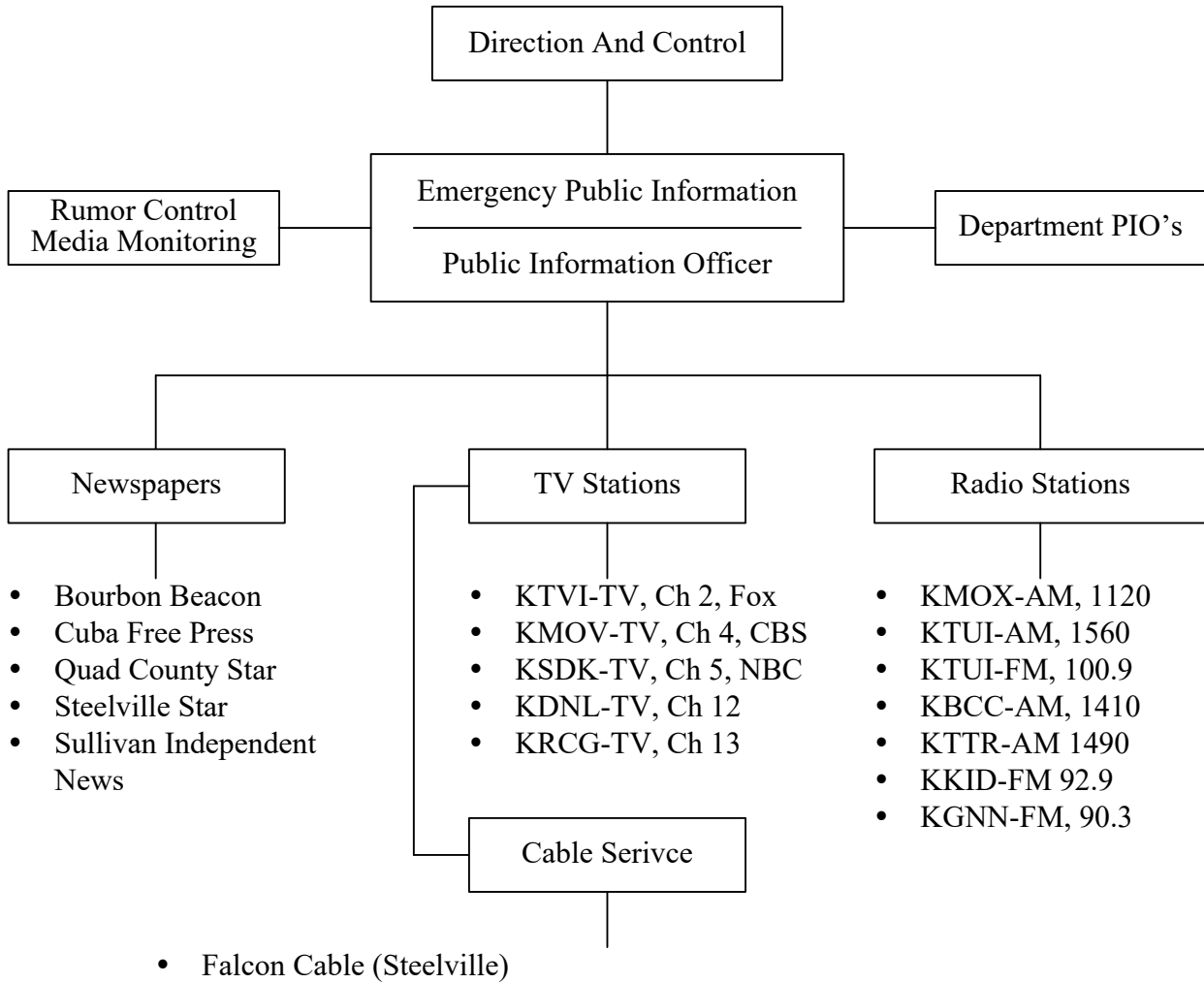
## **Appendices**

1. EPI Organizational Chart
2. Format and Guidelines for News Releases
3. Statement of Understanding for Emergency Public Information Operations
4. News Media Contact Numbers
5. News Release Log
6. Sample News Releases



Appendix 1 to Annex C

EPI ORGANIZATIONAL CHART



## **Appendix 2 to Annex C**

### **FORMAT AND GUIDELINES FOR NEWS RELEASES**

#### **FORMAT**

1. Name, address, and phone number of the news release initiator.
2. Text of the news release.
3. Substantiating records for the release.
4. Date and time received.
5. Date and time released.
6. How and to whom the news release was issued.

#### **RELEASE GUIDELINES**

1. Verify the authenticity of the information contained in the release.
2. Verify that a duplicate release has not already been made.
3. Prepare the release in the format listed above.
4. Determine if the information contained in the release is in the public interest and will not create unwarranted or unnecessary fear, anguish, or other adverse reaction among the public. However, news releases will not be withheld simply to avoid political or public official embarrassment should the situation so warrant.
5. News releases will be distributed fairly and impartially to the news media.
6. Copies of all news releases will be filed chronologically.
7. Copies of all news releases will be furnished to the Rumor Control center.

## Appendix 3 to Annex C

### STATEMENT OF UNDERSTANDING FOR EMERGENCY PUBLIC INFORMATION OPERATIONS

This statement of understanding is entered into between (Radio-TV stations and/or Newspapers), hereinafter referred to as the media, and (city and/or county), hereinafter referred to as (the city and/or the county) to provide emergency information to the citizens of (the city and/or the county) whenever a threat to life and property exists from natural or man-made causes.

When, in the opinion of the chief executive of (the city and/or the county), a threat to life and property exists or threatens (the city and/or county), the Emergency Operations Center (EOC) of (the city and/or county) will be placed on an appropriate status and staffed in accordance with the severity of existing or potential threat, and lines of communication will be opened and maintained for the duration of such threat between the EOC and the media.

The EOC of (the city and/or county) will:

1. Provide the media with a description of the threat and the actions that the emergency staff of (the city and/or the county) is taking to combat the effects of the threat.
2. Provide immediate guidance for the public to lessen the dangers to life and property from the threat.
3. Establish with the media a schedule of briefings on the progress of the threat and additional actions to be taken by the public to lessen the possibility of loss of life and damage to property.
4. Issue bulletins on any significant change in the threat as those changes occur.
5. Advise the media that the danger of the threat has passed and that no further EOC operations are necessary.

The media, at their discretion, and within operating limitations imposed by management or any rules and regulations imposed by appropriate government agencies, will:

1. Accept the transmissions from the EOC of (the city and/or the county) for inclusion in regular news programs or as special news bulletins or to be printed as emergency guidance for the purpose of saving life or reduction of property damage, for the duration of the threat.
2. Accept and maintain in place any equipment provided for communications and report to (the city and/or the county) any damage to or outages of such equipment.
3. Test any equipment provided by (the city and/or the county) by brief two-way transmissions on the \*(last Friday of each month at 11:00 a.m. local time).

NB: THIS STATEMENT OF UNDERSTANDING BETWEEN THE (city and/or the county) AND THE MEDIA IS IN NO WAY INTENDED TO ABRIDGE THE FREEDOM OF THE PRESS OR TO CONSTRAIN THE EDITORIAL RESPONSIBILITY INHERENT IN AN OPEN SOCIETY. THE SOLE PURPOSE OF THIS STATEMENT OF UNDERSTANDING IS TO ESTABLISH A SOURCE OF INFORMATION FOR THE MEDIA WHEN A THREAT OR POTENTIAL THREAT EXISTS TO THE LIFE AND PROPERTY OF THE CITIZENS OF (the city and/or county).

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For the Media

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For the city and/or county

\*Entered as an example only, testing should be established by mutual agreement and entered in the statement of understanding at this point.

## Appendix 4 to Annex C

### NEWS MEDIA CONTACT NUMBERS

#### A. NEWSPAPERS

1. Bourbon Beacon  
P.O. Box C, Bourbon ..... 732-4410
2. Cuba Free Press  
110 S. Buchanan, Cuba ..... 885-7460
3. Steelville Star/Crawford Mirror  
P.O. Box BG, Steelville ..... 775-5454
4. Quad-County Star..... 244-5207
5. Sullivan Independent News  
P.O. Box 268, Sullivan..... 468-6511

#### B. RADIO STATIONS

1. KXMO-AM, 1410  
600 N. Franklin, Cuba ..... 885-2972
2. KMOX-AM, 1120  
One Memorial Drive, St. Louis ..... 621-2345
3. KTUI, AM-1560, FM-100.9  
P.O. Box 99, Sullivan ..... 468-5101
4. KTTR , AM – 1490  
705 W. 10<sup>th</sup> St., Rolla ..... ..364-8044
5. KKID , FM – 92.9  
1415 Forum Dr. , Rolla .....364-4433
6. KGNN – FM – 90.3  
606 Myrtle, Cuba..... ..885-3333

#### C. TELEVISION STATIONS

1. KTVI-TV, Channel 2 FOX  
5915 Berthold Ave., St. Louis.....314-647-2222

- 2. KMOX-TV, Channel 4 (CBS)  
No. 1 Memorial Dr., St. Louis ..... 314-621-2345
- 3. KSDK-TV, Channel 5 (NBC)  
1000 Market St., St. Louis.....314-421-5055
- 4. KDNL- TV, Channel 12 ( ABC)  
1215 Cole St. , St. Louis ..... ..314- 436-3030
- 6. KRCG – TV, Channel 13 (CBS)  
P.O. Box 659, Jefferson City .....573- 896-5144

D. CABLE TELEVISION SERVICE

- 1. Falcon Cable TV  
Steelville .....1-800-264-4992



Appendix 6 to Annex C

SAMPLE NEWS RELEASES

SAMPLE RADIO/TV MESSAGE

FLOOD EVACUATION ORDERED

This is \_\_\_\_\_. The flooding situation continues in parts of \_\_\_\_\_ (county/city) and may worsen. For your safety, I am asking that you leave the \_\_\_\_\_ area as soon as possible (give boundaries of local area, evacuation routes).

Be sure to take essential items – medicine, special foods, personal items, baby supplies, clothing, money and valuable papers – but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuation area, go to (one of) the Red Cross and/or other shelters at \_\_\_\_\_.

Pets will not be allowed in Red Cross and/or other shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pet; (give precise instructions) \_\_\_\_\_. Do not allow your pet to run loose. If you cannot make arrangements for your large animals; (give precise instructions) \_\_\_\_\_.



## SUMMARY STATEMENT FOR MEDIA

### HAZARDOUS MATERIALS INCIDENT (TO BE ADAPTED ACCORDING TO THE SITUATION)

At approximately \_\_\_\_\_ am/pm today, a (spill/release) of a potentially hazardous substance was reported to this office by (a private citizen, city employee, etc.) (Police/fire) units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be (describe \_\_\_\_\_), a (hazardous/harmless) (chemical, gas, substance, material) which upon contact, may produce symptoms of \_\_\_\_\_.

Precautionary evacuation of the (immediate / x-block) area surrounding the spill was (requested/required) by (agency). Approximately (number) persons were evacuated.

Clean-up crews from (agency/company) were dispatched to the scene and normal traffic had resumed by (time) at which time residents were allowed to return to their homes.

There were no injuries reported – OR - \_\_\_\_\_ persons, including (fire/police) personnel, were treated at area hospitals for \_\_\_\_\_ and (all/number) were later released. Those remaining in the hospital are in \_\_\_\_\_ condition.

Response agencies involved were \_\_\_\_\_.

## SAMPLE MEDIA MESSAGE

### NO INFORMATION AVAILABLE

This is \_\_\_\_\_ at the \_\_\_\_\_. An earthquake of undetermined magnitude has just been felt in the \_\_\_\_\_ area.

At this time we have no confirmed reports of injuries or damage. Police and fire units are responding to the area. We will keep you informed as reports come in. Meanwhile, be prepared for after shocks.

If shaking begins again, quickly seek shelter under a sturdy piece of furniture or in a supporting doorway. If you're whole house has been damaged and you smell gas, shut off the main gas supply valve. Switch off electrical power if you suspect damage to the wiring. Do not use your telephone unless you need emergency help.

## SAMPLE MEDIA MESSAGE

### UPDATE ON EARTHQUAKE

This is \_\_\_\_\_ at the \_\_\_\_\_. The magnitude of the earthquake which struck the \_\_\_\_\_ area at (time) today has been determined to be \_\_\_\_\_ on the Richter Scale. The epicenter has been fixed at \_\_\_\_\_ by (scientific authority).

This office has received reports of \_\_\_\_\_ deaths, \_\_\_\_\_ injuries and \_\_\_\_\_ homes damaged. No dollar figure is yet available. Police and fire units are on the scene to assist residents. (Continue with summary of the situation).

After-shocks continue to be felt in the area. If you feel shaking, quickly seek shelter under a sturdy piece of furniture or in a supporting doorway. Do not use your telephone unless you need emergency help.

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## ANNEX D

### DAMAGE ASSESSMENT

#### I. PURPOSE

Following any type of disaster occurrence, one of the most important tasks to be performed is a complete damage assessment. It is necessary to (1) establish priorities for repair of public facilities and roads, (2) determine if outside assistance is necessary, (3) insure the safety of local residents, and (4) plan mitigation measures that will lessen the effect of future occurrences.

The purpose of this annex is to organize existing personnel in Crawford County and the communities therein, in such a manner that the assessments can be completed in a timely manner with results that will be consistent with federal and state guidelines.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Any of the identified hazards that could affect Crawford County (See Basic Plan, Hazard Analysis) has the potential for causing extensive public and private damage.
2. Chapter 44, RSMo, provides for the establishment of the Structural Assessment and Visual Evaluation (S.A.V.E.) Volunteer Program to be activated in the event of a catastrophic earthquake or other natural disaster. This program allows the services of architects, engineers and building inspectors to assist local officials in the inspection of buildings.
3. A thorough damage assessment by Crawford County emergency management personnel is essential before a community can:
  - a. Conduct effective emergency operations.
  - b. Recover from the effects of a disaster in a manner that will insure safety while minimizing the time required for the recovery.
  - c. Mitigate against future disasters.
4. To assist Crawford County emergency management personnel in conducting these assessments and to provide a standard method of reporting that information, SEMA has developed several Damage Assessment Forms (see Appendix 4 to this annex). Instructions for completing these forms are also included in this appendix.
5. Damage caused by terrorist, or suspected terrorist incidents, requires special precautions. Damage assessment teams should be familiar with the potential hazards described in

Annex N (Terrorism) before making inspections.

#### B. Assumptions

1. This annex and all guidelines therein will be developed with the assistance of state personnel.
2. Following a major disaster, federal and state personnel will be available to assist in the final damage estimation.
3. Documentation obtained by the Crawford County emergency management personnel during its initial damage assessment and forwarded to SEMA will be used to determine if additional aid is needed. It is very important that the county conduct this damage assessment and provide the information to SEMA as soon as possible.
4. A properly completed Damage Assessment will initiate legislation that can mitigate or lessen the effects of future disasters.

### III. CONCEPT OF OPERATIONS

#### A. General

1. Damage assessments in Crawford County will be made by survey teams dispatched from the EOC. In the City of Cuba damage assessments will be coordinated by the Emergency Management Director.
2. These teams will consist mainly of county/city officials and personnel, but also should include skilled persons from the private sectors (real estate agents, insurance agents, contractors, etc.).
3. There are three types of Damage Assessments:
  - a. Those made before an emergency exists. These assessments are made every day by county/city employees or the man on the street. They simply indicate a certain potential problem exists and should be examined. It is the responsibility of each department head to recognize these and act accordingly.
  - b. Next are the damage reports that come in during actual emergency response operations. Again, they can come from government employees operating in the field or from private citizens. They are useful in allocating resources during the disaster and in prioritizing recovery operations after.
  - c. The third type is the assessment completed after the disaster. It is made by selected individuals (damage survey teams) and is important in developing recovery plans, seeking outside assistance, and mitigating future disasters.

5. Communications support for the survey team will be provided by the local law enforcement agencies (See Annex B). Other support will be required by the various emergency sections.
6. When federal/state damage survey teams are working in Crawford County, they will be accompanied by a member of the local damage survey team and/or a local official.
7. There will be two damage surveys completed. One will be of private damage and the other will be for public (government) losses.

## B. Actions to be taken by Operating Time Frames

### 1. Mitigation

- a. Participate in the hazard vulnerability analysis and identify potential hazard zones.
- b. Prepare damage assessment guidelines and formats (See SEMA Website).
- c. Recruit and train damage assessment personnel.
- d. Identify and establish liaison with private individuals or companies who could provide assistance in damage assessment.
- e. Review communications guidelines with Communications and Warning section.
- f. Maintain a file of maps and pre-disaster photos.
- g. Work to pass and enforce building codes that discourage development in hazard-prone areas.
- h. Review the Red Cross damage assessment guidelines.
- i. Conduct damage assessment drills, tests, and exercises.
- j. Review and participate in radiological training (See Annex H).

### 2. Preparedness

- a. Alert personnel of potential hazard.
- b. Insure that an adequate amount of maps and damage assessment forms are available.
- c. Review communications plans and guidelines.
- d. Identify potential problem areas and report to Direction and Control.
- e. Review the potential hazards' effects.

- f. Maintain increased readiness status until response begins or the situation returns to normal.

### 3. Response

- a. The Emergency Management Director and/or the chief elected official will notify SEMA of the situation by the fastest means possible. This will be done so that the Safety Assessment Volunteer Program (S.A.V.E.) may be implemented.
- b. Activate enough damage assessment personnel to survey damaged areas in a timely manner.
- c. Deploy personnel to affected areas.
- d. Collect damage information and indicate damaged areas on maps.
- e. Maintain a list of damaged critical facilities requiring priority repairs.
- f. Develop public information releases on unsafe areas and report these to the EOC Direction and Control as well as the Emergency Public Information Officer.
- g. Document emergency work performed and expenses from the start of the disaster. This will ensure the county receives the maximum amount of reimbursement for which it is entitled.
- h. Support other emergency activities as much as possible as directed by Direction and Control.
- i. Prepare damage assessment forms for use in recovery phase.
- j. If the necessary response is beyond the capability of the county, the chief elected official, or his designee, may request assistance from the Governor through SEMA. If the state is unable to provide assistance, SEMA will request federal response assistance from the appropriate agency. Note: Federal assistance is supplemental to state assistance, which is supplemental to county/city capabilities.
- k. In anticipation of making a request to the President for federal assistance, SEMA, in cooperation with the FEMA, will conduct a preliminary damage assessment with one of two different teams. One team assesses the effects of damage to individuals, residences and small businesses (Individual Damage Assessment) and is comprised of, but not limited to, SEMA, FEMA, Red Cross, and the Small Business Administration (SBA). The other team will assess damages to the public property infrastructure (Public Assistance Assessment) and is usually comprised of, but not limited to, FEMA and SEMA personnel. Individuals from the Missouri Department of Transportation, Missouri Department of Natural Resources and U.S. Army Corps of Engineers may also be used, depending on the situation. Appropriate local officials will accompany each team and participate in the surveys.



1. If the situation is determined to be beyond the capability of local and state government, the Governor may request from the President either an “Emergency” or “Major Disaster” declaration for assistance. The Governor’s request for federal assistance is sent through FEMA, Region VII, Kansas City, to their national office in Washington, D.C., and hence to the President for consideration.

#### 4. Recovery

- a. Post unsafe buildings and roads.
- b. Assist in establishing priorities for emergency repairs.
- c. Conduct private damage assessment.
- d. Conduct public damage assessment.
- e. Advise elected officials on requesting federal and state assistance.
- f. Accompany and assist federal and state damage assessment teams.
- g. Assist in preparing damage repairs reports to receive federal aid.
- h. Participate in recovery activities until the situation returns to normal.
- i. If the President grants federal assistance, the President will declare either an emergency or major disaster and implement the applicable disaster assistance programs under the provisions of Public Law 93-288 and as amended.
- j. If a presidential disaster declaration is received, the state and federal government will disseminate the disaster assistance information to the public through the news media.
- k. SEMA and FEMA will, with the assistance of the county/city, establish Disaster Recovery Centers (DRCs) where individuals may come and obtain information about assistance from various government agencies and private organizations. The county, state and federal emergency management organizations will jointly determine the locations, dates and times of operation for the DRCs which would most benefit the disaster victims.
- l. Participate in after-action reports and critiques.
- m. Incorporate changes in plans and guidelines.

## **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### A. Organizational Chart

The organizational chart for the damage assessment function is shown in Appendix 1 to this Annex.

**B. Assignment of Responsibilities**

1. Overall coordination and operational control of the Damage Assessment section for Crawford County will be the responsibility of the County Emergency Management Director.
2. Communications support for the Damage Assessment functions will be provided by local law enforcement agencies (See Annex B).
3. Transportation support will be provided by the Resource and Supply section (see Annex G).
4. Preparing recommendations from damage reports to mitigate the effects of future disasters will be the responsibility of the Crawford County Emergency Management Director.
5. The Emergency Management Director has the responsibility to participate in and support all the activities in this function.

**V. DIRECTION AND CONTROL**

- A. The heads of the Damage Assessment section are important members of the EOC Direction and Control staff. They will control operations from the EOC.
- B. All damage reports that come to the EOC will go through the Damage Assessment section for analysis and plotting.

**VI. CONTINUITY OF GOVERNMENT**

- A. The lines of succession for the Damage Assessment Coordinator will be through the County Emergency Management Director as explained in the Basic Plan, Section VI.
- B. The Damage Assessment section will control their operations from the affected area's EOC or, if relocated, from an alternate EOC.

**VII. ADMINISTRATION AND LOGISTICS**

**A. Administration**

1. Damage assessment survey teams will consist of local government employees and designated private sector personnel when necessary (i.e., real estate, engineering,

building trades, etc.). State, Federal, and volunteer agencies will provide support as appropriate.

2. Required damage assessment report forms are referenced in Appendix 4 to this Annex.
3. Records of actions taken and recommendations made will be compiled by appropriate county/city personnel in the EOC.
4. Damage assessment information will be provided to the State Emergency Management Agency for necessary release to the Federal agencies.

#### B. Logistics

All logistical requirements will be submitted to the Resource and Supply section with the exception of the following:

1. Communications requirements will be submitted to the local law enforcement agencies.

### **VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

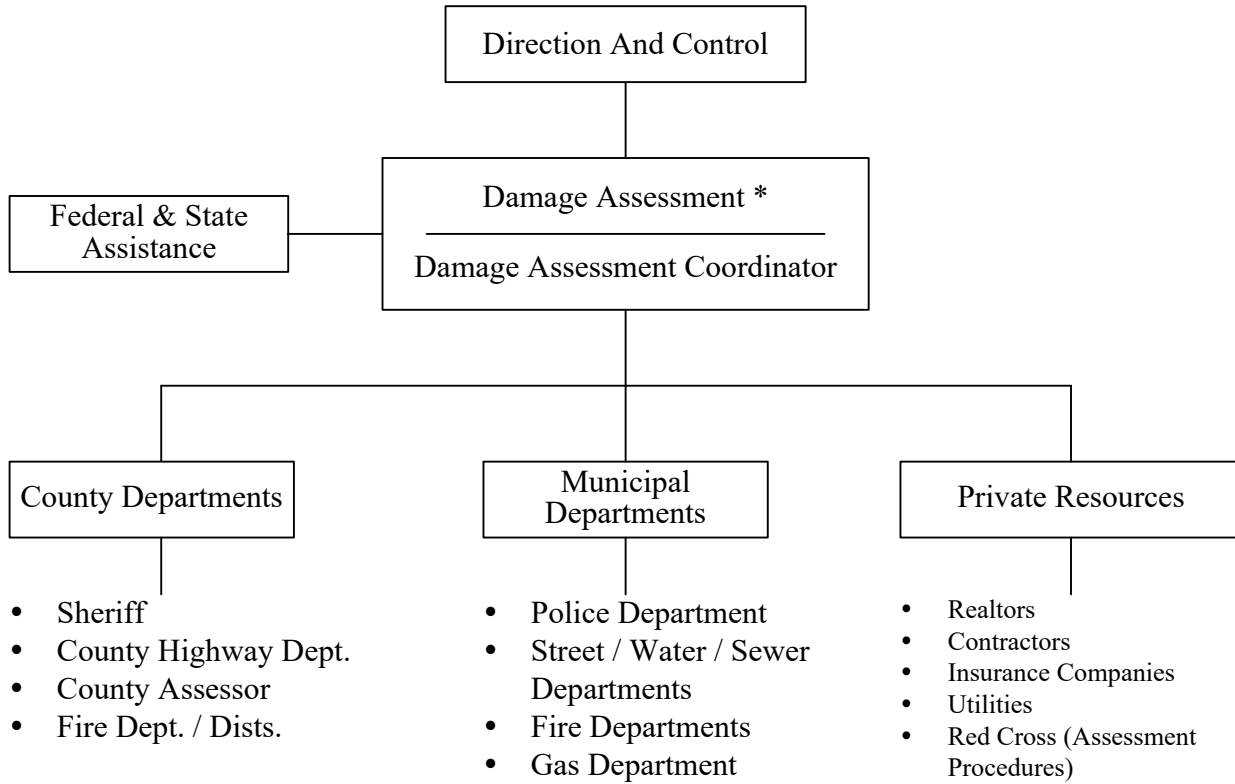
- A. The individuals named in Part IV of this annex, Organization and Assignment of Responsibilities, are responsible for developing, maintaining, and updating this annex and its appendices.
- B. The Crawford County Emergency Management Director will instigate an annual review and updating.

### **Appendices**

1. Damage Assessment Organizational Chart
2. Initial Disaster Assessment Summary  
Situational Awareness Report  
Resource Request Form
3. Potential Earthquake Damage Area (Map)

Appendix 1 to Annex D

DAMAGE ASSESSMENT ORGANIZATIONAL CHART



\*Damage reports could come into an EOC from various county and/or city departments such as law enforcement, public works, fire, etc. Also, other response agencies and private sources could contribute to the overall damage assessment.

Appendix 2 to Annex D



INITIAL/SUPPLEMENTAL  
DISASTER ASSESSMENT SUMMARY

1. Jurisdiction(s) Affected: \_\_\_\_\_ Date: \_\_\_\_\_

2. Disaster: Type: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

3. Report by: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

4. Affected Individuals: (Assign affected individuals to only one category)

a. Fatalities		d. Missing	
b. Injuries		e. Evacuated	
c. Hospitalized		f. Sheltered	

5. Property Damage:

a. Residences

	# Destroyed	# Major	# Minor	# Inaccessible	# Insured
Single Family					
Multi-Family					
Mobile Home					

Estimated Losses to Residence \$ \_\_\_\_\_

b. Businesses

	# Destroyed	# Major	# Minor	# Insured

Estimated Losses to Business \$ \_\_\_\_\_

c. Public Facilities

Type of Work or Facility Categories	Estimate	# of Sites	Brief Description of Damages
A. Debris Removal	\$		
B. Emergency Protective Measures	\$		
C. Roads & Bridges	\$		
D. Water Control Facilities	\$		
E. Buildings Equipment	\$		
F. Utilities	\$		
G. Parks & Recreation (Other)	\$		
<b>TOTAL ESTIMATE</b>	<b>\$</b>		

SEMA Fax Number – 573-634-7966

**Disaster Assessment Summary**  
Completion Instructions

**SUMMARY:**

This form is intended to provide local jurisdictions with a standard method of reporting initial and supplemental damage estimates to SEMA. This information will be used to assess the situation throughout the affected area. It will also be combined with other reported information and used to help decide on future actions.

These forms are intended to be cumulative. If you submit additional reports, all of the columns **MUST** show current totals. For example, if the first form you submitted showed sixteen residential structures damaged and you identify four more damaged residential structures, the next form you submit **MUST** show twenty damaged residential structures.

- 1. Jurisdiction(s) Affected:** Please include the name of the area affected, including county, and date of report.
- 2. Disaster:** List the type, time and date of incident.
- 3. Report by:** List name of person submitting report, his/her title, home and work phone numbers. This person will be SEMA's point of contact for additional information.
- 4. Affected Individuals:** List affected individuals based on the category the individual fits in. Please assign individuals to only one of the six categories. For example, do not assign someone to the "injuries" category if they are already assigned to "hospitalized".
- 5. Property Damage:**
  - a. Residence:** List the number of residential properties damaged as a result of the disaster (separated either by single family, multi family or mobile homes) in the categories provided. Provide a total dollar amount in estimated losses to residences.
  - b. Business:** List the number of business properties damaged as a result of the disaster in the categories provided. Provide a total dollar amount in estimated losses to businesses.
  - c. Public Facilities:** List the estimate in dollars, the number of sites, and a brief description of damages in the six categories under Type of Work or Facility. Provide a total dollar amount in estimated losses to public facilities.

**Remember: The SEMA Logo on the top of the form means to send it to SEMA upon completion.**  
**Fax: 573/634-7966**

## Local Jurisdiction Situational Awareness Report

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Contact Information:** (Provide as much information as possible.)

<b>County:</b>		<b>Jurisdiction:</b>	
<b>Name:</b>	<b>Title:</b>	<b>Phone:</b>	
<b>Email:</b>	<b>Fax #:</b>	<b>Cell:</b>	

**Local Emergency Operations Center Status:**

<b>LEOC Activated:</b>	<b>YES</b>	<b>NO</b>	<b>Hours of Operation:</b>	
<b>Contact Name:</b>			<b>Title:</b>	
<b>Telephone:</b>		<b>FAX:</b>		<b>Cell:</b>
<b>LEOC Physical Location:</b>				

**Situation Summary:** (Summarize the impact the disaster event had on the listed topics.)

<b>Summary of Event: (Include date &amp; time of actual event.)</b>	
<b>Fatalities:</b>	<b>Injuries:</b>
<b>Shelter Status: (Number of open shelters, location of shelters, people in shelters, etc.)</b>	
<b>Primary Home/Business Damage:</b>	
<b>Power Outages:</b>	
<b>Medical/Fire/LE Issues:</b>	
<b>Utility (Electric, Water, Sewage) Issues:</b>	
<b>Road/Bridge Issues:</b>	

**Local Actions:** (What actions have you taken?)

<b>Summary of Actions Taken:</b>

\*\*\*This is a situational awareness document ONLY. To request resources from the state, you MUST complete and submit a separate "Resource Request Form". Submit a "Local Jurisdiction Damage Assessment Summary" as detailed information becomes available.\*\*\*

**SEMA FAX #: (573) 634-7966**

## **State of Missouri Local Situation Report (SIT REP)**

### **Completion Instructions**

#### **SUMMARY:**

The Local Situation Report form (also referred to as the Local Sit Rep) is a form developed by SEMA to help local jurisdiction provide a narrative format about disaster events or anticipated events. This form is intended to provide SEMA and other state agencies with an explanation of a disaster event that goes beyond the numeric data that is collected on other damage assessment forms. Think of this form as the "story" behind the damage assessment data. All jurisdictions are encouraged to use this form anytime they have had an emergency or disaster event or can anticipate an event occurring.

The goal of this form is to get a comprehensive picture of how the event has affected the government, the infrastructure, businesses and the citizenry. This is the first form filled out for disaster reporting to SEMA and is to be sent in to SEMA as a stand-alone report or as the narrative form that accompanies the Disaster Summary form (data).

#### **FORM SECTIONS:**

The first step is to identify if this report is the initial report sent to the state or if it is a supplemental report. This is important information for state staff to know if this is the first report or just an update of an ongoing situation. Mark the appropriate block!

At the top of the form is an area for the individual filling out the form to put in valuable information about date, time, location, phone number, and who is the point of contact (Reported By).

The remainder of the form asks for information to be written in a narrative format. Details about how the event (or coming event) is impacting the community need to be written legibly. SEMA is looking for how the disaster has affected the citizens of the community and the infrastructure. Information concerning special needs groups, the elderly and the inability of government to provide critical services should be included.

Briefly describe what actions have been taken by the jurisdiction to respond to or prepare for the event and what still needs to be accomplished.

Finally, SEMA needs to know if you anticipate needing resources from outside the community to help the jurisdiction respond/recover from the event. Be very specific as to your needs and requests.



**Local Jurisdiction  
RESOURCE REQUEST**

**\*\*For Use By Local Jurisdictions ONLY\*\***

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Category of Request:** (Select ONLY one category per request.)

Air Mission	Communications	Cots/Blankets	Debris Clearance	Fire	Food
Fuel	Generators	Ground Transportation	HazMat	Heavy Equip	Medical
MoNG	Pet Issues	Pumps	Sand Bags	Security	Shelters
Staff (IST, LEOC, etc)	Tarps	Volunteers	Water/Ice		Other

**Requestor's Contact Information:** (Provide as much information as possible.)

County:		Jurisdiction:	
Name:	Title:	Phone:	
Email:	Fax #:	Cell:	

**Request/Mission Information:** (Be as specific and detailed as possible.)

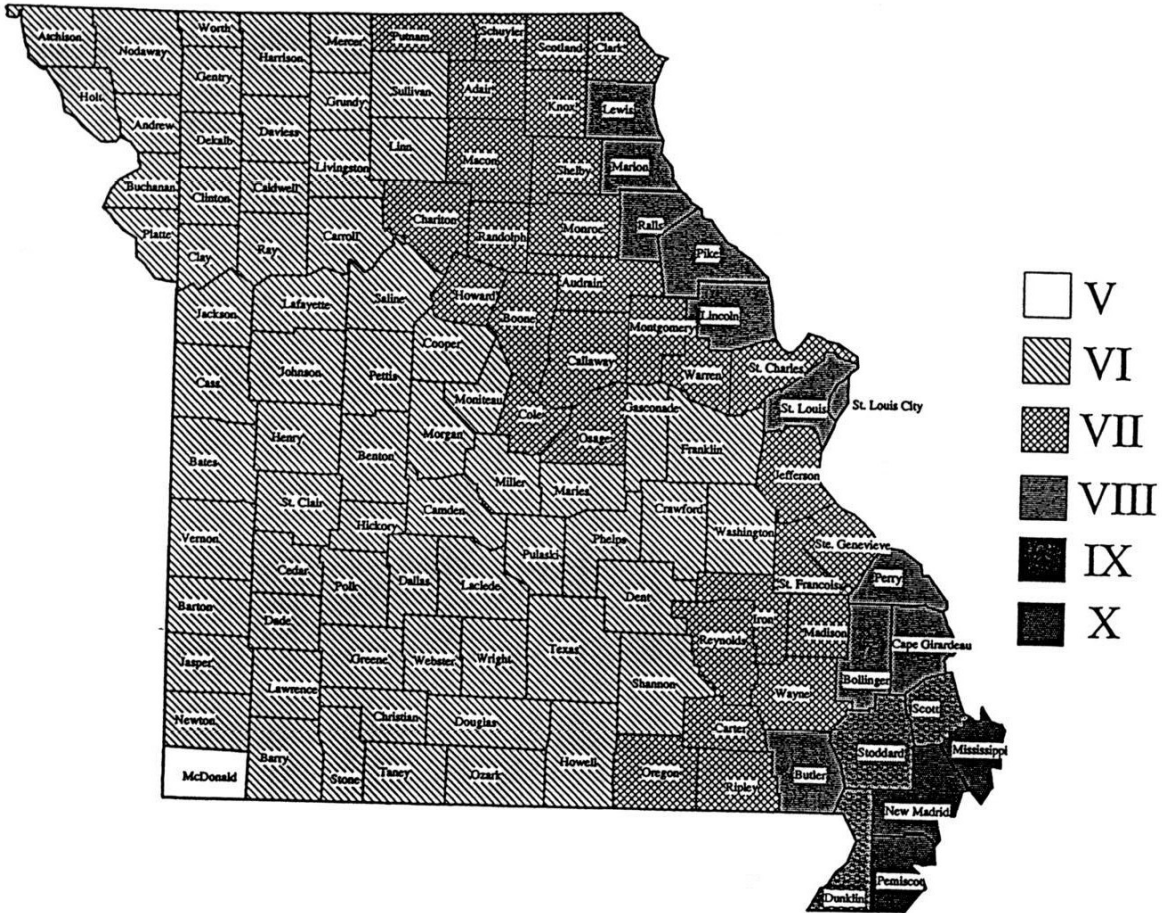
Local Request Number: \_\_\_\_\_ SEOC Request Number: \_\_\_\_\_

<b>Mission:</b> (How will the requested resource be used and what problem will it solve? Be specific.)
<b>Item (quantity/size):</b> (What do you need, how many, etc?)
<b>Delivery Location:</b> (Street address, intersection, building name, etc.)
<b>Point Of Contact:</b> (If different from above.)
Name: _____ Title: _____
Phone/Cell Number: _____

**\*\*\*IMPORTANT: Requests for different categories of resources MUST be submitted on separate Resource Request Forms. (i.e. a request for food and water would be submitted on two separate request forms.) Resource Requests MUST be legible and include ALL required information in order to be processed as quickly as possible.\*\*\***

**SEMA FAX #: (573) 634-7966**

PROJECTED EARTHQUAKE INTENSITIES



This map shows the highest projected Modified Mercalli intensities by county from a potential magnitude 7.6 earthquake whose epicenter could be anywhere along the length of the New Madrid Seismic Zone.

Earthquake effects - Intensity VI: Everyone feels movement. Poorly built buildings are damaged slightly. Considerable quantities of dishes and glassware and some windows are broken. People have trouble walking. Pictures fall off walls. Objects fall from shelves. Plaster in walls might crack. Some furniture is overturned. Small bells in churches, chapels, and schools ring.

## ANNEX E

### LAW ENFORCEMENT

#### **I. PURPOSE**

Law enforcement agencies deal with emergencies on a regular day-to-day basis. This is the nature of their occupation. Adequate resources are normally available to cope with any occurrence that should arise.

During a disaster, however, these resources could be exhausted before a situation is brought under control. This annex will organize local law enforcement personnel and develop guidelines that will enable Crawford County to provide law enforcement services regardless of the situation.

#### **II. SITUATION AND ASSUMPTIONS**

##### A. Situation

1. Crawford County could find itself subjected to many hazards (See Basic Plan, Hazard Analysis) that would threaten the lives and property of its citizens. In each of these, local law enforcement personnel will have a major response role.
2. Law enforcement services in Crawford County are provided by the Crawford County Sheriff's Office, along with the Bourbon, Cuba and Steelville Police Departments (see Appendix 2 to this Annex).
3. Local law enforcement resources are adequate to meet most day-to-day situations that could arise, but an emergency could occur that would exceed local capabilities.
4. Outside law enforcement resources (federal, state and other local) are available to support operations in Crawford County.
5. In addition to normal law enforcement guidelines, special training for personnel will be required in the areas of:
  - a. Hazardous materials incidents
  - b. Riot control
  - c. Storm watch
6. The Sheriff is the chief law enforcement officer in the county and as such, can enforce state statutes on all state property within the county.
7. Equipment lists for the Crawford County Sheriff's office and the municipal police departments are maintained in their respective offices.

## B. Assumptions

1. During a disaster, local law enforcement personnel will respond as directed in this plan.
2. Situations will arise that will tax or exceed local law enforcement capabilities.
3. If Crawford County finds itself with insufficient manpower, equipment, or special expertise needed to maintain law and order, assistance from outside resources may be called upon to respond.

## III. CONCEPT OF OPERATIONS

### A. General

1. The law enforcement activities described in this annex are an extension of normal day-to-day activities and deal only with extraordinary situations that may completely saturate available resources and involve several jurisdictions. (See Appendix 3 to the Basic Plan).
2. In addition to being the lead agency in certain response situations (i.e., riots, hostage situations, etc.) the law enforcement section will provide security and support in all other emergencies that threaten life and property.
3. Local law enforcement agencies will primarily perform law enforcement functions, while outside and support agencies will be used for traffic and crowd control.
4. Emergency operations will be directed from the EOC or forward command post within the affected area. Questions concerning a lead agency in such a disaster situation will be resolved in the EOC. (See Appendix 3 to the Basic Plan.)
5. The Crawford County Sheriff's Office will control law enforcement operations in all unincorporated areas of the County while the Municipal Police Chiefs/City Marshals will control operations within the boundaries of their respective jurisdictions.

### B. Tasks to be accomplished by Operating Time Frame

1. Mitigation
  - a. Prepare guidelines (SOG's) to deal with projected law enforcement requirements. (Refer to the hazards identified in the Basic Plan, Hazard Analysis.)
  - b. Identify facilities and resources that will require special security during a disaster and establish guidelines to provide protection.
  - c. Train law enforcement personnel and volunteer augmentees in special guidelines (hazardous materials identification, etc.).

- d. Locate and establish liaison with local organizations outside government that could provide assistance (veteran's groups, private security, etc.).
  - e. Develop and maintain mutual aid agreements with nearby local law enforcement agencies to insure proper coordination.
  - f. Review guidelines for obtaining assistance from state and federal law enforcement agencies.
  - g. Review other annexes of this plan to determine where law enforcement support will be needed by other agencies.
  - h. Develop and maintain a security pass system to allow admittance to restricted areas (damaged or otherwise).
  - i. Review and update plans, guidelines and checklists annually.
  - j. Participate in tests, exercises and drills.
2. Preparedness
- a. Begin personnel alerting guidelines.
  - b. Check status of equipment and facilities for readiness and safety.
  - c. Analyze threat to anticipate required response, and then check guidelines.
  - d. Assist in warning as required (See Annex B).
  - e. Provide security and traffic control at the EOC.
  - f. Review status of streets and roads in case an evacuation is necessary.
  - g. Assemble materials for security-pass system to restricted areas.
  - h. Report status of actions taken to Direction and Control.
  - i. Order units to shelter, if necessary.
  - j. Review plans to relocate and house prisoners in custody from the county jail facility to a nearby facility or county.
3. Response
- a. Activate necessary personnel to meet the situation.

- b. Maintain law and order.
  - c. Provide traffic and crowd control.
  - d. Provide security to critical facilities and resources.
  - e. Control access to the incident scene and evacuated area(s). In the event the disaster is believed to be terrorist-related, care must be taken to preserve the crime scene, while at the same time allowing rescue operations to be performed (see Annex N for more information).
  - f. Assist in search and rescue operations.
  - g. Provide security in the disaster and other affected areas to ensure that private and public property are protected. Establish a security-pass system for entering the area.
  - h. Provide communications support as appropriate.
  - i. Participate in the EOC operations (Direction and Control, Annex A).
  - j. Assist in the dissemination of warning to the public (mobile units).
  - k. Provide security and traffic control for in-place shelter operations (Annex K).
  - l. Assist Damage Assessment by identifying damaged areas.
  - m. Maintain records and report regularly to the EOC.
  - n. Activate mutual aid and private resources and deploy them as necessary.
  - o. Assist other emergency services as directed by the EOC.
  - p. Provide protection for prisoners in custody.
  - q. Provide law enforcement in reception centers, lodging and feeding facilities, and emergency shelters.
  - r. Assist in the evacuation of disaster areas during emergency operations.
4. Recovery
- a. Continue operations as necessary until situation returns to normal.
  - b. Release mutual aid and private resources when possible.
  - c. Continue support to other services, especially in the areas of Damage Assessment and Rescue.

- d. Provide traffic control for the return of evacuees (Annex J).
- e. Provide information to press offices for news releases (Annex C).
- f. Assist in the return to normal from the in-place shelter mode (Annex K).
- g. Participate in cleanup and recovery operations.
- h. Participate in after-action reports and critiques and incorporate recommended changes into law enforcement plans and guidelines.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

The organizational chart for the law enforcement function is shown in Appendix 1 to this Annex.

##### **B. Assignment of Responsibilities**

1. The Crawford County Sheriff will be responsible for all law enforcement operations within the jurisdictional boundaries of Crawford County as specified by law.
2. Municipal Police Chiefs/City Marshals will control operations within the boundaries of their respective jurisdictions.
3. Communications for such activities will be provided for by the appropriate law enforcement agency.
4. The Crawford County Emergency Management Director will be responsible for insuring that specialized training is available (hazardous materials, etc.).
5. The County Sheriff, Municipal Police Chiefs and City Marshals are responsible for:
  - a. Procuring essential respiratory devices, clothing, equipment and antidotes for law enforcement personnel responding to hazardous materials incidents.
  - b. Developing and maintaining agreements of understanding with neighboring law enforcement agencies.
  - c. Establishing guidelines to protect essential law enforcement records.

#### **V. DIRECTION AND CONTROL**

- A. In emergencies whose magnitude has been "classified" (see Appendix 3 to the Basic Plan), overall control will emanate from the EOC (Direction and Control). Each department will eventually have a representative present in the EOC, depending upon the magnitude of the emergency or disaster.
- B. Initial control at the scene will be established by the first public safety officer on the scene. The officer will maintain contact with and provide information to the prescribed communications center and will do so until relieved by a senior officer.
- C. If outside resources are needed, they will remain under the direct control of the sponsoring agency, department, or industry, but will be assigned by the EOC to respond as necessary.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Lines of succession to all key positions within law enforcement elements operating in the county will be in accordance with SOG's of the respective departments and/or agencies. The line of succession for Crawford County Law Enforcement is from the County Sheriff through the Chief Deputy.
- B. All departments will develop SOG's to enable them to perform their assigned duties.
- C. All departments must be prepared to operate from an alternate EOC if the designated EOC becomes inoperable or unusable.
- D. Records and documents vital to the functioning of the law enforcement section should be duplicated and stored in another location. If this is not possible, plans should be developed to move these documents to an alternate site.

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

- 1. Each law enforcement agency will develop plans and guidelines to insure a timely submission of all reports and records.
- 2. Security for the EOC and other critical government facilities will be provided by the appropriate law enforcement agency.
- 3. The legal basis for any emergency action described in this plan is contained in Chapter 44, RSMo.

### **B. Logistics**

- 1. Normal purchasing and procurement guidelines can be circumvented with written permission of the chief elected official present.



2. Law enforcement services must provide necessary logistical support for food, emergency power, fuel, etc. for response personnel during emergency operations. In most situations, however, the Resources and Supply Section (Annex G) will be available to assist with supply matters.
3. Providing communications support and communications equipment for the emergency functional areas will be handled and maintained by the various participating law enforcement agencies.

## **VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

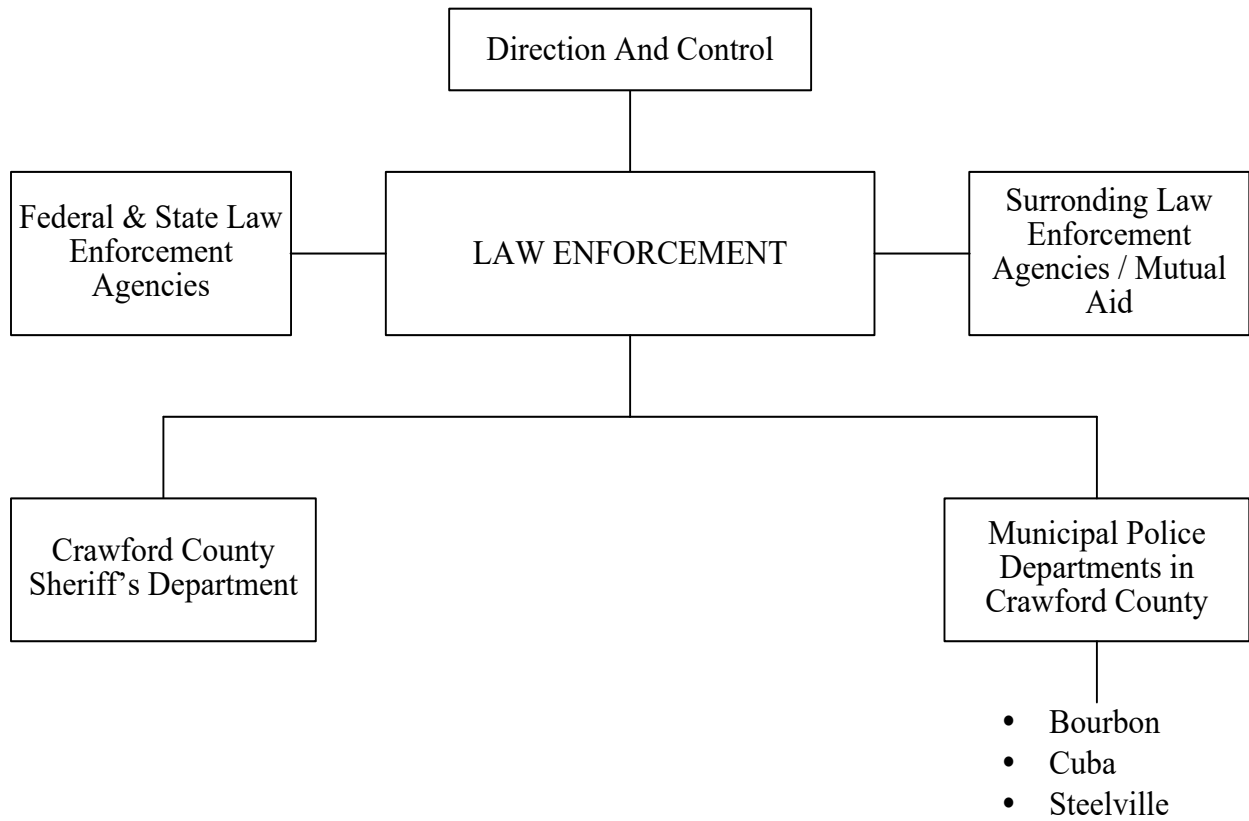
- A. Each operating law enforcement agency will be responsible for developing and maintaining written guidelines to accomplish their assigned tasks in this annex.
- B. It will be the responsibility of the County Sheriff and Emergency Management Director to instigate a review and updating of all law enforcement plans, call-up lists, guidelines and inventories yearly.

### **Appendices**

1. Law Enforcement Functional Chart
2. Law Enforcement Resources

Appendix 1 to Annex E

LAW ENFORCEMENT ORGANIZATIONAL CHART



Appendix 2 to Annex E

**LAW ENFORCEMENT RESOURCES**

A. Crawford County Sheriff's Department  
Steelville ..... 775-2125  
Emergency (Steelville Telephone Exchange) ..... 911

B. Bourbon Police Department  
180 Cedar St., Bourbon ..... 732-4838

C. Cuba Police Department  
602 S. Franklin, Cuba ..... Business - 885-7979  
Dispatcher ..... 911  
Special Equipment: emergency generator

D. Steelville Police Department  
103 Brickey St., Steelville ..... 775-2200

E. Missouri State Highway Patrol  
  
General Headquarters, Jefferson City ..... 573-751-3313  
Troop I, Rolla ..... 573-368-2345

F. Surrounding Law Enforcement Agencies  
  
County Sheriff & Municipal Police Departments:  
  
Dent County Sheriff ..... 729-3241  
Salem Police ..... 729-4242  
Washington County Sheriff ..... 438-5478  
Potosi Police ..... 438-5468  
Phelps County Sheriff ..... 364-3860  
Rolla Police ..... 364-1529  
St. James Police ..... 265-3777  
Gasconade County Sheriff ..... 486-2424  
Owensville Police ..... 437-2141  
Franklin County Sheriff ..... 583-2567  
Sullivan Police ..... 468-8001  
St. Clair Police ..... 629-1313  
Union Police ..... 583-3700  
Iron County Sheriff ..... 546-7321  
Ironton Police ..... 546-7131  
Viburnum Police ..... 244-5220

Law Enforcement Resources, continued

1. Crawford County Sheriff's Department - Steelville, Mo.

Personnel:

Sheriff.....	1
Chief Deputy .....	1
Jailer .....	1
Civil Process.....	1
Patrol Officers .....	6
Dispatchers .....	5
Bailiff's (PT).....	2
Office Manager.....	1
Jailer/Transporter.....	1
Reserve Officer.....	12

Equipment:

Patrol Cars (9 regular, 2 reserve).....	11
Four Wheel Drive Pickup.....	1
Van .....	1
Trailer .....	1
Cell phones (1-bag, 1-flip) .....	2
Generator, portable, gasoline.....	1
5 channel base station.....	1

2. City of Cuba Police Department - Cuba, Mo.

Personnel:

Officers .....	11
(with CPR & First Aid training, 3 officers have Awareness level HAZMAT training)	

Equipment:

Patrol cars .....	8
Hand held radios.....	11

## ANNEX F

### FIRE AND RESCUE

#### I. PURPOSE

By the very nature of their duties, the local fire departments protect lives and property on a daily basis. However, in a disaster situation of sufficient magnitude, normal day-to-day guidelines, personnel, or equipment could prove inadequate to provide this protection.

The purpose of this annex is to organize local fire fighting resources and establish guidelines that will enable these resources to meet the demands of a disaster situation. Also discussed will be the additional duties of search and rescue, radiological and other hazardous materials incidents.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Crawford County is subject to many hazards that could present difficulties with regard to fire protection. (See Basic Plan, Hazard Analysis).
2. There are five fire departments/districts operating in Crawford County: Steelville FPD, Cuba Community Volunteer FD, Bourbon FPD, Leasburg Volunteer FD, and Quad County FPD. For a list of these departments and their resources, see Appendix 2 to this Annex. The Sullivan Fire Department provides fire service for that part of Sullivan located in Crawford County.
3. The fire departments/districts primarily receive pages through the E-911 Emergency Center. Quad County FPD is dispatched through the City of Viburnum dispatcher.
4. Situations could arise that would hinder fire fighting capabilities or overwhelm local resources. Outside assistance (federal, state, or other local governments) is available should the need arise.
5. In addition to fire suppression, the fire services are also responsible for search and rescue activities, first aid and hazardous materials response (limited).
6. The fire service provides support to other fire agencies through mutual aid agreements and concurs with the State Fire Marshall's Mutual Aid System.
7. For incidents related to terrorist, or suspected terrorist attacks, see Annex N for fire and rescue responsibilities.

## B. Assumptions

1. Existing fire personnel and equipment should be adequate to deal with most emergency situations through existing mutual aid agreements with surrounding communities.
2. Trained personnel and specialized equipment are somewhat limited, therefore, outside assistance could be required for certain situations that could arise (i.e., hazardous materials and radiological incidents).
3. Other county and/or city departments or agencies will respond to provide support as detailed in this plan.
4. State and federal agencies will respond when necessary.
5. All fire departments/districts in the county will maintain the equipment and level of training necessary to perform the fire protection functions.
6. If relocation is necessary, sufficient personnel will be available to assist law enforcement personnel with the movement and evacuation while at the same time providing fire protection.

## III. CONCEPT OF OPERATIONS

### A. General

1. The primary task of the fire service is the same as its day-to-day mission which is to provide protection to persons and property from the threat of fire.
2. Other important tasks of the fire service will be:
  - a. Deal with hazardous materials incidents and inform the decision-makers about the risks associated with hazardous materials, as well as the circumstances for using water, foams, etc., for extinguishing, diluting, or neutralizing hazardous materials.
  - b. Alert all emergency support services to the dangers associated with hazardous materials and fire during emergency operations.
  - c. Conduct search and rescue operations.
3. Fire and rescue personnel and equipment will be deployed to the location of greatest need in the event of an emergency.
4. In all cases the fire service will follow the Emergency Classification and Control Guidelines outlined in Appendix 3 to the Basic Plan.

5. The fire service will provide support as requested by other agencies as long as it does not affect the fire protection capability.
6. Mutual aid agreements will be utilized to insure the best possible protection for all residents of Crawford County.

## B. Tasks to be accomplished by Operating Time Frame

### 1. Mitigation

- a. Review hazard analysis results (Basic Plan, Situation and Assumptions) to identify all emergency operations in which the fire service would play a major role.
- b. Following the review, determine if any specialized equipment or training are required for fire and rescue personnel and volunteer augmentees to meet potential threats (hazardous materials, etc.).
- c. Develop fire safety programs, to include disaster situations, and present them to the public.
- d. Locate facilities that store or use hazardous materials, identify the materials and the problems each could cause. Maintain a map and list of these facilities.
- e. Identify facilities that could create special problems such as nursing homes, the hospital, and schools (see Appendix 2 to Annex J).
- f. Participate in tests, exercises, and drills to include those in support of other agencies.
- g. Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression.
- h. Develop Standard Operating Guidelines (SOG's) to meet projected needs.
- i. Review and update the annex and SOG's at least annually. Call-up lists should be reviewed twice a year.
- j. Recruit and train auxiliaries.

### 2. Preparedness

- a. Alert key personnel as per guidelines set up in departmental call-up lists.
- b. Determine status of equipment.
- c. Analyze the type of emergency with regard to potential fire problem. Report to the EOC (Damage Assessment if they are activated).
- d. If fire service personnel and equipment are in a potential hazard area, take steps to provide protection (movement or shelter).

- e. Assist in the dissemination of warning to the public.
  - f. Assist other departments in increased readiness activities as much as possible.
  - g. Review plans and SOG's for the potential threat, to include Appendix 3 to the Basic Plan, Emergency Classification and Control Guidelines.
  - h. Check status of supplies (fuel, water, first aid supplies, etc.).
  - i. Maintain increased readiness status until the situation escalates or the decision to discontinue operations is given.
3. Response
- a. Respond as required on a priority basis.
  - b. Direct search and rescue operations for victims.
  - c. Activate mutual aid if needed.
  - d. Report damages observed to include potential problem areas.
  - e. Coordinate activities with other agencies.
  - f. Coordinate fire service response of departments responding from outside the jurisdiction.
  - g. Alert or activate off-duty and auxiliary personnel as required by the emergency.
  - h. If hazardous materials are involved, initiate hazardous materials plans to include possible evacuation, area control, and clean-up.
  - i. Maintain emergency response status until the situation is under control or ordered to discontinue operations by the EOC.
4. Recovery
- a. Participate in cleanup and Damage Assessment support.
  - b. Inspect damaged areas to insure fire safety.
  - c. Develop after-action reports to include:
    - 1) actions taken
    - 2) materials expended
    - 3) personnel costs
    - 4) assistance received from and given to other agencies



- 5) problem areas to include corrective measures
- d. Review plans and guidelines with key personnel and make revisions and changes.
- e. Report on all activities to Direction and Control.
- f. Replenish supplies and repair damaged equipment.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

The organizational chart for the fire and rescue function is shown in Appendix 1 to this annex.

##### **B. Assignment of Responsibilities**

1. Overall responsibility for fire protection lies with local government.
2. Overall responsibility of coordination lies with the senior fire officer at the scene of the disaster within the affected area. If more than one locality or jurisdiction is affected, coordination is handled by the respective department or agencies' representative in the EOC.
3. The Crawford County Emergency Management Director will coordinate hazardous materials plans and training.

#### **V. DIRECTION AND CONTROL**

- A. The chief of each fire department will be responsible for controlling fire operations within the defined boundaries of its' jurisdiction.
- B. Operations will be controlled by the senior fire officer at the scene and/or from the EOC.
- C. Routine operations will be handled by normal SOG's.
- D. Outside fire and rescue resources from other jurisdictions will be controlled by the guidelines outlined in mutual aid agreements. They will remain under the direct control of the sponsoring agency but will be assigned by the EOC to respond as necessary.

#### **VI. CONTINUITY OF GOVERNMENT**

Lines of succession to all key positions within fire and rescue elements operating in the county will be in accordance with SOG's of the respective departments/districts and/or agencies.

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. Guidelines for dealing with expenses incurred and liability for actions and injuries are outlined in mutual aid agreements, state laws, and local ordinances.
2. Reports and records will be developed and maintained in accordance with established guidelines.

### **B. Logistics**

1. Fire and rescue services must provide necessary logistical support for food, emergency power, fuel, etc. for response personnel during emergency operations. In most situations, however, the Resource and Supply Section (Annex G) will be available to assist with supply matters.
2. Stockpiles of essential materials and supplies and resource lists must be checked and updated at least twice a year.
3. In a classified emergency, normal procurement guidelines can be waived in accordance with local statutes and ordinances.
4. Resource lists are located in Appendix 2 to this annex.

## **VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

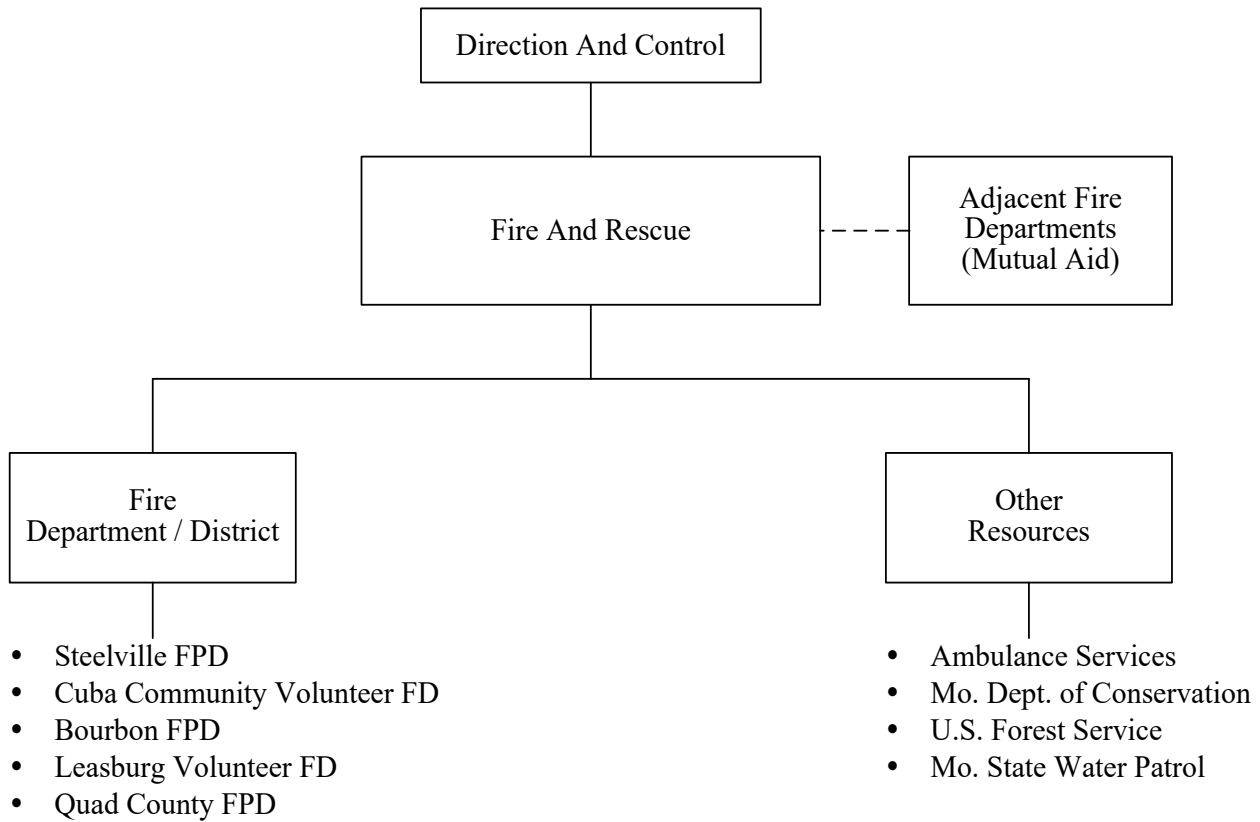
- A. The Crawford County Emergency Management Director will be responsible for initiating a review of this plan on a yearly basis. Each fire department/district chief will be responsible for reviewing and updating this annex on an annual basis. The Director will also insure that each organization updates their SOG's at the same time.
- B. This annex will be tested on a yearly basis with the resulting revisions and changes being made and distributed immediately.
- C. Each fire department/district chief will review and update the mutual aid agreements on a yearly basis. They will also be responsible for maintaining and updating the department's resource and inventory lists.

## **Appendices**

1. Fire and Rescue Organizational Chart
2. Fire Department/District Resource Lists and Mutual Aid Agreements
3. Fire Department/District Boundaries (Map)

**Appendix 1 to Annex F**

**FIRE AND RESCUE ORGANIZATIONAL CHART**



## Appendix 2 to Annex F

### FIRE DEPARTMENT/DISTRICT RESOURCE LISTS AND MUTUAL AID AGREEMENTS

#### A. Steelville Fire Protection District

##### Fire Stations:

- No. 1 - Highway 8 East, Steelville
- No. 2 - Highway 19, Cherryville
- No. 3 - Highway 8 East/Eagle Hurst Rd., Berryman

##### Telephone:

- 775-2708 - Business, Fire Station No. 1
- 775-2700 - Emergency
- Emergency 911 - Steelville Telephone Exchange

Personnel: 50 volunteers

##### Equipment:

Station No. 1:	1 - 500 gal. Pumper	5000 watt generator
	1 - 1500 gal. Pumper	on utility truck
	1 - Mini pumper	600 watt portable
	1 - 2,000 gal. Tanker	generator
	1 - Equipment van	Rescue equipment
	1 - Brush truck	

Station No. 2:	1 - 500 gal. Pumper	1250 watt portable
	2 - Brush units	generator
	1 - 1500 gal. Tanker	Rescue equipment

Station No. 3:	1 - Brush unit
	1 - 500 gal. Pumper
	1 - Equipment van
	1 - 1500 gal. Tanker

Communications: 154.235 - Steelville FPD Frequency.  
All vehicles are radio equipped.  
Firemen carry pagers activated by E-911.  
12 hand held radios                      1 personal cell phone  
1 base station at station No. 3

Mutual Aid Agreements: Cuba Community Volunteer FD, Bourbon FPD,  
(written) Leasburg Volunteer FD, St. James, Potosi, Salem & Quad County.

Training: 1 - Paramedic  
3 - EMT's  
4 - First Responders  
(all at awareness level HAZMAT training.)

B. Cuba Community Fire Department, Inc.  
P.O. Box 511, 600 S. Franklin, Cuba

Telephone: 885-3366 - Business

Call 911- Emergency – Dispatched by Crawford County 911 Communications

Center in Steelville

Personnel: 33 volunteers (most Awareness & Operations Level HAZMAT training)

2 stations – Station 1 - 600 S. Franklin

Station 2- Hwy DD near Indian Hills

Equipment:

3 Class A pumpers: 1- 750 gpm w/ 600 gal. tank  
1- 1000 gpm w/ 1000 gal. tank  
1- 1250 gpm w/ 1000 gal. tank

1 - 85 ft. aerial ladder platform 1500 gpm pump w/ 300 gal. Tank

1 – Medium rescue truck w/air cascade and rescue equipment

3 – Brush trucks w/ 200 gal. Tanks, blowers and rakes

1 – 2250 gal. Tanker w/ 2- 2500 gal. Portable tanks

1 – Cascade air trailer

Communications: All vehicles are radio equipped and all firemen are activated by pagers. All officers and some firefighters carry portable radios.

Primary Frequencies: Fire Station/PD

- 1 155.835 – Cencom/repeater
- 2 154.085 - Cuba Fire
- 3 154.280 - State Wide Fire
- 4 154.235 - Bourbon Fire
- 5 154.430 – Franklin Co. PL 79.7
- 6 154.415 - Phelps Co. Fire
- 7 154.445 – Owensville
- 8 151.265 – Conservation
- 9 155.475 - Police Mutual Aid
- 10 155.340 – Hear 340
- 11 154.385 – Franklin Ops 1 PL 79.7
- 12 151.010 – Franklin Ops 2 PL 79.7
- 13 155.295 – NCCAD PVT

Weather or Pager if needed

Mutual Aid Agreements (written):

Bourbon FPD, Leasburg Volunteer FD, Steelville FPD, Bland FD, Gerald-Rosebud FPD, St. James FD, Rolla City & Rural FD, Sullivan FPD, and Owensville FD.

(Verbal): Union FPD and St. Clair FPD

C. Bourbon Fire Protection District

P0 Box 869; 555 Elm St; Bourbon, MO 65441

Telephone:

Business Phone: 573.732.4405

Chief Mobil: 573.259.2018

Assistant Chief Mobil: 5732592019

Personnel:

30 (20 Haz Mat Operation Level Training)

Station:

1 @ 555 Elm St, Bourbon

Equipment:

E60

1998 Freightliner Pumper

1250 Pump

1000 gallon water tank

Halmatro Combi Tool

E61

2002 Kenworth Pierce Pumper

1250 Pump

1000 gallon water tank

Halmatro Cutter, Spreader, Ram

5000 watt generator

E62  
1977 International Towers  
750 pump  
750 gallon water tank

T60  
1973 International Tanker  
2000 gallon lank  
300 gpm  
I portable pump

B60  
1985 Dodge Brush Truck  
300 gallon water lank  
Chain saws, leaf blowers

B61  
1997 Jeep Brush Truck  
50 gallon water lank  
Leaf Blower

B62  
1985 Chevrolet Blazer Brush Truck  
125 gallon water lank  
Leaf Blower

SQ60  
1992 Suburban (Command Vehicle)  
Medical Supplies

Communications:

All vehicles are radio equipped

- 1 CenCom
- 2 Fire Mutual Aid
- 3 Bourbon Fire
- 4 Cuba Fire
- 5 Repeater
- 6 EMS
- 7 Law Primary
- 8 Franklin Fire
- 9 Phelps Fire
- 10 Owensville Fire
- 11 MO Conservation
- 12 Franklin County Fire Ops 1
- 13 Franklin county Fire Ops 2
- 14 Slate-wide Fire
- 15 Weather

All firemen have pagers  
10 hand held radios  
2 cell phones

Mutual Aid Agreements: Cuba Community Volunteer FD, Sullivan

D. Leasburg Volunteer Fire Department  
P.O. Box 47, Leasburg

Telephone: 245-6219 - Emergency - answered in firemen's homes

Personnel: 16 volunteers

Equipment: 1 - 1,100 gal. Tanker  
1 - 3,350 gal. Tanker



- 1 - 750 gal. Pumper
- 1 - Brush truck with 275 gal. tank
- 1 - Equipment van

Communications: All vehicles are radio equipped. Firemen have pagers activated by E-911.

Mutual Aid Agreement: Cuba Community Volunteer FD

E. Quad County Fire Protection District

Fire Stations: Viburnum, Highway 49  
Boss, Highway 32  
East End, Highway Z  
Davisville

Telephone: 244-5220  
911 (only the 244 telephone prefix can access)

Personnel: 50 volunteers

Equipment:

Viburnum: 3 - pumpers, 1200 gal., 750 gal., 1000 gal.  
1 - Tanker, 3000 gal.  
2 - Brush trucks  
1 - Rescue truck  
3 - Portable generators

Boss and East End:

1 - Pumper, 1200 gal. at each station

Communications: All fire trucks are radio equipped.  
Firemen have fire phones located in their homes and are activated by the  
Viburnum dispatcher.

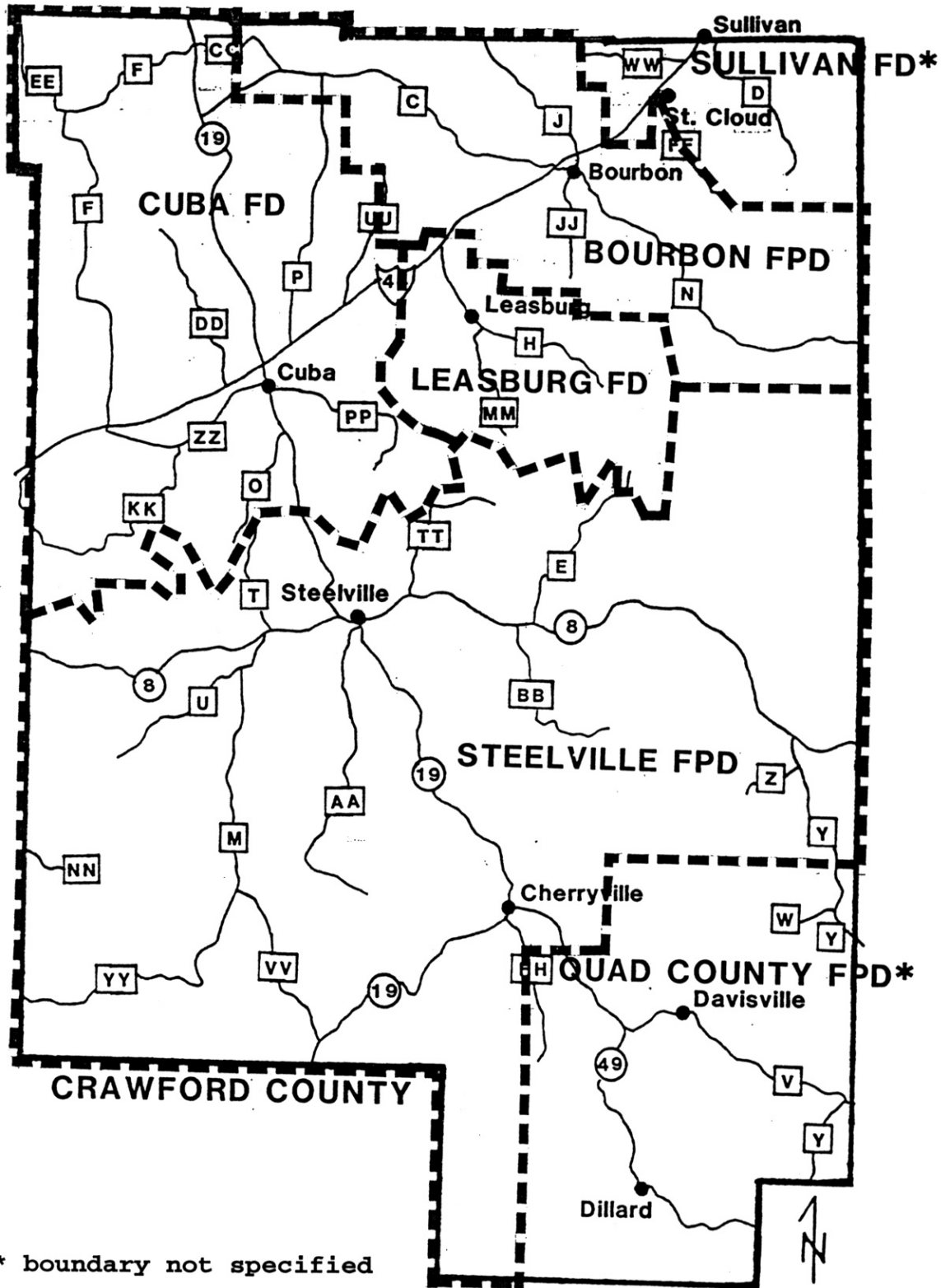
F. Sullivan Fire Department.

Resource reference

Franklin-Gasconade Fire Department Resource Manual. Listing of equipment and apparatus by community/area).

Greater St. Louis Fire Chiefs' Catalogue of Apparatus and Special Equipment

Appendix 3 to Annex F  
FIRE DEPARTMENT/DISTRICT BOUNDARIES



## ANNEX G

### RESOURCE AND SUPPLY

#### I. PURPOSE

In order to deal with the many types of disasters that could affect Crawford County, local resources must be utilized in a timely manner. This annex was designed to give local officials the ability (1) to maintain a continuous inventory of these resources and (2) to allocate these resources in a prompt and orderly manner.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. As this annex is designed to provide for the management of resources in Crawford County, a priority should be given to those resources which could be used to combat the hazards identified in the Basic Plan, Hazard Analysis.
2. Guidelines will be set up to request assistance both within the county and from outside.
3. A system must be set up to insure an adequate inventory of response resources is available.
4. The local Resource and Supply function will have to anticipate resource needs for all types of hazards and provide the coordination necessary for the proper allocation of these resources.
5. Local resources will have to be used first before outside assistance is requested. (See Appendix 2 of this annex).
6. Resources specific to a terrorist incident are listed in Annex N, of this plan.

##### B. Assumptions

1. During an emergency of a disaster magnitude, persons who own or control private resources will cooperate without giving first thought to payment.
2. Funds to provide payment for the use of private resources will be available either from local government or, if the disaster is severe enough, from the federal government.
3. Crawford County officials will not request outside assistance until all local resources have been exhausted (including mutual aid agreements).
4. If the emergency response period lasts more than 24 hours, outside assistance will probably be required.

5. During a disaster, normal supply requisition guidelines will be suspended.
6. Following an emergency of this magnitude, private resources will be available that have not been included on the resource lists (especially manpower).
7. There will be volunteered equipment, food, shelter, human service, etc.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

1. The first resources to be identified will be those that are under the control of or are readily available to local government.
2. It is the responsibility of local government to mobilize these resources as necessary to relieve suffering and to protect lives and property.
3. All local resources must be committed before assistance is requested from neighboring jurisdictions or upper levels of government.

#### **B. Actions to be taken by Emergency Operating Time Frames**

##### **1. Mitigation**

- a. Review those hazards that threaten Crawford County (See the Basic Plan, Hazard Analysis) to determine what types of resources would be necessary to deal with them.
- b. Locate the required resources in the community.
- c. Maintain agreements of understanding with the private sector organizations that have the required resources to include points of contact.
- d. Identify those required resources that are not available locally and find their nearest location.
- e. Develop guidelines for procurement during an emergency period.
- f. Participate in exercises and drills to train personnel in the proper allocation of resources to include procedural arrangements.
- g. Assign more than one individual to be the managers of volunteer resources. Multiple managers will assure someone that is trained will be available when the emergency situation occurs.

## 2. Preparedness

- a. Analyze potential of the emergency situation to what types of resources would be needed.
- b. Check on the availability of needed resources making lists of those available and unavailable.
- c. Contact private sector organizations and neighboring jurisdictions to indicate the possible need for assistance.
- d. Coordinate activities with other response agencies (i.e., Red Cross) to insure a coordinated and efficient allocation.
- e. Report on status and actions taken by the EOC staff.

## 3. Response

- a. After activating resource and supply personnel, work with the EOC staff to establish priorities and allocate resources.
- b. If necessary, establish staging areas from which resources can be distributed to:
  - 1) emergency response teams and
  - 2) disaster victims
- c. Assist in developing lists of outside resources that are required.
- d. Coordinate with the county PIO in informing the public of the location of available assistance.
- e. Coordinate resource requirements and requests of other response agencies.
- f. Maintain records of services rendered and of resources utilized.

## 4. Recovery

- a. Review damage assessments and make an estimate of resources needed for recovery.
- b. Total resource requests of other local government agencies.
- c. Assess the impact of the disaster on the community.
- d. Identify unused resources in the community.
- e. Total costs of utilized resources.

- f. Participate in after-action reports and critiques.
- g. Set up staging areas to receive and distribute recovery resources.
- h. Perform other duties as required until the situation returns to normal.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organizational Chart**

The organizational chart for the Resource and Supply function is shown in Appendix 1 to this Annex.

##### **B. Assignment of Responsibilities**

1. The coordinator for the resource and supply function for Crawford County will be the County Clerk. The Resource and Supply Manager for the City of Cuba will be the Emergency Management Director.
2. The Resource and Supply Coordinator will also be responsible for the following supply areas. These tasks can be delegated to deputy coordinators:
  - a. Food:  
Procurement, storage and equitable distribution of food supplies as required by the situation.
  - b. Sustenance Supplies:  
Procurement, (except food) storage, and equitable distribution of water, clothing, sanitary supplies, bedding, etc.
  - c. Fuel and Energy:  
Procurement, storage, and equitable distribution of fuel products.
  - d. Transportation:  
Coordination and use of all modes of transportation utilized in the county to support emergency operations. Identify specially –equipped vehicles for individuals with access and functional needs.
  - e. Construction supplies:  
Procurement, storage, equipment and distribution of construction supplies.
  - f. Manpower:  
Ascertain and utilize those personnel who are available in the county and to determine, obtain, and equally apportion the personnel manpower needs.

- g. Shelter:  
Locating available shelters and opening these shelters for use by the Reception and Care section.
- h. Volunteer Resources:  
Supplies, equipment, people, money, etc.

**V. DIRECTION AND CONTROL**

- A. All Resource and Supply operations will be controlled from the EOC to insure official concurrence for actions taken.
- B. Subordinates of the Resource and Supply staff may operate from daily offices, but all decisions will come from the EOC.
- C. Should the EOC be forced to relocate, all Resource and Supply personnel will move also.

**VI. CONTINUITY OF GOVERNMENT**

- A. Line of succession for the Crawford County Resource and Supply Coordinator will be from the County Clerk through the Deputy Clerk. The line of succession for the City of Cuba Resource and Supply Coordinator is the same as that for the Emergency Management Director.
- B. Vital Documents
  - 1. Records of purchases will be duplicated when possible.
  - 2. Transfer of these documents will occur by direction of the EOC.

**VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. When emergency purchasing guidelines are used, official approval must be given by the chief elected official present in the EOC.
  - 2. All such purchases must be kept in accordance with state law and local ordinances.
- B. Logistics
  - 1. Manpower - County and/or City personnel will be the first pressed into service. Missouri

- National Guard personnel must be requested by the chief elected official (i.e., Presiding Commissioner, Mayor) from the Governor.
2. Communications will be the responsibility of the local law enforcement agencies.
  3. Transportation of supplies will be accomplished by:
    - a. The requesting agency
    - b. County and/or City government resources (i.e., Public Works)
    - c. Private transport (hired or volunteer)

#### VIII. ANNEX DEVELOPMENT AND MAINTENANCE

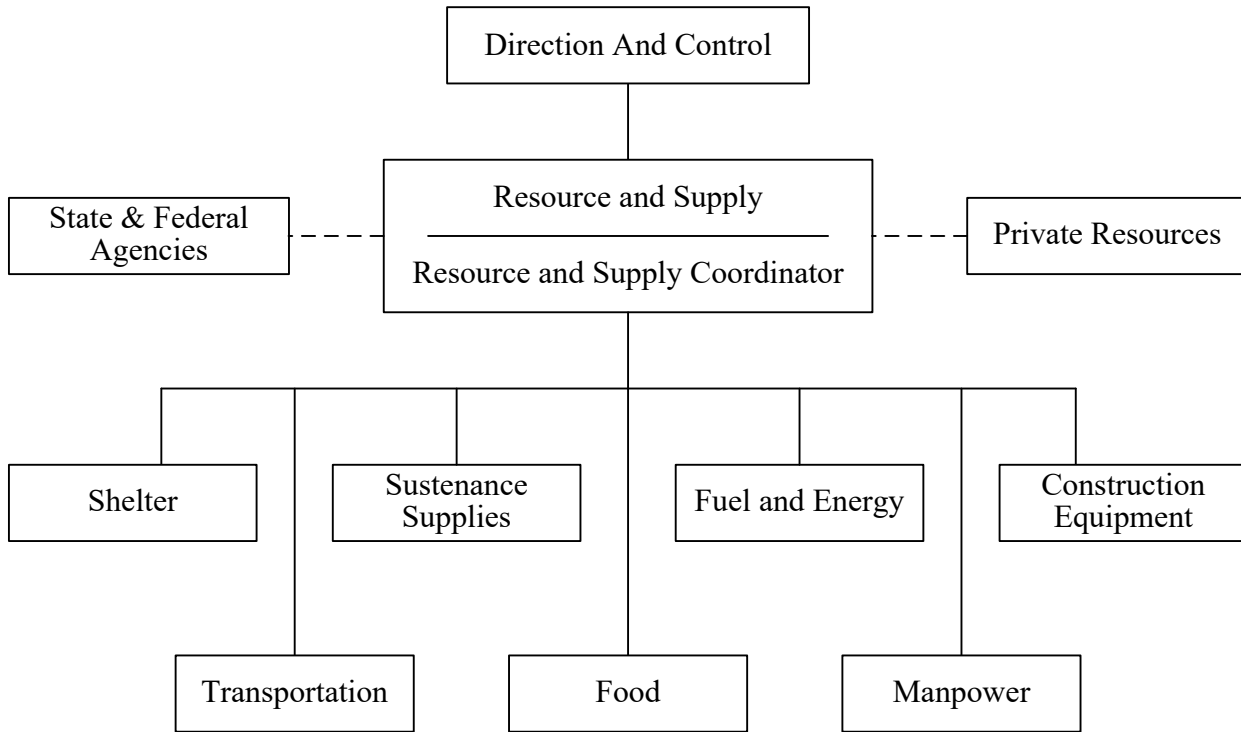
- A. The resource lists will be updated and maintained by the Crawford County Emergency Management Director.
- B. All updates and revisions of this annex will be completed by the Resource and Supply Coordinator as initiated by the Emergency Management Director.

#### **Appendices**

1. Resource and Supply Organizational Chart
2. Resource Lists



RESOURCE AND SUPPLY ORGANIZATIONAL CHART



Various departments within county/city government such as public works, law enforcement, etc. can support the Resource and Supply function with equipment, manpower, fuel, etc. Mutual Aid Agreements with surrounding jurisdictions can provide additional resources. Outside resources from the private sector, business and industry, etc. can also provide support.

## Appendix 2 to Annex G

### RESOURCE LISTS

A resource inventory of the personnel, equipment, and services available for emergency operations in Crawford County are identified under each functional annex as follows:

- A. Communications and Warning - Appendix 2, Annex B
- B. News Media - Appendix 4, Annex C
- C. Law Enforcement Resources - Appendix 2, Annex E
- D. Fire Department Resources - Appendix 2, Annex F
- E. Public Works:
  - 1. Crawford Co. Highway Dept. Resources - Appendix 2, Annex I
  - 2. Utility Companies - Appendix 3, Annex I
- F. Shelters:
  - 1. Reception and Care Shelters: All Hazards - Appendix 3, Annex L
  - 2. Reception and Care Resources - Appendix 2, Annex L
- G. Health and Medical Services - Appendix 2, Annex M
- H. Terrorism – Appendix 3 and 4, Annex N

## ANNEX H

### HAZARDOUS MATERIALS

#### I. PURPOSE

To establish policies, guidelines and an organization for response to a hazardous materials incident in Crawford County.

The Crawford County Emergency Operations Plan is designed to work closely with the Hazardous Materials Emergency Response Plan for the Meramec Region of Missouri which includes Crawford County.

#### II. HAZARDOUS MATERIALS

##### A. Situation

1. Crawford County is vulnerable to a variety of hazardous materials incidents due to transportation, storage and use in the area.
2. Several transportation routes (highway and rail) parallel streams and transverse through several communities in Crawford County (see Appendix 4 to this Annex).
3. There are a number of fixed facilities located in the county that use, produce and/or store hazardous materials (see Appendix 2 to this Annex). Additional information regarding these facilities is on file with the Crawford County Emergency Management Agency, the Meramec Regional Emergency Planning Committee (LEPC), the Cuba EOC and the fire departments. Included in the information are the material safety data sheets (MSDS), Tier II information, etc.
4. Resources (trained personnel and equipment) in Crawford County for response to a hazardous material incident are limited.
5. Response to a serious chemical incident will require outside resources, i.e., adjacent counties, cities, state and federal government and the private sector.
6. The new terrorism worries are radiological encapsulated explosions commonly referred to as "dirty bombs". See Annex N of this plan for further details.

##### B. Assumptions

1. The Local Emergency Planning Committee (LEPC) recognizes the responsibility for public health and safety, and the need to exercise the guidelines and policies set forth in the Hazardous Materials Emergency Response Plan for the Meramec Region of Missouri as well as this Crawford County EOP.

2. Proper implementation of these plans and guidelines will reduce or prevent releases and related exposure to the public and environmental damage.
3. The use of local and outside resources will require substantial coordination.
4. Awareness of hazards and appropriate training may reduce some incident potentials, but incidents may occur with little or no warning.
5. Protective actions for the general population may include in-place sheltering, and/or evacuation.

### **III. CONCEPT OF OPERATIONS**

- A. Initial response to a hazardous materials incident will be by local officials. The first responder (agency) will make an assessment of the situation and classify the emergency as specified below and in Appendix 3 to the Basic Plan.

Level I - No evacuation other than from the immediate scene. This level of incident does not pose a chemical exposure hazard to first responders in fire service using dermal and respiratory gear. Examples of Level I incidents are minor releases of fuel from vehicular accidents, small releases of corrosives, and illegally discarded chemical containers which are not in danger of releasing substances.

Level II - An incident/accident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area. These incidents may require the use of special chemical protective gear to Level B. Examples of this level may be releases of significant quantities of volatile organics at fixed facilities or cargo tank releases in transportation.

Level III - An incident/accident involving severe potential exposure for the responders or the general public. Mitigation may require a large-scale evacuation and the expertise or resources of private industry and state and federal governments.

- B. Depending on the classification of the incident additional notifications will be made in accordance with the notification list as provided in Appendix 2 to Annex A. Support agencies will be alerted and/or requested to provide assistance as necessary (see Appendix 1 to this Annex).

(The immediate notification of appropriate public agencies of a hazardous chemical release is the responsibility of the spiller.)

- C. Public warning will be issued in accordance with guidelines set forth in Annex B. Response Actions will be based on the following population protection options:

1. Evacuation - Evacuation can be completely effective, if accomplished prior to the arrival of the toxic cloud (see Appendix 6 to Annex J).
2. In-Place Shelter - In some cases, advising people to stay indoors and attempting to reduce the air flow into a structure may be the most effective protective action.
3. Ingestion Advisory - Drinking water and food crops may be contaminated by a chemical release. A threat to food and water supplies must be identified and information released to the public.
4. Sewage and Runoff - A hazardous chemical release may contaminate sewage systems or area streams and lakes. Such contamination could create a public health threat and serious environmental problems.

In order to make sound decisions regarding evacuation, indoor protection, etc., these decisions must be based on a thorough analysis of the hazards involved, the characteristics of the surrounding community, and an assessment of atmospheric conditions.

- D. Response activities will be documented by the LEPC. This documentation will be evaluated for development of new training sessions. Data on overall incident occurrence will be provided to all participating organizations and used for plan revisions. (Appendix 5 to this Annex contains a sample copy of a chemical emergency notification report form).

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- A. The organization for Hazardous Materials Response will be set up along the same functional lines as explained in the Basic Plan.
- B. Assignment of Responsibilities

Any or all of the participating agencies/organizations of Crawford County emergency operations may be called on in response to a hazmat incident. Each organization/ agency has the responsibility to develop and maintain Standard Operating Guidelines (SOG's) for their task assignments as specified in this annex, the Basic Plan, and supporting annexes.

- C. Task Assignments for Hazardous Materials Incidents

The following task assignments relate to hazardous materials response. Additional assignments are listed in the Basic Plan.

1. Local Emergency Planning Committee
  - a. Hold scheduled meetings to establish short and long range plans subject to TITLE III Hazardous Materials Chemical Emergency Preparedness Program.

- b. Provide support and focus on the hazardous materials in fixed facilities and transportation routes by performing a hazards analysis or updating the current analysis utilized.
- c. Give guidance and manage the development of a Hazard Materials Response Annex to the Crawford County Emergency Operations Plan for the service area that utilizes the expertise and resources of public and private organizations and provides for safe, timely and cost effective response by public and private groups.
- d. Outline methods and schedule training and exercises on hazardous materials in coordination with local government officials, academic institutions and available private participants.
- e. Serve as the point of contact for Community Right-to-Know.

## 2. Elected County and City Officials

- a. Appoint a representative to manage hazardous materials systems, and to report all chemical incidents/accidents to both the LEPC and other agencies as required by state and federal laws. (See Appendix 1 to this Annex)
- b. Set policy and adopt budgets to allow administrators with the technical skills and authority to be responsible for Incident Management in the event of a hazardous materials incident/accident.
- c. Advise responsible county and city officials to insure that the best measures will be taken to protect the general public, property and the environment.

## 3. County Attorney

- a. Act as legal advisor on items related to public health and safety.
- b. Assist in resolution of legal problems that may arise due to Title III implementation or specific chemical release incidents.
- c. Provide enforcement of regulations and initiate legal action against parties responsible for the release of chemical hazards that violate state and/or federal regulations.

## 4. County Clerk

Maintain an accurate and responsive data bank for all vital information arising from a chemical release incident in/or affecting their jurisdictions.

## 5. Fire Services

- a. Determine the hazard level of the incident, and direct response operations including:

- 1) Establish site security areas and hazard exclusion zones within the hazardous sector(s).
  - 2) Determine the nature of the hazardous material.
  - 3) Based on estimates of likely harm, establish options for mitigation, selecting appropriate options and managing the mitigation effort.
- b. Coordinate with all private and public agencies on-site at the Incident Command Post. Provides information sources as necessary for law enforcement and medical authorities on the material, hazard evaluation and environmental damage assessment.
  - c. Develop and maintain the Fire Service HazMat Team SOG's. This effort should also include mutual aid resources.
  - d. Direct facility personnel to remove any chemicals that may increase or catalyze the fire, cause explosions, create toxic gas releases, or cause potential environmental damage.

#### 6. Incident (On-Scene) Commander

The Incident Commander is the individual in charge on site, in accordance with the Crawford County EOP, Appendix 3 to the Basic Plan. The Incident Commander will coordinate all actions including, but not limited to, the following:

- a. Provide initial hazard assessment to response personnel and the general public.
- b. Lead the initial environmental assessment.
- c. Prescribe personnel protective measures.
- d. Issue public warning.
- e. Establish an on-scene Command Post.
- f. Determine when re-entry is possible.

#### 7. Health Department

- a. Coordinate guidelines for temporary storage of stabilized hazardous materials and manage legal disposal.
- b. Provide personnel safety information to the Incident Commander, and if necessary, serve as site safety officer.
- c. Provide an environmental analysis of the situation and recommend property, epidemiological and toxicological solutions to deal with the public health issues involved with hazardous materials incidents.

- d. Monitor response personnel and general public exposures to chemical, biological and radiological agents.
  - e. Manage the distribution and use of health resources. Allocate medical supplies in short supply.
  - f. Inform the public of the health risks associated with chemical related hazards and identify the appropriate self-help or first aid actions and other suitable survival measures.
8. Emergency Medical Services
- a. Assign priorities of medical treatment on the basis of urgency and for transporting casualties from the incident site to appropriate medical facilities.
  - b. Transport, treat, and distribute victims to medical facilities.
  - c. Provide a liaison between medical personnel and the Incident Commander. Notify the area hospitals that receive victims of what chemicals are involved, and what decontamination and exposure situations will be necessary for proper handling and care of victims.
  - d. Provide medical assistance in the hazard or contamination reduction sector for response personnel.
9. All Emergency Services
- a. Each emergency responding agency shall report to the Incident Commander upon arrival on scene and confer with this individual for coordination of all activities. The Incident Commander has the authority to direct the overall operations, select mitigation concepts and methods, and resolve conflicts.
  - b. It is the responsibility of the Incident Commander to recommend evacuation actions, after close coordination with all agencies involved and in-depth discussion with the appropriate officials to assure proper warning, transportation, shelter and care for the evacuees.
  - c. The cleanup, removal and disposal of contamination are the responsibility of the manufacturer or carrier who released the materials. Assistance in removal and disposal oversight, technical considerations and funding may be obtained through the Missouri Department of Natural Resources and the U.S. Environmental Protection Agency.
  - d. A post-incident analysis report and critique shall be the responsibility of the Incident Commander with input solicited from all involved agencies. Copies of all post-incident reports shall be submitted to the LEPC within 30 days of incident stabilization for review, conducting debriefs, plan modifications and future use in



training and exercise programs.

D. Reception and Care activities are covered in Annex L.

E. Public Information Activities are covered in Annex C.

## V. **PRIVATE SECTOR RESPONSIBILITIES**

### A. Fixed Facilities

1. Designate a hazardous Materials Coordinator responsible for assisting in the preparation of this plan and for the preparation of compatible on-site contingency plans and SOG's. These plans will include specific responsibilities, notification and emergency response guidelines and available mitigation resources.
2. Alert Crawford County Sheriff's Office and/or appropriate Police Department in the event of a hazardous materials incident.
3. Provide technical support as requested in the development of off-site risk assessments and contingency planning.
4. Provide support to the Incident Commander at the Command Post during an incident.
5. Provide personnel, technical expertise and equipment support; and participate in chemical hazard exercises, drills, and other training activities.
6. Initiate notification of a chemical release incident, and provide information to the appropriate officials/agencies as specified in the Superfund Amendments and Reauthorization Act of 1986 (SARA), as amended.

### B. Pipeline Industry

1. Responsible for a plan that outlines the general actions and establishes the policies to be followed in the event of a chemical release incident.
2. The company's Hazardous Materials Coordinator will contact each site and direct the company's mitigation activities and support off-site efforts during any chemical release emergency.
3. Provide technical guidance, personnel and hardware to support the comprehensive training and exercise program directed by the LEPC.

### C. Rail and Highway Hazardous Materials Carriers

1. Develop a chemical incident emergency response plan.

2. Maintain a response capability in the event of a hazardous material incident involving their stock.
3. Provide technical assistance, personnel and resources to the Incident Commander to mitigate incident(s) involving their stock or property.
4. Provide proper identification of all hazardous materials carried.
5. Provide technical expertise, personnel, and hardware to support the training and exercise program of the LEPC.
6. Provide a useful list of major hazardous material commodities shipped, and periodically update this list.

D. State and Federal Support

1. Planning, training and on-site assistance are available through state and federal agencies. Details of these resources and methods of acquisition are described in the State Emergency Response Commission Chemical Emergency Plan.
2. Notification of releases to state and federal agencies is the responsibility of the person or organization releasing regulated chemicals.
3. Access to State resources for support during an incident/accident is through the Incident Commander or as specified in the Crawford County EOP, Appendix 4 to the Basic Plan.

## **VI. CONTAINMENT AND CLEANUP**

- A. The responsibility for selecting and implementing the appropriate countermeasures is assigned to the Incident Commander in coordination with appropriate technical resources.
- B. The spiller is responsible, according to state and federal law, for the costs of all cleanup and countermeasures. The local Health Department, in conjunction with requested state and federal resources, is responsible for determining these measures and monitoring the cleanup and disposal of contaminated materials.
- C. The Incident Commander is responsible for monitoring the response activity to ensure that appropriate containment and control measures are implemented. Containment and control measures may include but are not limited to:
  1. Dikes
  2. Berms and drains
  3. Trenches and pits

4. Booms
  5. Barriers in soil
  6. Stream diversion
  7. Patching and plugging of containers and vessels
  8. Over-packing of leaking containers
  9. Portable catch basins
  10. Reorientation of containers
  11. Hydraulic and mechanical dredging
  12. Excavating
  13. Skimming or pumping
  14. Dispersion or dilution
  15. Vacuuming
- D. Treatment of released hazardous chemicals can be physical, chemical, or biological in nature. Treatment operations are the responsibility of the operator. State and federal technical resources are readily available to provide technical assistance on selection or overview of treatment activities.
- E. The initial assessment of a release incident should be performed by the fixed facility operators. It should be recognized that industrial capability to assess the situation may be supported by in-depth knowledge of the chemicals, facility and environmental effects. The fixed facility is responsible for damages resulting from the release and should provide timely and accurate information on a release situation.
- F. Restoration
1. The local jurisdiction, in conjunction with state and federal experts, is in charge of managing restoration efforts.
  2. Treatment of contaminated soils or waters is the responsibility of the spiller.
  3. Off site transportation for storage, treatment or disposal may be provided by the spiller subject to state and federal regulations.

## VII. TRAINING

- A. Hazardous materials training can be divided into four categories for employees responding to hazardous substance releases or incidents as follows:
1. First Responder Training - This category pertains to individuals who are likely to witness or discover a hazardous substance release. Persons in this category are required to have sufficient training--exact hours are not specified--to demonstrate the following:
    - a. An understanding of what hazardous materials are, and the risks associated with them in an accident.
    - b. An understanding of the potential outcomes of an emergency where hazardous materials are present.
    - c. The ability to recognize the presence of hazardous materials in an emergency.
    - d. The ability to identify the hazardous materials, if possible.
    - e. An understanding of the role of the first responder awareness individual in the employer's emergency response plan.
    - f. The ability to recognize the need for additional resources.
  2. First Responder Operations - At this level, employees should have at least eight hours of training. Employees are considered to be at the operations level if they respond to releases for the purpose of protecting nearby persons, property, or the environment without actually trying to stop the release.
  3. Hazardous Materials Technicians - At this level, hazardous materials technicians are individuals who respond to releases for the purpose of stopping them. Their role is generally to plug, patch, or otherwise pursue measures to stop a release. Hazardous materials technicians should have at least 24 hours of training.
  4. Hazardous Materials Specialists - This category of responder is defined as an individual whose duties require a direct or specific knowledge of the various substances that they may be called on to contain. Hazardous materials specialists should have at least 24 hours of training equal to the technician level and have employer certification that they are able to perform specialized control, containment, or confinement functions.
- B. To achieve the necessary training levels, emergency response personnel should take advantage of training courses offered through local, state and federal agencies (i.e., State Emergency Management Agency, Department of Natural Resources, etc.).
- C. Each of the hazardous materials training categories should have continued training to maintain competency.

## **VIII. ANNEX MAINTENANCE**

- A. The Crawford County Emergency Operations Plan will be tested and evaluated annually. These guidelines are explained in the Basic Plan.
  
- B. The Crawford County Emergency Management Coordinator will work with the LEPC to see that the guidelines and policies set forth in this annex are included and tested in the exercises. A critique will follow each exercise to identify deficiencies so that revisions can be made if needed.

### **Appendices**

- 1. Support Agencies for Hazardous Materials Incidents
- 2. Fixed Hazardous Materials Facilities
- 3. Location of Fixed Hazardous Materials Facilities (Map)
- 4. Transportation Routes for Hazardous Materials (Map)
- 5. Hazardous Materials Emergency Report Form

Appendix 1 to Annex H

**SUPPORT AGENCIES FOR HAZARDOUS MATERIALS INCIDENTS**

<u>STATE ASSISTANCE</u>	<u>PHONE NUMBER</u>
Governor's Office.....	573-751-3222
Missouri National Guard.....	573-751-9500
Missouri Emergency Response Commission.....	800-634-6946
Division of Environmental Quality (DNR).....	573-634-2436
State Department of Health.....	573-751-6102
Clean Water Commission .....	816-229-3105
Air Conservation Commission.....	816-233-1321
Hazardous Waste Management Commission .....	573-796-4779
State Emergency Management Agency (SEMA) .....	(24-hr.) 573-751-2748

FEDERAL ASSISTANCE

Federal Emergency Management .....	(24-hr.) 202-646-2400
Agency for Toxic Substances and Disease Registry.....	(24-hr.) 404-452-4100
National Response Center.....	(24-hr.) 800-424-8802
Bomb Disposal and Explosive Ordnance Team	
U.S. Army, Fort Leonard Wood .....	(24-hr.) 573-368-3814
Nuclear Regulatory Commission.....	(24-hr.) 301-951-0550
U.S. Department of Energy.....	301-353-5555
Radiological Assistance .....	(24-hr.) 202-586-8100
U.S. Department of the Treasury	
Bureau of Alcohol, Tobacco, and Firearms .....	816-426-7188
U.S. Environmental Protection Agency (EPA).....	913-236-3778
U.S. Department of Transportation.....	202-426-1830
Federal Aviation Administration (FAA) St. Louis .....	314-425-7131
National Weather Service (St. Louis).....	800-392-8788

OTHER EMERGENCY ASSISTANCE

CHEMTREC.....	(24-hr.) 800-424-9300
CHEMNET .....	(24-hr.) 800-424-9300
CHLOREP .....	(24-hr.) 800-424-9300
NACA .....	(24-hr.) 800-424-9300
Association of American Railroads Bureau of Explosives.....	(24-hr.) 202-639-2222
Kansas University Medical Center - Poison Control.....	800-332-6633

EMERGENCY RESPONSE CONTRACTORS

Environmental Specialists, Inc.....	816-523-5081
3001 East 83rd Street	
Kansas City, MO 64132	
24 Hour Emergency Number .....	816-932-1277

Appendix 2 to Annex H

**FIXED HAZARDOUS MATERIALS FACILITIES**

See the Meramec Region Hazardous Materials Emergency Response Plan.

Appendix 3 to Annex H

**LOCATION OF FIXED HAZARDOUS MATERIALS FACILITIES  
CRAWFORD COUNTY**

**See the Meramec Region Hazardous Response Plan. Additional information regarding each facility is available on CAMEO.**



Appendix 4 to Annex H

**TRANSPORTATION ROUTES FOR HAZARDOUS MATERIALS**

Primary Highways

I-44  
MO 19  
MO 8  
MO 49

Rail Lines

Burlington Northern/Santa Fe

Pipelines - Two

Appendix 5 to Annex H

**HAZARDOUS MATERIALS EMERGENCY REPORT FORM**

See the Meramec Region Hazardous Materials Response Plan.

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## ANNEX I

### PUBLIC WORKS

#### I. PURPOSE

The ability of local government to protect life and property in Crawford County following or during a disaster could well depend upon how fast any utilities are restored or how soon debris can be removed from the streets. This annex will organize local public works resources in such a manner that they will be able to perform the many tasks that are essential to an effective emergency (disaster) response.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Crawford County is subject to many types of hazards (See Basic Plan, Hazard Analysis). The Public Works section could become involved in any of these and could be asked to perform any of a large number of assignments.
2. Public works services for Crawford County are provided through the Crawford County Highway Department, which is divided into two road districts (see Appendix 2 to this Annex). Municipalities within the county also provide public works services for their jurisdictions.
3. The residents of Crawford County and its municipalities are served by several different utility companies -- municipal and private. See Appendix 3 to this Annex for a list of these companies.
4. Private resources are available in the county to assist in public works activities. Outside resources are available to assist should all local resources become committed.
5. "Public Works", for the purposes of this plan, refers to electric, natural gas, water, streets, sewer, sanitation and telephone service.
6. For Public Works response to terrorist incidents see Annex N of this plan.

##### B. Assumptions

1. Should a major disaster occur, local public works department(s) will not have adequate resources to deal with all potential problems immediately, and will have to assign tasks on a priority basis.
2. Local private resources should be adequate to supplement the public resources.

3. Outside assistance (state and federal) will respond when called upon but their ability to react may be limited.
4. When a disaster occurs, all public works equipment and personnel will be available for response.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

1. The ultimate responsibility for providing public works services rests with local government, but utility companies play a major role.
2. During an emergency, the Public Works Coordinator will coordinate activities with the EOC and/or the site commander (See Appendix 3 to the Basic Plan, Emergency Control Procedures).
3. Following any disaster occurrence, the public works section will be a major participant in the damage assessment activities described in Annex D.

#### **B. Actions to be taken by Operational Time Frame.**

##### **1. Mitigation**

- a. Participate in hazard identification process and identify:
  - 1) special procedures that need to be developed
  - 2) vulnerabilities in the public works system
- b. Train public works personnel and volunteer augmentees in emergency procedures (radiological and other hazardous materials incidents, etc.).
- c. Review all other annexes of this plan to insure proper coordination of public works activities.
- d. Develop emergency procedures to include, but not be limited to, the following:
  - 1) Debris removal
  - 2) Call-up lists and procedures
  - 3) Road and bridge repairs
  - 4) Emergency utility service to critical facilities
  - 5) Restoration of normal utilities
  - 6) Damage assessment
  - 7) Flood control and snow removal

- 8) Garbage disposal
  - 9) Evacuation
  - 10) Sheltering of personnel and equipment
  - 11) Support to other agencies
- e. Develop and maintain mutual aid agreements with private resources that could provide support for public works activities during an emergency.
  - f. Provide emergency backup electrical power to the EOC (or the alternate EOC), if necessary. City of Cuba EOC has a generator.
  - g. Establish a potable water supply for use in an emergency.
  - h. Participate in drills, tests, and exercises, to include critiques and follow-up actions.
  - i. Identify and develop special procedures for handling, removing and disposing of debris from a terrorist incident. The Haz-Mat team at the Rolla Fire Department should be involved with developing the procedures.
2. Preparedness
- a. When advised of potential hazards, check status of personnel, equipment, supplies, and facilities, especially those required to deal with the approaching hazard.
  - b. Activate call-up plans.
  - c. Check status of communications systems.
  - d. Establish contact with the EOC and the person in charge at the scene.
  - e. Ensure protection of all public works personnel and equipment.
  - f. Maintain increased readiness status until the situation escalates or the order to discontinue operations is given.
3. Response
- a. Provide support on a priority basis as determined by the EOC or the site commander.
  - b. Restore utility service (water, sewer, etc.) to critical and essential facilities as required (i.e., the hospital, nursing homes, etc.).
  - c. Clear roads and assist in restoring utilities to facilitate emergency operations.
  - d. Survey public works damage and report to the EOC.

- e. Close roads and construct barricades as directed.
  - f. Make recommendations to the EOC on the priority of repairs and outside assistance required.
  - g. Assist in search and rescue operations as required under the direction of the Fire and Rescue service.
  - h. Provide sanitation services such as trash bags, porta pots, etc during an emergency.
  - i. Take steps to protect the water supply and sewage system if threatened by the effects of a hazardous materials incident.
4. Recovery
- a. Repair public works and buildings on a priority basis.
  - b. Participate in cleanup and recovery operations.
  - c. Inspect, designate, and demolish hazardous structures.
  - d. Coordinate utility repairs by outside agencies.
  - e. Drain flooded areas where necessary.
  - f. Following an earthquake, determine the safety of: emergency operations facilities, public shelters, reception and care centers, and evacuation routes.
  - g. Support decontamination if necessary.
  - h. Participate in after-action reports and critiques.
  - i. Make necessary changes in plans and procedures.
  - j. Recommend changes in planning, zoning, and building codes to mitigate future disasters.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### A. Organization

The organizational chart for the Public Works function is shown in Appendix 1 to this Annex.

##### B. Assignment of Responsibilities

1. Public works activities in Crawford County will be under the direction and control of the County Commissioners. The First District Commissioner will direct and control activities in Road District No. 1 and the Second District Commissioner is responsible for operations in Road District No. 2.
2. The County Highway Department Road District Foremen will coordinate the public works activities for their district. They will advise the County Commissioners on all public works activities.
3. Each municipal public works department will be responsible for such operations in their respective jurisdictions.
4. The private utility companies are responsible for the direction and control of the services they provide to their customers. These companies are not under the day-to-day control of the county and city governments.

**V. DIRECTION AND CONTROL**

- A. All public works personnel will be controlled and assigned from the EOC.
- B. The County Commission and the mayors, or their designees, in the municipalities will already be in the EOC and operate from there. The other public works division heads will operate from their normal day-to-day offices, but will send a representative to the EOC if needed. Public works personnel in the field will keep the EOC informed of their activities.
- C. Outside resources will be under the direct control of their own supervisors, but will be deployed by the EOC and assigned missions by the site commanders.

**VI. CONTINUITY OF GOVERNMENT**

- A. Line of Succession
  1. The line of succession for the Crawford County public works function will be from the 2. First and Second District County Commissioners through the First and Second District Road Foremen of the County Highway Department.
  2. The line of succession for each municipal public works department will be according to their established standard operating guidelines (SOG's).
- B. Emergency operations will be conducted from the County Courthouse. If this designated EOC becomes inoperable or unusable, an alternate EOC will be utilized (see Annex A, Direction and Control).



- C. Vital records, such as billing files, should be duplicated and stored at another location from the originals.

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. Overall administration of the public works service for Crawford County will be the responsibility of the County Commission.
2. Additional resources for this function will be requested through Direction and Control (Resource and Supply, Annex G).

### **B. Logistics**

1. Normal hiring procedures for hiring outside contractors can be circumvented, but only when authorized in writing by the chief elected official present.
2. Public Works services must provide necessary logistical support for food, emergency power, fuel, etc., for response personnel during emergency operations. In most situations however, the Resource and Supply Section (Annex G) will be available to assist with supply matters.

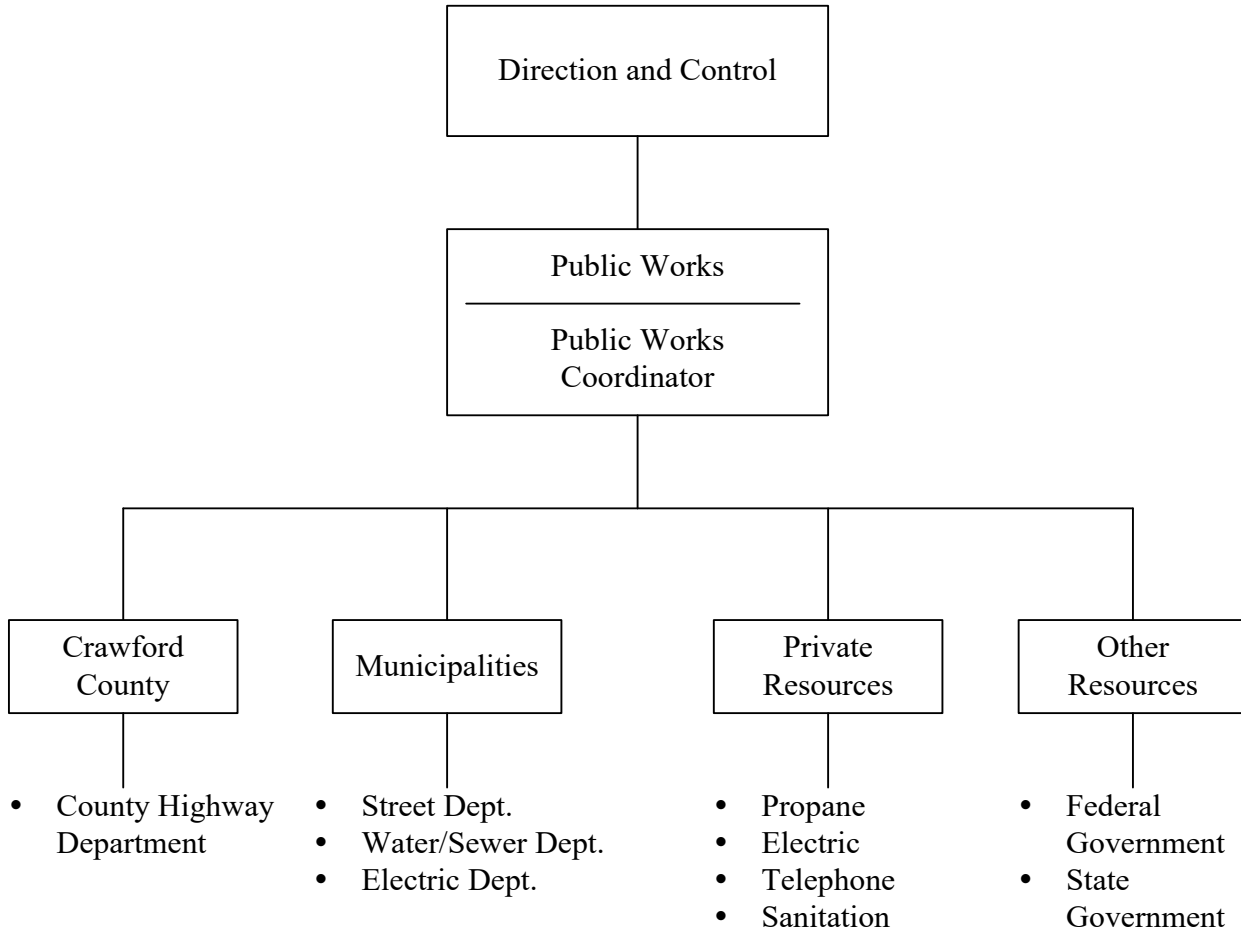
## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. It is the responsibility of the Crawford County Commission and the County Emergency Management Director to maintain this functional annex.
- B. They will participate in regularly conducted drills and exercises and incorporate the results into the annex.
- C. The SOG's will be maintained by department heads as required.

## **Appendices**

1. Public Works Organizational Chart
2. Crawford County Highway Department Resources  
Attachment A - Crawford County Highway Department Road Districts (Map)
3. Utility Companies Serving Crawford County

PUBLIC WORKS ORGANIZATIONAL CHART



## Appendix 2 to Annex I

### CRAWFORD COUNTY HIGHWAY DEPARTMENT RESOURCES

#### A. Highway Department Districts

The Crawford County Highway Department is divided into two road districts. A map of the districts is provided in Attachment A to this Appendix.

First District - Maintenance shed located in Steelville on Euclid Avenue

Second District - Maintenance shed located in Cuba on Smith Street

#### B. Equipment

The road districts have the following heavy equipment inventory:

	<b>First District</b>	<b>Second District</b>	<b>Total</b>
Loaders	1	1	2
Backhoes	2	2	4
Motor graders	3	4	7
Caterpillars	1	1	2
Snow plow	1	0	1
Dump trucks	5	4	9
Lime trucks	1	1	2
Pickups	4	3	7
Brush cutters	1	1	2
Trailers	1	1	2

#### C. Personnel

Call-up procedures will be as discussed in Appendix 3 to the Basic Plan and Appendix 2 to Annex A.

#### D. City of Cuba - Public Works Resources

City of Cuba, Missouri Public Works Department

Personnel:

- 27

Equipment:

- 5 Back hoes John Deere
- 5 Dump Trucks single axle - 6 yds.
- 1 Motor Grader No. 112 Cat.
- 1 Crawler JD455G
- 1 Roller Vibrator BMAG
- 4 Pickups (3 - 3/4 ton & 1 - 1 ton)
- 1 Air Compressor Portable Lerol C196
- 1 Lincoln Electric Arc Welder 6000 watt
- 1 FMC Sewer Jet 300 Gal.
- 6 Service Trucks

Communication Equipment:

- Radio in 4 Dump Trucks
- 2 Back Hoes
- 4 Pickups  
(Each of the above has 2 City Channels.)

Training:

- In House Safety Instructions

Mutual Aid Agreements:

- Cities within 25 miles radius of Cuba - All verbal

City of Cuba, Missouri Electric Department Personnel and Equipment

Personnel:

- 4

Equipment:

- Digger Derrick 40 Ft.
- 2- Elbow Basket Truck 70 Ft.
- Basket Truck 40 Ft.
- Trencher with Back Hoe 1355
- 3 Pickups, 1 with Winch

Communications:

- 2 radios in pickups
- 1 hand held radio
- 2 base radios  
(City Channels Only)

Training:

- Cable School Buried
- Lineman Training

- Supervisor is certified Electrical
- Instructor - Explosives Safety

Mutual Aid Agreements:

- None

#### City of Cuba, Missouri Gas Department

Personnel:

- 3

Equipment:

- Centralized at the Public Works Department

Communications:

- 5 hand held radios
- 2 mobile radios

Training:

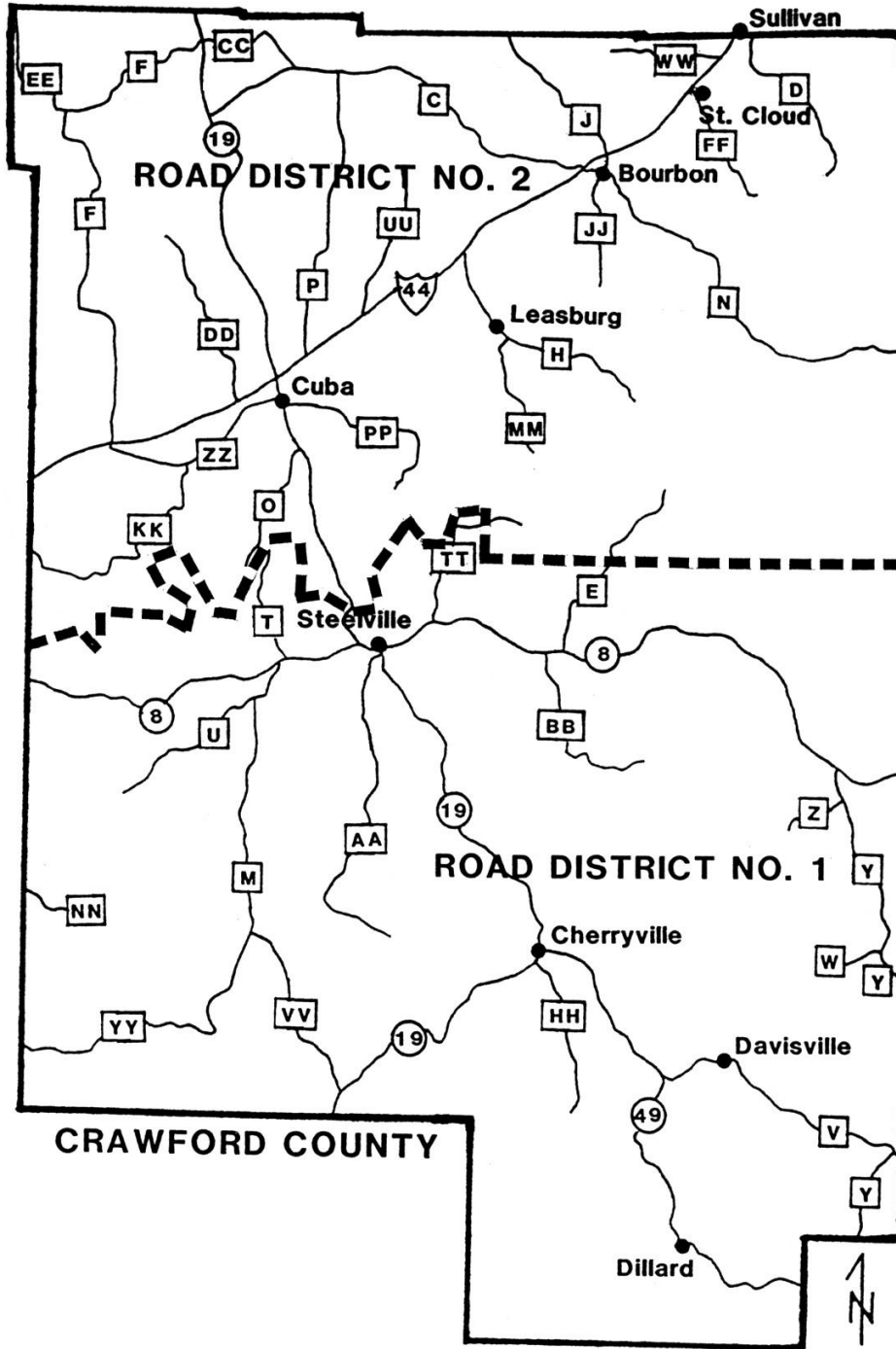
- CPR, SBA

Mutual Aid Agreements:

- None

Attachment A  
Appendix 2 to Annex I

CRAWFORD COUNTY HIGHWAY DEPARTMENT  
ROAD DISTRICTS



**Appendix 3 to Annex I**

**UTILITY COMPANIES SERVING CRAWFORD COUNTY**

A. Water/Sewer

1. City of Bourbon, 180 Cedar Street  
P.O. Box 164, Bourbon..... 732-5550
2. City of Cuba, 202 N. Smith, Cuba ..... 885-7432  
Treatment Plant..... 885-2263
3. Leasburg Water Department
4. City of Steelville, 103 Brickey,  
P.O. Box M, Steelville ..... 775-2815

B. Electric

1. Show-Me Power Corp., Marshfield.....417-468-2615
2. Crawford Electric Co-op., Bourbon..... 732-4415
3. City of Cuba, 202 N. Smith, Cuba ..... 885-7432  
Public Works .....885-6453
4. City of Steelville, 103 Brickey,  
P.O. Box M, Steelville ..... 775-2815  
City Utility Shed ..... 775-2820

C. Natural Gas

- City of Cuba ..... 885-7432

D. Telephone

1. Continental Telephone Co. of Missouri  
Business Office ..... 438-8211  
Repair Service..... 438-8221  
After Hours, Sunday and Holidays .....800-392-0294
2. Steelville Telephone Exchange Inc.  
P.O. Box 370, Steelville..... 775-2111
3. Fidelity Telephone

E. Sanitation (Trash Hauling)

1. Swinger Sanitation..... 885-7596  
Rt. 1, Box 1229, Cuba, Mo.

## ANNEX J

### EVACUATION

#### I. PURPOSE

The purpose of this annex is to establish organization and guidelines for evacuation operations in Crawford County. This function must be applicable to small localized situations as well as for a full-scale county-wide movement should the need arise.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Crawford County is subject to several hazards that could threaten the lives and property of its citizens and require evacuation operations. Natural and man-made hazards include flooding, dam failure, and hazardous materials incidents. (See the Basic Plan, Hazard Analysis).
2. Crawford County has a good transportation network that will facilitate any evacuation of the general population (see Appendix 4 to this Annex).
3. There are several facilities such as the hospital, nursing homes, etc. that will require planning for access and functional needs in this annex.
4. Crawford County has identified facilities which store, use or produce hazardous materials. This listing is kept on file with the local fire departments and with the LEPC Coordinator.

##### B. Assumptions

1. In almost every emergency situation requiring evacuation, a number of people will evacuate on their own volition.
2. It can be anticipated that the majority of persons will receive and follow the evacuation instructions. However, a certain portion of the population (1) will not get the information, (2) will not understand it, or (3) purposely not follow directions.
3. In all cases, an adequate number of county and/or city emergency personnel will be available to accomplish the tasks necessary to complete the evacuation.
4. Panic by evacuees will not be a problem as long as adequate information is furnished by the government.



5. Evacuation will be primarily by family groups using privately owned vehicles with transportation being provided for those persons without automobiles.
6. Looting of evacuated areas is possible, but will be contained by the Sheriff and municipal police departments.
7. Assistance in planning for and in conducting actual evacuations will be provided by higher levels of government.
8. Evacuations within the municipalities will be the responsibility of the affected municipality. Crawford County will provide assistance upon request.
9. Persons evacuating will potentially be bringing their pets and animals with them.
10. For possible air evacuation services, see Appendix 6 to Annex M.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

1. The ultimate responsibility for ordering an evacuation rests with local government; hence, it should only be implemented by the chief elected official or a designated successor.
2. During any evacuation, close coordination will be required with the following functions:
  - a. Reception and Care -- The evacuees must have some place to go even if it is in another county, whether it is a full-scale or limited evacuation (Refer to the Reception and Care annex for identified shelters).
  - b. Law Enforcement -- Traffic control along movement routes and security for evacuated areas are an absolute necessity.
  - c. Resource and Supply -- Transportation for persons without automobiles, food, clothing, and fuel will be required.
  - d. Other support agencies -- Constant interface will be required with the state and federal government and private agencies such as the Red Cross.
3. The duration of the evacuation will be determined by the chief elected officials present based on technical information furnished by federal, state and local agencies.
4. Certain day-to-day governmental activities will be curtailed during evacuations. The degree to which this is necessary will, of course, depend upon the amount of local resources that are committed.

5. Transportation will be provided for patients/ residents in various institutions with access and functional needs that requires care or attention (i.e., the hospital, nursing homes, schools, etc.). Appendix 2 to this annex lists these facilities.
6. During the evacuation, staging areas and pickup points will be identified to provide transportation for those people without private automobiles or other means. (See Appendix 3 to this Annex.)

## B. Tasks to be accomplished by Operating Time Frame

### 1. Mitigation

- a. Identify the known risk areas to be evacuated and the rationale for their evacuation (see Appendices to this Annex).
- b. Identify access and functional needs populations or facilities requiring assistance in an evacuation and the methods to evacuate them (such as nursing homes, senior citizens, persons who are visually or mobility impaired or medically dependent, etc.).
- c. Identify and make agreements with private organizations that can facilitate evacuations (i.e., service stations, garages, fuel distributors, bus companies, etc.). This should be done in conjunction with the head of the Resource and Supply section (Annex G).
- d. Coordinate with the PIO to develop public information packets to detail evacuation routes, what evacuees should take with them, where they should go, etc. (See Annex C.)
- e. Develop contingency plans that provide for potential impediments to evacuation (physical barrier, time, lack of transportation resources, etc.).
- f. Develop plans to deal with vehicles with mechanical problems.
- g. Coordinate all evacuation plans with the State Emergency Management Agency.

### 2. Preparedness

- a. Analyze all developing emergencies for potential evacuation situations to include number of evacuees.
- b. Alert reception and care of possible evacuation and obtain location of available reception centers.
- c. Identify necessary evacuation routes and check the status and condition of each one (coordinate with Law Enforcement).

- d. If appropriate, contact road service groups (wreckers, service stations, etc.).
- e. Locate transportation for all persons in threatened area.
- f. Through the Direction and Control section, alert all other emergency sections that an evacuation may be required.
- g. Check with law enforcement to provide for security and parking in the reception area.
- h. Inform the public of the potential evacuation to include the nature of the problem, the movement route to use, and the reception area to go to.
- i. If necessary, make plans to evacuate government and critical workers.

### 3. Response

- a. Order evacuation when necessary.
- b. Notify all appropriate agencies to include state and federal.
- c. Monitor the following actions to insure the evacuation functions smoothly:
  - 1) traffic flow
  - 2) reception areas
  - 3) security for evacuated areas
- d. Broadcast public information continuously during the evacuation to minimize confusion.
- e. Coordinate with and furnish information on the situation to the other emergency services.
- f. Assist in the transfer of necessary supplies and personnel to reception areas, especially if these areas are outside the affected jurisdiction.
- g. As the evacuation winds down, begin planning for the return.
- h. Designate rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities. (This would apply to evacuations that require a long distance of travel away from the affected area.)
- i. Provide for transportation for essential workers who might have to work in or near the hazardous areas.

- j. Make provisions for the evacuation of handicapped, elderly, and institutionalized persons.
4. Recovery
- a. Initiate return when conditions will allow this to be done safely. This will include advising evacuees on what to do to re-enter the evacuated area (i.e., what return routes to use, instructing public to boil water, guidelines for turning on gas, etc.).
  - b. Monitor all return activities until the return is completed.
  - c. Prepare and present after-action reports to governing authorities.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### A. Organization

The organizational chart for the evacuation function is shown in Appendix 1 to this Annex.

##### B. Assignment of Responsibilities

1. In most cases, all major decisions pertaining to evacuation will be made by the Direction and Control section. It is the chief elected official who is responsible for ordering an evacuation -- the Presiding Commissioner of Crawford County and the Mayor of a municipality.
2. Coordination and control of evacuation operations in Crawford County will be the responsibility of the Sheriff. The Sheriff will advise the chief elected official on all evacuation activities.
3. Traffic control and site security will be the responsibility of the Law Enforcement section (Annex E). The Sheriff will control these activities in the county while the Police Chiefs/City Marshals will do the same in the municipalities. The Crawford County Sheriff will also be responsible for the relocation of prisoners from the county jail to a nearby jail facility, if necessary.
4. In some instances, when time is of the utmost importance, the chief law enforcement or fire official at the scene can initiate an evacuation. (An example here is a hazardous materials incident.)
5. Coordination of all public transportation resources for use in an evacuation will be the responsibility of the Resource and Supply Coordinator (see Annex G).

6. The dissemination of information and instructions to inform and motivate residents to comply with evacuation plans will be the responsibility of the Emergency Public Information section (Annex C).
7. Other sections will provide support as necessary to meet the needs of the emergency.

**V. DIRECTION AND CONTROL**

- A. All evacuation operations will be coordinated through the EOC of the affected jurisdiction(s), which will serve as the source of all Direction and Control.
- B. Should the order come to evacuate the entire county, operations will be controlled from a nearby safe location.

**VI. CONTINUITY OF GOVERNMENT**

- A. The line of succession for the Crawford County Evacuation Coordinator is from the County Sheriff through the Chief Deputy.
- B. Lines of succession for the agencies supporting evacuation operations will be according to the standard operating guidelines established by each.
- C. If populations are evacuated to a neighboring jurisdiction, a local official from the evacuated area will be designated as liaison between the hazard and reception area. The evacuees will be subject to the laws of the reception area for the duration of their stay.
- D. Preservation of records will be a major priority during a major evacuation. Resources will be allocated to move vital government records as necessary.

**VII. ADMINISTRATION AND LOGISTICS**

- A. Each jurisdiction is responsible for the procurement of its own essential supplies needed for evacuation operations, through normal procurement channels.
- B. Requisition of privately-owned property will be in accordance with the provisions of Chapter 44, RSMo.
- C. All county-owned and/or city-owned transportation will be utilized to evacuate people and relocate essential resources to the reception area. Formal arrangements for outside resources should be made. Transportation resources available for evacuation include:
  1. County and/or City government resources (i.e., Public Works trucks)

2. School buses
3. Church buses
4. Trucking firms
5. Campground/Canoe Rental buses

#### **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

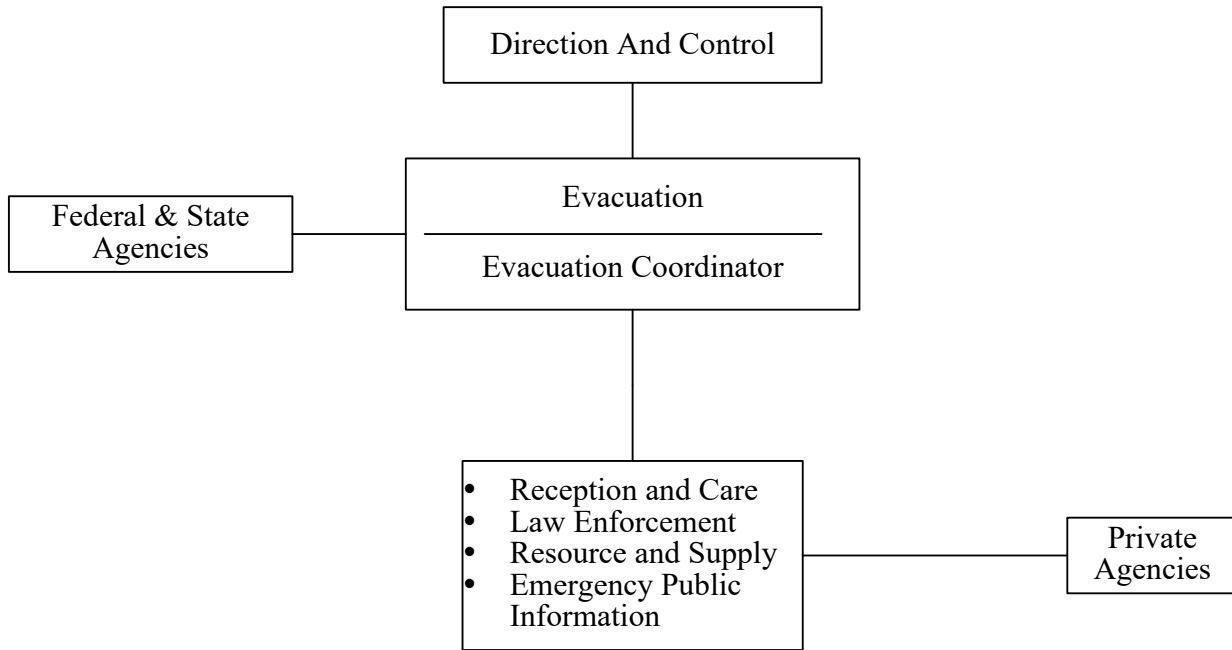
A review and update of this annex will be completed annually by the Evacuation Coordinator in cooperation with the Crawford County Emergency Management Director.

#### **Appendices**

1. Evacuation Organizational Chart
2. Facilities to evacuate with individuals with access and functional needs
3. Staging Areas for Evacuation
4. Evacuation Routes in Crawford County (Map)
5. Record of Evacuation (form)
6. Flood Evacuation
7. Hazardous Materials Incident Evacuation

**Appendix 1 to Annex J**

**EVACUATION ORGANIZATIONAL CHART**



Support from private agencies such as the Red Cross, churches, public schools, etc., will enhance evacuation operations (i.e., assisting with sheltering, providing transportation, etc.).

**Appendix 2 to Annex J**

**FACILITIES WITH INDIVIDUALS WITH ACCESS AND FUNCTIONAL NEEDS**

A. Hospitals

	<b>Telephone</b>
Missouri Baptist Hospital at Sullivan 751 Sappington Bridge Road, Sullivan Service: General Medical-Surgical Beds: 81 licensed, 59 staffed	468-4186

B. Nursing Homes/Residential Care Facilities

	<b>Telephone</b>	<b>Beds</b>
Community Care Center of Cuba 410 N. Franklin, Cuba	885-3516	65
Gibbs Care Center Rt. 2, Box 590, Steelville	775-5815	60
Pilkenton Residential Care Center HCR 80, Box 770, Cuba	885-3503	12
Redwood Manor Care Center RR 2, Box 16, Bourbon	468-8150	44
Summers Hidden Acres P.O. Box 99, Bourbon	732-5366	20
Summers Residential Care Rt. 1, Box 777, Leasburg	245-6464	12
Summers Retirement Center P.O. Box 99, Bourbon	732-4438	15
West Woods Care Center P.O. Box 467, Bourbon	732-5241	12



C. Schools

	<b>Telephone</b>	<b>Students</b>
Crawford County R-I P.O. Box 40, Bourbon	732-4426	
High School	732-5615	246
Elementary	732-4424	347
Upper Elementary	732-4424	293
Crawford County R-II 208 Elm St., Cuba	885-2534	
Cuba High School	885-2534	337
Junior High	885-2534	230
Elementary	885-2534	778
Steelville R-III P.O. Box 339, Steelville	775-2175	
High School	775-2144	237
Elementary	775-2099	420
Upper Elementary	775-2176	309

D. Other (Day Care Centers, Senior Citizen Housing, other facilities)

	<b>Telephone</b>
Retirement Homes Inc. 500 W. Florence St., Cuba	885-7711
Steelville Homes Inc. E. Spring Street, Steelville	775-5249
Leasburg Senior Citizen Homes Leasburg	245-6438
Autumn Age Homes Inc., Bourbon	732-5111
Parkview Limited, Cuba	431-0711

## Appendix 3 to Annex J

### STAGING AREAS FOR EVACUATION

The locations selected for staging areas are sites that are suitable for collection points for:

1. people who need transportation
2. assembling equipment and supplies

The following facilities represent centrally located, easily accessible collection points for county and city residents. Which sites to be used would be determined by the situation and prior agreement between the school districts and local government.

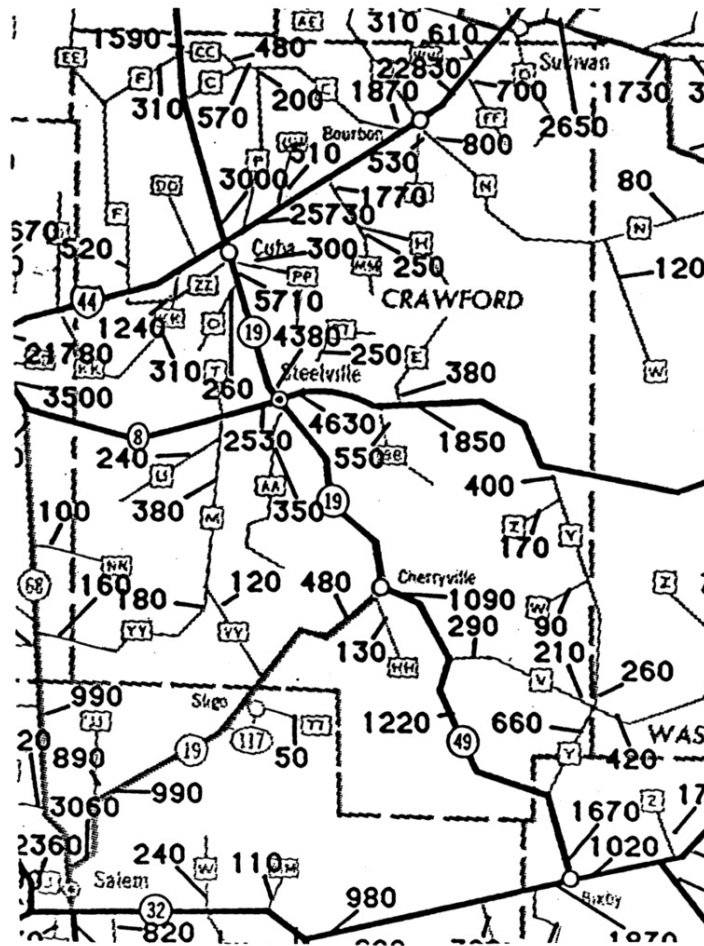
1. Crawford Co. R-I,  
P.O. Box 40, Bourbon..... 732-4426  
High School ..... 732-5615  
Elementary & Upper Elementary..... 732-4424
2. Crawford County R-II,  
High, Junior High, & Elem. Schools  
208 Elm St., Cuba ..... 885-2534
3. Steelville R-III  
P.O. Box 339, Steelville..... 775-2175  
High School ..... 775-2144  
Elementary ..... 775-2099  
Upper Elementary ..... 775-2176

Additional potential Disaster Assistance Centers/Mobilization Centers include:

- The County Courthouse
- City-owned Facilities
- Park Pavilions
- Airport - City of Cuba

Appendix 4 to Annex J

EVACUATION ROUTES IN CRAWFORD COUNTY



LEGEND

COUNTY BOUNDARY	-----
URBAN LIMITS	.....
COUNTY SEATS	●
OTHER CITIES AND TOWNS	○
U.S. INTERSTATE ROUTES	Ⓜ
U.S. ROUTES	Ⓢ
STATE NUMBERED ROUTES	Ⓢ
SUPPLEMENTARY LETTERED ROUTES	Ⓢ
STATE PRIMARY SYSTEM	—————
STATE SUPPLEMENTARY SYSTEM	—————

VOLUMES REPRESENT ESTIMATED AVERAGE DAILY TRAFFIC

1993 MISSOURI  
TRAFFIC VOLUME MAP

PREPARED BY THE  
MISSOURI HIGHWAY AND TRANSPORTATION DEPARTMENT  
DIVISION OF PLANNING  
IN COOPERATION WITH THE  
U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION

Primary Routes: I-44  
MO 19  
MO 8  
MO 49



## **Appendix 6 to Annex J**

### **FLOOD EVACUATION**

#### **I. PURPOSE**

Provide for the orderly and coordinated evacuation of people from those areas of Crawford County which are vulnerable to slow developing flooding, flash flooding and levee failure.

#### **II. SITUATION AND ASSUMPTIONS**

##### A. Situation

1. Crawford County is vulnerable to a wide range of atmospheric conditions that produce weather that is variable and subject to rapid change.
2. Flooding has historically posed problems for many parts of Crawford County and several of its communities.
3. Crawford County is composed of several water systems, the more prominent of which are: Meramec River, Huzzah Creek, Little Bourbeuse River and Courtois Creek.
4. Crawford County is also vulnerable to flooding resulting from dam failure or an uncontrolled release of water from the many dams located throughout the county. Attachment C and its' addendum to the Basic Plan contains more information on dams located in Crawford County.

##### B. Assumptions

1. Crawford County is vulnerable to a wide range of atmospheric conditions that produce weather that is variable and subject to rapid change.
2. Floods are generally caused by rainstorms lasting several days and moving northeastward across the area and occur frequently from January to May.
3. Floods may occur as two distinct types of flooding or may occur singly or in combination. The types are commonly referred to as backwater and headwater flooding.
4. Local authorities will take immediate steps to warn and evacuate citizens, alleviate suffering, protect life and property, and commit available resources before requesting assistance from the next higher level of government.

### III. INITIAL EVACUATION RESPONSE

#### A. Receive warning

The National Weather Service, through a monitoring and warning system, is able to give advanced notice of gradual flooding hours and even days before it results in serious loss of life and property.

1. The National Weather Service also may issue a Flash Flood Watch which means heavy rains may result in flash flooding in a specified area. Residents should be alert and prepared for the possibility of a flood emergency which may require immediate action.
2. The National Weather Service also may issue a Flash Flood Warning which means flash flooding is occurring or is imminent in a specified area. Residents should move to safe ground immediately.

#### B. Notify public

It is the joint responsibility of the National Weather Service and/or the local government entity to issue a warning via radio, television, etc. Early warning, if possible, would enable those in flood hazard areas to move or safeguard their property, thus simplifying evacuation should it become eminent.

### IV. EVACUATION

- A. Designate the flood hazard area to be evacuated. Use the flood hazard maps for street description and to determine areas to be evacuated.
- B. Establish a perimeter security. The purpose is to limit access to looters and sightseers, but to allow egress by victims.
- C. Establish shelter areas/relief services for victims. It must be decided when to open such facilities and where they should be located. Location of shelter areas and assistance in the form of food and clothing could be supplied by the Ministerial Alliance, local Red Cross, etc.
- D. Notify affected persons. If early warning is not effective, all remaining persons within the designated flood area must be contacted. This is best accomplished on a door-to-door basis, loud speakers on patrol cars, or government-manned telephones. A method to record location of visits, times, dates, and results of attempted visits should be devised. (See Appendix 5 to this Annex.)
- E. Return of flood victims. Once the flood waters recede, a public information program should so inform the evacuees when to return, what to expect upon return (i.e., how to turn the utilities back on, how to purify water, etc.) and of services being offered by local government, such as pumping basements and debris removal. Also, local government would warn of other related hazards so persons would be alert to changes in their environment.

## Appendix 7 to Annex J

### HAZARDOUS MATERIALS INCIDENT EVACUATION

#### I. PURPOSE

To provide for the orderly and coordinated evacuation of those people who are exposed to hazardous materials accidents and those people who may be endangered by in-place hazardous materials.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

Crawford County is exposed daily to hazardous materials which are transported across its highways, railroads and also from the storage of these materials in more permanent containers. See Appendix 5 of the Basic Plan for details of the major highways, waterways and pipelines which cross the county.

##### B. Assumptions

One out of ten motor vehicles is engaged in the transport of hazardous materials.

Hazardous materials incidents may occur without any other emergencies being involved, such as a structural failure in a container or a leaking valve.

Such incidents could pose a significant threat to the health and safety of response personnel, as well as others in the immediate area.

#### III. EVACUATION RESPONSE GUIDELINES

If no evacuation is required:

- Secure the area. Since law enforcement personnel are able to respond quickly, they would cordon-off the affected area.
- Dispatch a “hazardous materials team”. This would normally be a part of a fire department or a task force composed of members of several different services within local government.

- Alert other departments. Other governmental units, such as fire, water, sewer, and street departments should be informed of the situation. Also notify the Environmental Protection Agency (EPA) as required and CHEMTREC, if necessary.

If evacuation is required and an order is made to evacuate:

- Designate the area to be evacuated. This information should be clear and concise as possible in order to aid those who are assisting in the evacuation and for those who are being evacuated.
- Establish a perimeter security. The purpose is to limit or prohibit entry into the affected area.
- Activate an emergency shelter plan, if necessary. Many evacuees will stay with friends or neighbors for short periods of time; if duration is longer, the affected community would relocate and make ready areas for long-term occupancy.
- Notify affected persons. All persons within the affected area must be contacted. This is best accomplished on a door-to-door basis, loud speakers, or government manned telephones, depending upon the situation. Records should be kept of location of visits, times and dates, and results of attempted visits. (See Appendix 5 of this annex). The notification should consider individuals who are concerned about evacuating their pets and animals.
- Return of affected persons. Once the area is declared safe, a public information program should so inform the evacuees when to return, what to expect upon return (i.e. how to turn utilities back on), and how to request additional information. Also the local government could warn of other related hazards so persons would be alert to changes in their environment.



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## ANNEX K

### IN-PLACE SHELTER

#### I. PURPOSE

The purpose of this annex is to enhance the ability of Crawford County and its municipalities to protect their residents in or near their homes when an incident has occurred with little or no warning and/or it would not be safe for residents to leave their current locations.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. In-place shelter will be used in a situation requiring protection for residents from the effects of a hazardous materials incident, terrorist attack, earthquake, or a tornado when evacuation is not an appropriate action.
2. In some disaster situations, such as earthquakes and tornadoes, local government has a very limited role in providing protection to its residents. In cases such as these, proper warning and immediate sheltering instructions are essential.
3. In case evacuation from in-place shelters is necessary, the Crawford County Community Shelter Plan (CSP) has been developed for residents of the county. Potential shelters have been identified in Annex L for public use in an emergency/disaster situation.

##### B. Assumptions

1. Most homes have at least a week's supply of food available.
2. Shelters will have an adequate amount of food available.

#### III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these activities are listed in parentheses.

- A. Distribution of in-place shelter information to all residents of Crawford County should be done prior to an emergency or disaster. (See Appendix 2 to this annex.) (Mitigation)
- B. When possible, the In-Place Shelter Coordinator will operate from the EOC. The decision to evacuate or shelter in-place will be made by the chief elected official or his/her designated successor. (If residents are advised to evacuate from their homes, etc., they will need to seek shelter. Annex L discusses reception and care operations, while Annex J details evacuation operations.) (Preparedness and Response)

- C. If applicable to the situation, the public will be warned to seek appropriate protective shelter and to follow the information from the previously distributed brochures, as well as to stay tuned to their EAS station for further instructions.( Preparedness and Response)
- D. Presenting accurate information to residents in protective shelter is one of the most important tasks local government will perform in this function. Therefore, residents will be encouraged to have a radio or television available to receive this information while in protective shelter. (Preparedness and Response)
- E. Should in-place shelter be required for an extended period of time, arrangements will be made to deliver residents any essential medications, foods, etc., which they may need. (Response and Recovery).

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- A. The in-place shelter functional diagram is located in Appendix 1 to this annex.
- B. The chief elected official, or his/her designated successor, will make the decision to shelter in-place.
- C. The Emergency Management Director will be the In-Place Shelter Coordinator for Crawford County. The In-Place Shelter Coordinator for the City of Cuba is the Emergency Management Director. This coordinator will operate from the EOC and will coordinate with other EOC Direction and Control Staff.
- D. The In-Place Shelter Coordinator and the PIO are responsible for ensuring the public receives timely and accurate in-place shelter information.

#### **V. DIRECTION AND CONTROL**

- A. All In-Place Shelter operations will be controlled from the EOC, when possible.
- B. If lines of communications between the EOC and the public shelters are not functioning, the shelter managers have control of their shelter until this contact can be reestablished.

#### **VI. CONTINUITY OF GOVERNMENT**

The line of succession for the In-Place Shelter Coordinator is the same as that listed for the Emergency Management Director.

#### **VII. ADMINISTRATION AND LOGISTICS**

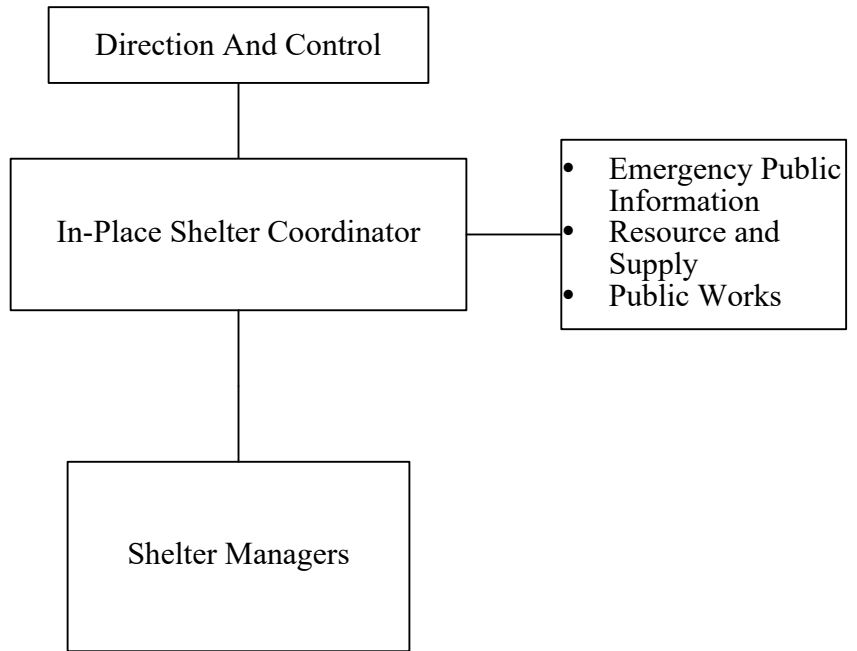
The status of public shelters should be updated regularly by the In-Place Shelter Coordinator.

#### **Appendices**

1. In-Place Shelter Functional Diagram
2. All-Hazard In-Place Shelter Guidance

Appendix 1 to Annex K

IN-PLACE SHELTER FUNCTIONAL DIAGRAM



## Appendix 2 to Annex K

### ALL-HAZARD IN-PLACE SHELTER GUIDANCE

The following information should be formulated into public information brochures and distributed to all residents prior to an emergency situation requiring in-place shelter.

Warning for these hazards should be accomplished in accordance with Annex B.

Information should be provided to the local media for broadcast during an emergency and a public awareness program should be developed to encourage residents to keep emergency supplies on hand and develop a family disaster plan.

## TORNADO

If a tornado WARNING is issued and time does not permit residents to travel to public shelters, the best protection during a tornado is to quickly go to the lowest level in the building. The following protective actions should be relayed to the public:

DURING A TORNADO, THE SAFEST PLACE TO BE IS IN THE BASEMENT UNDER SOMETHING STURDY.

IF THERE IS NO BASEMENT, SEEK SHELTER IN A SMALL INTERIOR ROOM IN THE MIDDLE OF THE BUILDING, SUCH AS A CLOSET OR BATHROOM.

STAY AWAY FROM OUTSIDE DOORS AND WINDOWS.

REMAIN IN SHELTER UNTIL THE ALL CLEAR IS GIVEN FROM AUTHORITIES.

## EARTHQUAKE

Since earthquakes happen with no warning, residents should be prepared to take in-place shelter in their homes for the first 72 hours following a seismic event. These in-place protective actions should be relayed to the public:

WHEN THE SHAKING STARTS, STAY WHERE YOU ARE -- IF INDOORS, STAY INDOORS; IF OUTSIDE, STAY OUTSIDE.

IF YOU ARE INDOORS, GET UNDER A DESK, BED, OR OTHER HEAVY PIECE OF FURNITURE. STAY AWAY FROM GLASS AND WINDOWS.

IF YOU ARE OUTSIDE, GET AWAY FROM BUILDINGS AND UTILITY WIRES UNTIL THE SHAKING STOPS.

## HAZARDOUS MATERIALS INCIDENT

If evacuation cannot be accomplished prior to the formation/arrival of a toxic cloud, advising residents to stay indoors and reduce the air flow into these buildings may be the most effective protective action. The following protective action instructions should be relayed to the public:

TO REDUCE THE POSSIBILITY OF TOXIC VAPORS ENTERING YOUR HOME:

TURN OFF ALL VENTILATION SYSTEMS, INCLUDING FURNACES, AIR CONDITIONERS, FANS, AND VENTS.

SEAL ALL ENTRY ROUTES AS EFFICIENTLY AS POSSIBLE. CLOSE AND LOCK WINDOWS AND DOORS. SEAL GAPS UNDER DOORS AND WINDOWS WITH WET TOWELS AND THICK TAPE.

SEAL GAPS AROUND AIR CONDITIONING UNITS, BATHROOM AND KITCHEN EXHAUST FANS, STOVE AND GRILL VENTS, AND DRYER VENTS WITH TAPE AND PLASTIC SHEETING.

CLOSE ALL FIRE PLACE DAMPERS.

CLOSE AS MANY INTERNAL DOORS AS POSSIBLE.

IF AUTHORITIES WARN OF EXPLOSION, CLOSE ALL DRAPERIES, CURTAINS, AND SHADES; STAY AWAY FROM WINDOWS.

BUILDING SUPERINTENDENTS SHOULD SET ALL VENTILATION SYSTEMS AT 100% RECIRCULATION SO THAT NO OUTSIDE AIR IS DRAWN INTO THE STRUCTURE.

IF YOU SUSPECT THAT GAS OR OTHER VAPORS HAVE ENTERED YOUR BUILDING, TAKE SHALLOW BREATHS THROUGH A PIECE OF CLOTH OR TOWEL.

REMAIN IN PROTECTED, INTERIOR AREAS OF THE BUILDING WHERE TOXIC VAPORS ARE REDUCED UNTIL YOU ARE INSTRUCTED TO DO OTHERWISE.



## OTHER

Additional hazards which may require in-place shelter include flooding, winter storms and terrorist attacks.

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## ANNEX L

### RECEPTION AND CARE

#### I. PURPOSE

This annex will establish an organization and procedures to provide for the temporary reception and care of people displaced or evacuated from their residence because of an emergency or disaster situation.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Localized temporary evacuation within Crawford County is possible because of the various hazards that could confront the population, thus requiring the implementation of Reception and Care operations and the use of public shelters. These hazards include flooding, hazardous materials incidents, etc.
2. Facilities are available in Crawford County and its municipalities to temporarily shelter and feed those persons evacuated or displaced by an emergency or disaster. (See Appendix 2 to this Annex).
3. Outside assistance is available from both private and governmental sources.

##### B. Assumptions

1. Affected persons will respond as directed by local government officials.
2. A percentage of the evacuees will stay with friends or relatives.
3. All persons or groups who control or own potential shelters will cooperate and make their facilities available.
4. Assistance by relief agencies along with assistance from outside the county will be available if required and/or requested.

### III. CONCEPT OF OPERATIONS

#### A. General

1. Local government has the responsibility for providing reception and care services.
2. Reception and Care operations will be directed and controlled by the **(identify your jurisdiction's responsible agency)**. Operations will be directed and coordinated from the primary EOC or a facility designated at the time reception and care becomes necessary.
3. Support to Reception and Care operations will be provided by other County and/or City departments/agencies as required and private relief organizations as available. Such support would include law enforcement, public information, communication between shelters and the EOC, mass feeding, temporary housing, handlers for pets/service animals, etc.
4. The role of local government will be to:
  - a. Monitor Reception and Care operations and provide coordination.
  - b. Assist in locating and opening shelters.
  - c. Assist in locating animal shelters – preferably in close proximity to mass care shelters.
  - d. Identify shelters and resources that will support access and functional needs support services.
  - e. Resource assistance.
5. The Emergency Management Director will assist the Reception and Care Coordinator in:
  - a. Emergency mass feeding operations.
  - b. Assigning and managing reception and care center teams.

#### B. Actions to be Taken by Operating Time Frames

1. Mitigation

- a. Identify suitable shelter to protect people from the risk conditions assumed. Keep current records on facility locations, capacity, feeding capabilities, ownership, contact person, etc. (see Appendix 2 to this Annex).
  - b. Work with supporting county/city departments and private relief agencies to develop Reception and Care SOGs that establish registration procedures, develop necessary registration forms, etc.
  - c. Identify facilities appropriate for mass feeding.
  - d. Identify populations in need of access and functional needs support services and begin preparedness activities that address their needs.
  - e. Recruit and enlist other organized groups (religious, civic, fraternal, etc.) to assist in Reception and Care operations.
  - f. Provide necessary training for Reception and Care personnel.
  - g. Maintain list of potential sources of supplies such as cots, blankets, food, eating utensils, etc.
  - h. Develop procedures to allocate people to lodging and feeding facilities.
  - i. Develop methods for managing reception and care activities (registration, staffing, lodging, feeding, pertinent evacuee information, etc.).
2. Preparedness
- a. Analyze pending emergency and alert appropriate Reception and Care personnel and/or groups and organizations.
  - b. Establish contact with shelter owners/operators to determine the availability of identified shelters.
  - c. Check on status of available supplies.
  - d. Ensure forms are ready for registration.
  - e. Report to Direction and Control on the situation status of Reception and Care operations.
  - f. Participate in tests, exercises, and drills.
  - g. Identify facilities within commuting distance of the hazardous area for essential workers and their families if appropriate.

- h. Identify facilities appropriate for sheltering pets/service animals and agencies capable of providing assistance.
  - i. Identify access and functional needs support services and animal care functions that may be necessary at mass care facilities.
3. Response
- a. Open shelters and activate personnel to staff them as required by the situation. Upgrade shelters if necessary and where appropriate.
  - b. Provide listing of shelters that have been activated to Direction and Control and the PIO for release to the news media.
  - c. Register evacuees, assign shelters, and maintain listing of shelter population.
  - d. Urge residents to share homes with evacuees (if applicable).
  - e. Conduct feeding operations (this could be just assisting private agencies).
  - f. Provide for rescue, care, shelter and essential needs of household pets/service animals owned by disaster victims. Provide these services prior to, during and following a disaster.
  - g. Monitor sheltering operations to ensure an even distribution of victims to all shelters.
  - h. Provide an information service for victims needing additional services (i.e., locating and reuniting them with their families/relatives).
  - i. Compile records for use in Damage Assessment and recovery (i.e., statements of charges for supplies, damage to shelter, problems encountered with victims, etc.).
  - j. Maintain contact and coordination with the EOC.
4. Recovery
- a. Maintain level of Reception and Care operations as required by the situation.
  - b. Continue to assist in locating and reuniting victims and their relatives.
  - c. Assist as required in the administering of federal and state disaster assistance.

- d. Continue operations until situation returns to normal.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. Organization

The organizational chart for the reception and care function is shown in Appendix 1 to this annex.

##### B. Assignment of Responsibilities

1. Overall responsibility for reception and care operations rests with local government. The **(identify your jurisdiction's responsible agency)** have been assigned joint responsibility for Reception and Care operations in **(your jurisdiction)**.
2. The Reception and Care coordinator is responsible for seeing that necessary plans and procedures are developed to ensure a capability for Reception and Care operations which will include shelter and feeding operations.
3. Supplies and other resources will be the responsibility of the Resource and Supply section.
4. Medical care and public health measures in the shelters will be provided by the Health and Medical section.
5. Communications will be provided by the Crawford County Sheriff's Department and the various police departments in the county.
6. Clerical support for compiling data will be provided by the Crawford County Emergency Management Office.
7. MOVOAD, the Humane Society of Missouri and the Missouri Veterinary Medical Association will assist with providing for animal needs outlined in this Annex.
  - a. The MO Humane Society will coordinate rescue, care and shelter for household pets and service animals owned by disaster victims.
  - b. The MO Veterinary Medical Association will assist with communication and coordination of private sector veterinarians.

#### V. DIRECTION AND CONTROL

- A. Direction and control of Reception and Care operations will vary according to the extent of the disaster or emergency situation. In a large-scale disaster, operations will be coordinated from the primary EOC.
- B. In a limited disaster or emergency situation, Reception and Care operations will be controlled from normal day-to-day office locations if possible, or at a site designated at that time.
- C. All requests for outside assistance will be made by the EOC.

## VI. CONTINUITY OF GOVERNMENT

- A. The line of succession for each operating reception and care organization/agency will be as explained in the standard operating guidelines established by each.
- B. Records of actions taken and resources expended will be maintained in the EOC and will be transferred with the EOC should it be moved.

## VII. ADMINISTRATION AND LOGISTICS

### A. Administration

- 1. Reception and Care personnel will complete the necessary forms and compile essential information to include:
  - a. A record of shelters used (including name of owner/operator)
  - b. Number of people sheltered
  - c. Number of meals served
  - d. Public information releases
  - e. Supplies ordered and receipts for all goods obtained
  - f. Any damage to shelters
  - g. Shelter registration form (see sample in Appendix 3 to this Annex.)
- 2. Procedures should be developed for using all forms, compiling information, and providing data to the EOC.
- 3. Shelter management training should be instituted to train a small cadre of managers.

### B. Logistics

- 1. If possible, procurement of necessary supplies will be accomplished through normal acquisition channels.



2. During unusual or life-threatening situations, normal purchasing procedures may be set aside and emergency procedures as set forth in County Court orders and/or City ordinances will be implemented.
3. Local firms will be given preference when contracting for resources to cope with an emergency situation.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

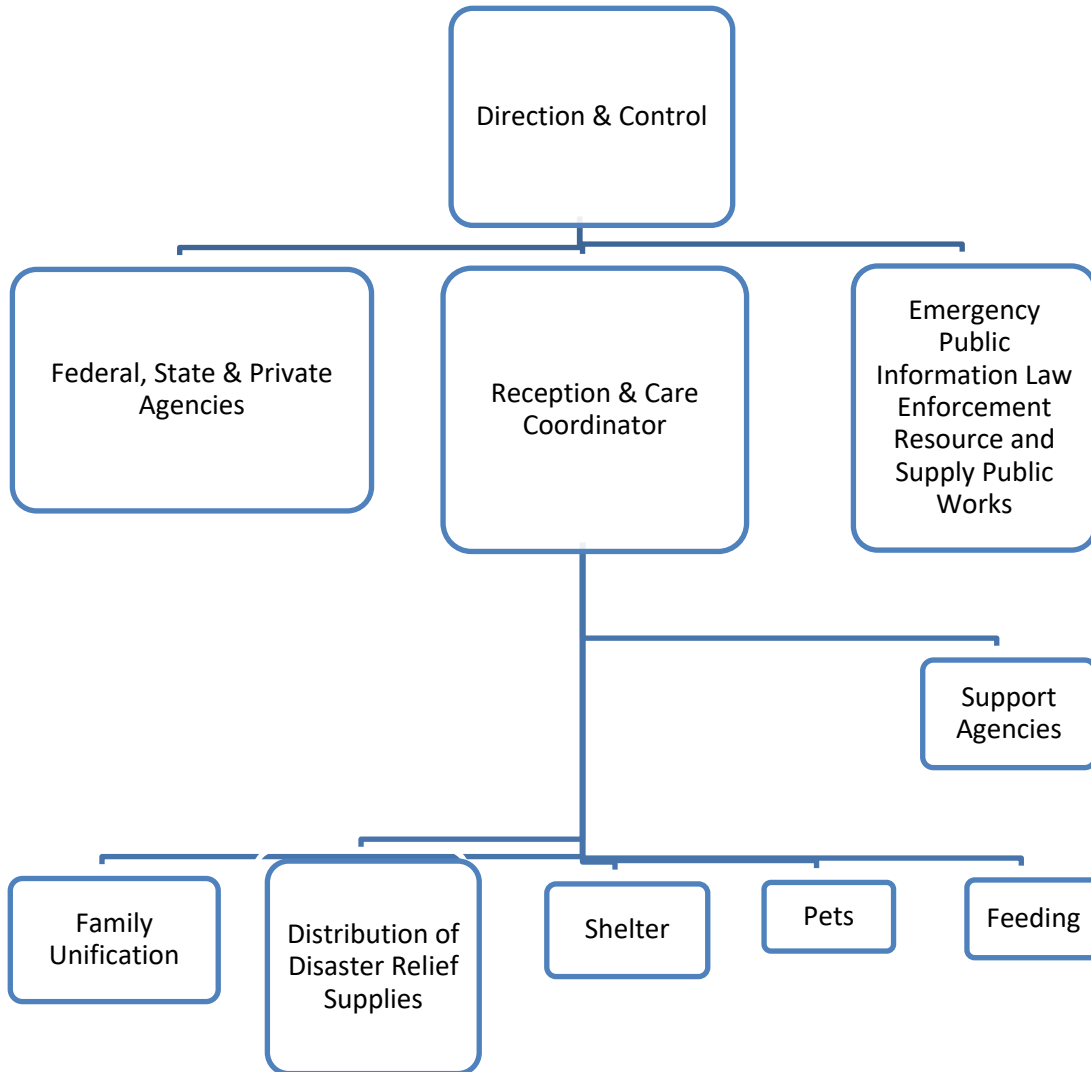
- A. Completed annually by the Reception and Care Coordinators in cooperation with the Crawford County Emergency Management Director.

Appendices

1. Reception and Care Organizational Chart
2. Reception and Care Facilities & Resources
3. Sample Shelter Registration Form
4. Pets in Disaster Standard Operating Guide

Appendix 1 to Annex L

RECEPTION AND CARE ORGANIZATIONAL CHART



Reception and care operations will depend largely upon the cooperation of shelter owners and various church, civic, and volunteer organizations

**Appendix 2 to Annex L**

**RECEPTION AND CARE FACILITIES & RESOURCES**

In an emergency, which results in a limited amount of people being evacuated, the Red Cross and Salvation Army have identified the following facilities as potential lodging and mass feeding sites in **(your jurisdiction)**.

FACILITIES:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

RESOURCES:

American Red Cross		816-931-8400
<a href="http://www.redcross.org">http://www.redcross.org</a>	FAX	816-531-7306
Salvation Army		816-471-4337
<a href="http://www.salvationarmy.usa.org">http://www.salvationarmy.usa.org</a>	Pager	816-840-2404

Missouri Voluntary Organizations Active in Disasters (MOVOAD)  
SEMA Statewide Volunteer Coordinator.....573-526-9132

ADD MORE FOR YOUR JURISDICTION – AS APPLICABLE ie

Humane Society of Missouri	<a href="http://www.hsm.org">http://www.hsm.org</a>
Missouri Veterinary Medical Association	<a href="http://www.mvma.us">http://www.mvma.us</a>
American Veterinary Medical Association	<a href="http://www.avma.org">http://www.avma.org</a>
University of Missouri Extension	<a href="http://outreach.missouri.edu">http://outreach.missouri.edu</a>

**Appendix 3 to Annex L**

SAMPLE  
SHELTER REGISTRATION FORM

FAMILY NAME _____ HOME ADDRESS _____					
FIRST NAMES	AGE	SEX	OCCUPATION	OTHER SKILLS	ACCESS AND FUNCTIONAL NEEDS
1. Head of family					
2. Others					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
ASSIGNED SHELTER _____					

## **Appendix 4 to Annex L**

### **PETS IN DISASTER STANDARD OPERATING GUIDE OF THE HUMANE SOCIETY OF MISSOURI**

1. Coordinate shelter facilities using available facilities, confinement areas or develop temporary shelter areas in cooperation with local jurisdictions based on Humane Society of Missouri (HSM) standard operating guideline.
2. Coordinate the animal medical service needed for animal shelter and confinement areas based on HSM's standard operating guideline.
3. Coordinate disposition of unclaimed animals and shelter overflow based on HSM standard operating guideline.
4. Coordinate efforts to rescue and capture animals including relocation before the disaster.
5. Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners based on HSM's standard operating guideline.
6. Track animal rescue and capture activities based on HSM's tracking system and information provided by local jurisdictions.
7. Track activities of animal shelter and confinement facilities based on HSM's tracking system and information provided by local jurisdictions.
8. Coordinate volunteer services for animal rescue, shelter and health care based on HSM's standard operating guideline.
9. Coordinate storage and distribution of animal food, water and medical supplies with the EOC.
10. Coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as the need diminishes.
11. Coordinate with Donations/Volunteer Management to provide water, food, shelter and other physical needs to animals; and store and distribute animal food and medical supplies to the requesting jurisdiction.

**Appendix 2 to Annex L**

**RECEPTION AND CARE RESOURCES**

- A. First Baptist Church, Steelville.....775-2848
  - Steelville Ministerial Alliance
    - Jerry Harris, President ..... 775-2048-H
    - John Frazier, Secretary/Treasurer..... 775-5811-H
  - Food Pantry
    - Coordinator, Rusty Cook..... 775-5437-H
  
- B. Cuba Ministerial Alliance - Bobby Jopling( Food Pantry) ..... 573-885-2711
  - Roger Schnakenberg Sect.....573-885-4453
  
- C. Crawford County Red Cross Chapter, Steelville
  - John Britton, Chairman ..... (24-hour number) 775-2123
  
- D. Crawford County Division of Family Services
  - P.O. Box 310, Steelville..... 775-2146

**Appendix 3 to Annex L**

**RECEPTION AND CARE FACILITIES**

The following facilities are available as potential lodging and mass feeding sites if reception and care operations are implemented in Crawford County due to a natural disaster situation (flooding, tornado, etc.):

A. Bourbon

- 1. Crawford Co. R-I,  
P.O. Box 40, Bourbon .....732-4426  
1444 Old Highway 66  
  
High School .....732-5615  
Elementary .....732-5365  
Middle .....732- 4424
- 2. Churches

B. Cuba

- 1. Crawford County R-II,  
High, Middle, & Elem. Schools  
1 Wildcat Dr., Cuba .....885-2534
- 2. Churches

C. Steelville

- 1. Steelville R-III  
P.O. Box 339,606 W. Main Steelville .....775-2175  
  
High School .....775-2144  
Elementary .....775-2099  
Middle .....775-2176
- 2. Churches

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## ANNEX M

### HEALTH AND MEDICAL

#### I. PURPOSE

This annex will establish an organization and guidelines to provide needed health and medical services following a disaster of any type. This plan will supplement the Region I Department of Health and Senior Services (DHSS) Health Emergency Plan.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Crawford County is supported by one hospital, the Missouri Baptist Hospital at Sullivan (located in Crawford County). Residents also rely on hospitals located in the surrounding communities. The hospitals have developed emergency plans in accordance with State and Federal regulations. Such plans are tested and exercised regularly.
2. Public health for Crawford County is the responsibility of the Crawford County Nursing Service/Health Department (CCHD) located in Steelville. They are responsible for dealing with communicable disease issues, contamination of food and other health matters. Water quality comes under the purview of the MO DNR while sewage management is handled per a private contract between the County and Contractor.
3. Ambulance service for Crawford County is provided by Steelville Ambulance District, North Crawford County Ambulance District, Missouri Baptist Hospital-Sullivan Ambulance Service, Quad County Rescue and Salem Hospital. Air ambulance service is available (see Appendix 6 to this annex). The Crawford County E-911 Communications Center dispatcher dispatches Steelville and North Crawford County. Sullivan Ambulance is dispatched through the Missouri Baptist Hospital. Quad County is dispatched through the City of Viburnum dispatcher. All ambulance services vehicles are radio equipped
4. Should the local medical organization become overtaxed or rendered inoperable, resources are available from the state and surrounding counties to help alleviate the situation. The only decontamination capability available is at Missouri Baptist Hospital or via a mobile HAZMAT team from either Rolla Fire Department or other outside county resource. Injured individuals would be transported to any of the following hospitals: Phelps County Regional Medical Center, Rolla; St. John's Mercy Hospital, Washington; Missouri Baptist Hospital, Sullivan; Salem Memorial District Hospital in Salem; or

Washington County Memorial Hospital in Potosi.

5. The Crawford County Coroner is responsible for the management of fatalities. The Crawford HD will provide advice to the Coroner on the prevention of further injury to others from exposure to infectious, chemical and/or radiological agents and will provide health related counseling to emergency workers, victims, and their families.

B. Assumptions

1. A major disaster striking the Crawford County area will create medical problems beyond the normal day-to-day capabilities of the medical system.
2. Outside assistance is available and will respond when needed.

**III. CONCEPT OF OPERATIONS**

A. Actions to be taken by operating time frames (Mitigation, Preparedness, Response and Recovery).

1. First responder emergency medical care will be supplied by the ambulance services and support, if needed, will come from the fire and rescue services. (Preparedness and Response)
2. All medical units responding to an emergency call will be dispatched as described above in the Situation and Assumptions section. If the magnitude of the emergency increases, the dispatching of emergency vehicles would be coordinated through the EOC of the affected area (see annex A, Direction & Control). (Preparedness and response)
3. EMS ambulance personnel will set up field triage and emergent treatment for both first responders and disaster victims. Missouri Baptist Hospital may set up a triage and/or emergent/urgent clinic outside the confines of the hospital. The CCHD may set up POD (Points of Distribution for vaccines and/or antibiotics) sites and may also set up surveillance sites to evaluate/triage the "walking wounded" for possible exposure to dangerous agents. (Preparedness and Response)
4. Requests for outside medical assistance need not go through the EOC -- unless it is to the state or federal government -- but should be reported to the EOC immediately after they are made. (Response and Recovery)
5. Immediately following the initial emergency medical care, public health and mortuary services will have the priority on resources. (Preparedness, Response and Recovery)
6. CCHD will make contact with the Center for Emergency Response and Terrorism

(CERT; 24/7 phone number: 800/ 392-0272) under the Department of Health and Senior Services (DHSS) upon suspicion that a bio-terrorism event may be occurring to request guidance and assistance in formulating the proper local public health response.(See annex N of this plan for more information concerning terrorism responsibilities )

- a. The Local Public Health Agency( LPHA) and CERT will discuss when and whom should contact the bioterrorism FBI Special Agent (314/ 231-4324).
- b. The LPHA will discuss with the CERT how any patient specimens or evidentiary samples will be transported to the DHSS State Lab in Jefferson City in accordance with the MOU between the FBI and DHSS dated October 28<sup>th</sup>, 1999. (Preparedness, Response and Recovery)

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### A. Organization

(The organizational chart for the health and medical services is shown in Appendix 1 to this Annex.)

##### B. Assignment of Responsibilities

1. Coordination of the Health and Medical services in Crawford County will be the joint responsibility of the Missouri Baptist Hospital (MBH) for acute care and the Crawford County Health Department for communicable disease outbreaks. Mass fatality guidelines will be the responsibility of the Crawford County Coroner. The Ambulance Services (Steelville Ambulance District, North Crawford County Ambulance District, Sullivan Ambulance Service, Quad County Rescue and Salem Hospital) will be responsible for initial on-site triage, emergency medical treatment and patient transport. Specific tasks include:

Each agency will develop and maintain SOG's / SOP's / ERP's to deal with potential health and medical requirements.

2. MBH and the Fire/HAZMAT agencies need to identify their capability to decontaminate injured individuals that have been radiologically, chemically, or biologically contaminated (see also Annex H).
3. The Administrator of the Crawford County Nursing Service will be responsible for communicable disease management to include health education. And will establish plans for the treatment, to include the provision of vaccines and medication, of individuals to prevent the spread of disease.
4. All health and medical agencies will develop guidelines to track patients through

the health care delivery system (i.e., hospital, clinic, shelter, transfers out of the County, morgue, etc.)

5. Medical supplies will be the responsibility of the responding agency or the Resource and Supply section (Annex G), if necessary.
6. The Crawford County Coroner will be responsible for the following:
  - a. Develop/maintain emergency mortuary plans and guidelines. Coordinate with the Missouri Funeral Directors and Embalmers Association (see Appendix 4 to this Annex).
  - b. Provide list of deceased.
  - c. In the event death is caused by a communicable disease, the Crawford County Coroner will consult with the Crawford County Health Department for management of the remains.
7. The Ministerial Alliances, Red Cross, Salvation Army, etc., will assist with mental health support, including crisis counseling, to disaster victims, emergency response personnel, and volunteers.

## **V. DIRECTION AND CONTROL**

- A. All coordination of health and medical operations will occur at the EOC, if activated. Each operating agency/organization mentioned above will provide a representative at the EOC to coordinate their activities. The Health and Medical Coordinator, Hospital administrator for acute care requirements and Health Department administrator for communicable disease outbreak, is a member of the EOC staff.
- B. The EOC will not interfere with the internal operations of the area hospitals nor the Health Department, but will provide support as required (i.e., assist with ambulance dispatching, evacuation operations if necessary, provide security, etc.).
- C. Decisions to evacuate the hospital, nursing homes, etc., will be made by the institution staff and will be controlled and assisted by the EOC.
- D. Should the EOC be moved, operational coordination of medical services will be moved with it.

## **VI. CONTINUITY OF GOVERNMENT**

Line of Succession for the Health and Medical Coordinator for acute care requirements will be the Administrator, Missouri Baptist Hospital, and for communicable disease requirements the Administrator, Crawford County Health Department, with the Director

of Nursing as their alternate.

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. Statistics of various types will become very important during emergency periods. Some of those that should be kept and reported to the EOC are:
  - a. Deaths
  - b. Injuries
  - c. prophylaxis and/or vaccinations provided
  - d. blood supply
  - e. incidences of disease
2. Records of hours worked and materials used must be maintained by each agency and reported to the EOC for use in determining the total cost of the incident.

### **B. Logistics**

1. Communications will be the responsibility of the agencies that are operational during the emergency or disaster. They will be supplemented by the appropriate county and/or city government as necessary.
2. The health department does not have the capability to provide food or emergency power. The Red Cross, Salvation Army, local churches, local business could be requested to provide food to first responders and the public at large. Back-up power support will be requested from through the EOC. In most situations, however, the Resource and Supply section (Annex G) will be available to assist with supply matters.
3. Supply requisitions will be made through normal channels as much as possible, but will be made through the EOC when necessary.

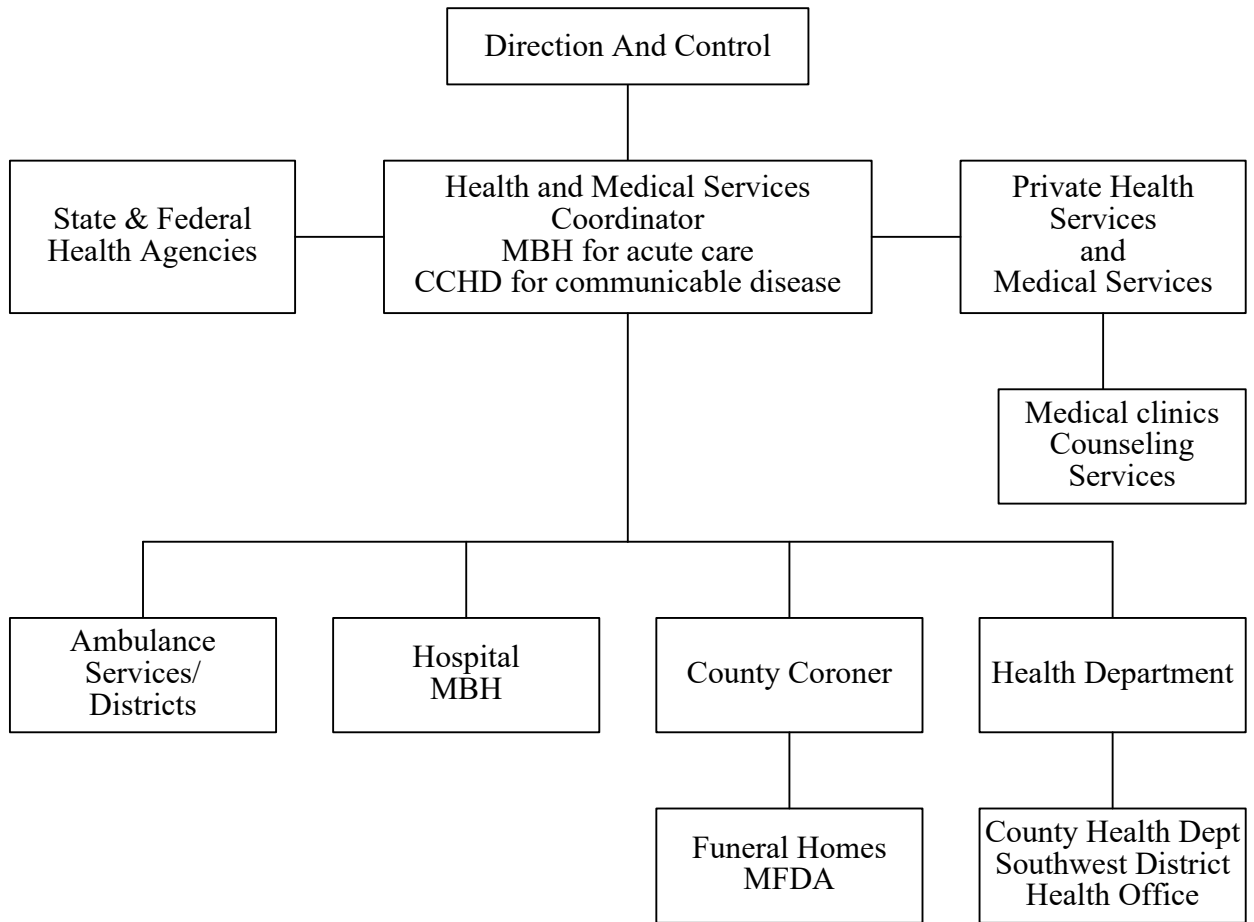
## **VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The Crawford County Emergency Management Director will initiate an annual review of this annex and its supporting documents. Each health and medical department/agency will assist with this update and are responsible for maintaining their particular SOG's.

## **Appendices**

1. Health and Medical Organizational Chart
2. Area Health and Medical Services
3. Ambulance Districts (Map)
4. Mass Casualty Care SOG
5. Medication Dispensing Sites
6. Air Ambulance Services

**Appendix 1 to Annex M**  
**HEALTH AND MEDICAL**



**Appendix 2 to Annex M**

**AREA HEALTH AND MEDICAL SERVICES**

<u>Hospitals</u>	<u>Telephone</u>
------------------	------------------

Missouri Baptist Hospital at Sullivan .....	468-4186
751 Sappington Bridge Road, Sullivan	

- Service: General Medical-Surgical
- Beds: 81 licensed, 59 staffed

Salem Memorial District Hospital .....	729-6626
Box 774, Highway 72 N., Salem	

- Service: General Medical-Surgical
- Beds: 49 licensed/staffed

Phelps County Regional Medical Center.....	364-3100
1000 West Tenth Street, Rolla	

- Service: General Medical-Surgical
- Beds: 262 licensed, 212 staffed

<u>Ambulance Services</u>	<u>Telephone</u>
---------------------------	------------------

Steelville Ambulance District.....	B - 775-2211
P.O. Box 541, #1 EMS Lane, Steelville .....	
	E – 911

- No. of Vehicles: 3 - A.L.S./radio equipped
- Mutual Aid Agreements: North Crawford Co. Ambulance, St. James Ambulance, Mo. Baptist Hospital, Phelps Co. Med. Center Ambulance, Iron Co. Ambulance., and Washington Co. Ambulance.

North Crawford County Ambulance Dist.....	B - 885-3793
P.O. Box 523, 812 SW Main, Cuba.....	
	E – 911

- No. of Vehicles: 4 - radio equipped: 4 - A.L.S.
- Mutual Aid Agreements: Steelville Ambulance, Phelps Co. Med. Center Ambulance, Mo. Baptist Hosp.-Sullivan Ambulance, St. James Ambulance, and Owensville Ambulance District

Mo. Baptist Hosp.-Sullivan Ambulance Service.....	B - 468-4186
P.O. Box 190, 751 Sappington Bridge Rd.....	
	E - 468-2211

- No. of Vehicles: 3 - radio equipped



- Mutual Aid Agreements: North Crawford Co. Ambulance, St. Clair Ambulance District, Steelville Ambulance, Phelps Co. Med. Center Ambulance, St. James Ambulance, and Owensville Ambulance District

Iron County Ambulance..... B - 244-5680  
P.O. Box 426, Vine St., Viburnum ..... E - 244-5220

- No. of Vehicles: 2 - radio equipped

Health Services Telephone

Crawford County Nursing Service ..... 775-2555  
P.O. Box 367, Steelville

Environmental Sanitarian (for food and septic systems only).....364-3381  
Phelps County Health Department  
101 S. Rucker, Rolla

Crawford County Coroner Telephone

Paul Hutson, Coroner..... 573/ 775-2911  
P.O. Box 306, Steelville

Mortuary Services Telephone

Britton Brothers Funeral Homes, Inc.  
Cuba (904 W. Washington) 885-3355  
Steelville (P.O. Box 457, 110 Cedar Dr. .... 775-2123

Hutson Funeral Home,  
P.O. Box 306, 601 W. Main St.  
Steelville ..... 775-2911  
Cuba (407 S. Franklin)..... 885-4747

Eaton Chapel, Bourbon..... 468-4147  
Eaton Funeral Home, Sullivan (124 Olive) ..... 732-5955

Hassebroek's Chapel , Bourbon..... 732-5736  
Hassebroek's Memorial Funeral Home ..... 468-4123

Veterinary Services Telephone

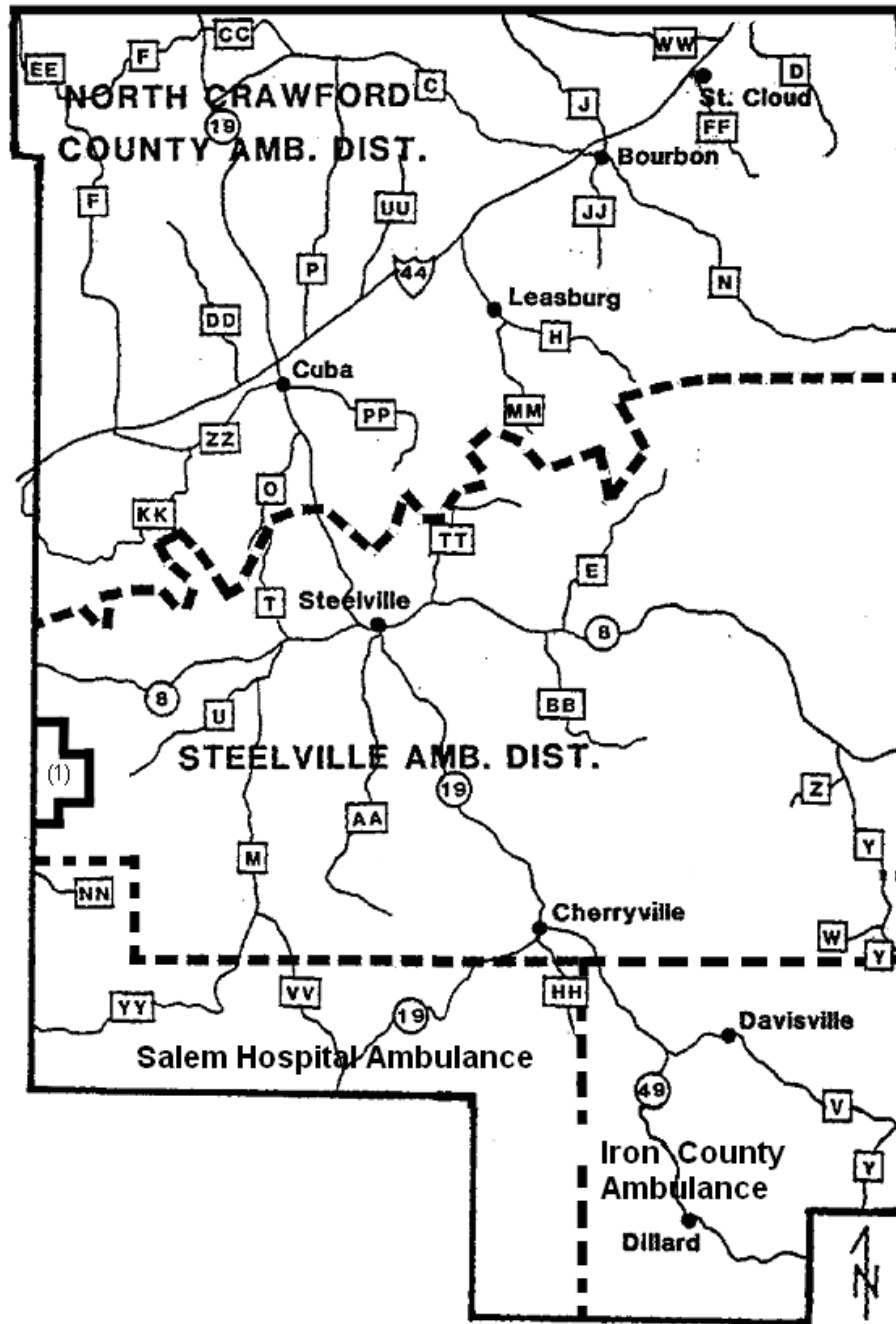
St. Francis Veterinary Service ..... 775 - 4646

Appendix 3 to Annex M

AMBULANCE DISTRICTS

Missouri Baptist Hospital Ambulance – Sullivan  
(boundary not specified)

(1) St. James Ambulance District



## Appendix 4 to Annex M

### MASS CASUALTY CARE SOG

#### SERVICE CONCEPT OF OPERATIONS:

To establish means and methods for the most reasonable and proper care and handling of the dead in multi-death disaster situations. The Mortuary Disaster Response Team is responsible for aiding the Crawford County Coroner in the recovery, evacuation, identification, sanitation and preservation (such as embalming if necessary), notification of the next of kin and facilitating means for release of the identified dead to the next of kin or their agent

#### COMMUNICATION GUIDELINES:

Upon the event of a disaster of any nature, which has caused multiple deaths the following persons should be notified immediately. Preferably in the order shown below but not limited to this order of priority:

1. Paul Hutson, Crawford County Coroner  
P.O. Box 306, Steelville  
(573) 775-2911
2. Witt, Crawford Co. Emergency Mgmt. Coordinator  
P.O. Box 231, Steelville  
(573) 244-5521  
(573) 775-2353

One of the above persons will immediately notify the Certified Disaster Coordinator listed below:

- Sherman Hiler, Area Disaster Coordinator (Area 3)
- Missouri Funeral Directors and Embalmers Association (MFDEA District 10)
- Hiler Funeral Home  
Hwy. 60 & 63 West, Box 344  
Willow Springs, MO 65793  
417-469-3141

or

Missouri Funeral Directors and Embalmers Association, 800-748-7661

This coordinator has been trained at the National Level by the Federal Emergency Management Agency and by the National Funeral Directors Association. This individual will go immediately to the site to lend his expertise and to act as liaison between the Missouri Funeral Directors and Embalmers Disaster Teams and the National Association should the scope of the disaster require supplies or personnel beyond our resources.

The Disaster Coordinator will notify the Missouri State Funeral Directors Association and will

from time to time as conditions will permit issue briefings to the M.F.D.A. office with regard to additional supplies and as to progress with the mission.

**AUTHORIZATION FOR ADMISSION OF DISASTER WORKERS INTO DISASTER SITE**  
All disaster workers must have in their possession the necessary identification card or pass, etc., as developed by the emergency Management Coordinator or responsible official to gain admission into the immediate disaster site area. These workers and members of the Mortuary Disaster Response Team will be required to register their name and address at the EOC or area designated for such purpose.

#### RECOVERY OPERATIONS GUIDELINES:

1. None of the dead shall be moved or touched by workers until approval has been given by the appropriate Sphere of Control, most usually the Coroner.
2. Operations will be coordinated by the Coroner and MFDEA Disaster Response Team Coordinator.
3. A survey and assessment of the situation will be made by the Coroner and Mortuary Disaster Response Team Coordinator. They will note the approximate number of dead, equipment and personnel needed.
4. Once workers have reported to the scene a briefing will be held, assignments will be given at this time, and workers will be divided into teams if necessary.
5. Photos or a sketch will be made of the disaster site, and if desired the scene will be divided into sections with the recovery teams assigned to particular sections.
6. Suitable stakes or markings will be placed at the location of each body and numbers will be assigned to each body.
7. Bodies will be tagged and records kept noting the location in which the body was found. (This tag numbering system will be developed by the County Coroner.)
8. Personal effects of the dead will be tagged and data recorded noting location found.
9. When necessary, bodies will be placed in a body pouch and a tag with corresponding numbers will be placed on the pouch.
10. Valuables such as wallets, attached jewelry, etc. will not be removed at the disaster site. These will remain on the body.
11. Bodies will be removed from immediate disaster site via litter or stretcher into the evacuation area.

12. The major support group for this recovery task will be members of the MFDEA Disaster Response Team.
13. In the event death is caused by a communicable disease, the Crawford County Coroner will consult with the Health Department for safe management of the remains to preclude the potential spread of a biological agent to his staff, any first responders, or the public at large.

#### BODY EVACUATION OPERATIONAL GUIDELINES:

1. Evacuation operations will be coordinated by the Coroner and the MFDEA Disaster Response Team Coordinator.
2. A survey and assessment of the situation will be made by the Coroner and Mortuary Disaster Response Team Coordinator. They will note the approximate number of dead, type of terrain, necessary personnel and equipment needed.
3. Before operations begin, a briefing will be held, assignments given and teams formed if desired.
4. Bodies will be covered when transported.
5. All vehicles used for transport will be covered except when not possible.
6. Vehicles should travel the same route from disaster site to morgue site. This route will be established in coordination with local traffic control agencies.
7. Vehicles should travel at a moderate pace and style in convoy.
8. Records will be kept noting vehicle ID and body tag number, as well as driver ID.
9. Evacuation teams will take care not to overload the morgue site with incoming bodies.
10. The major support group for this task will be the MFDEA Disaster Response Team.

#### MORGUE SITE:

1. A list of possible morgue sites will be maintained for use in the event of a disaster.
2. Once a morgue site has been selected the Coroner and the MFDEA Disaster Response Team Coordinator will organize its operations and assign personnel to some or all of the following job titles:

(Uniformed Guards, information clerks, counselors, interviewers, telephone communicators, admissions clerk, general supervisor, ID personnel, orderlies, personal effects custodian,

embalming supervisor, embalmers, secretaries, inventory clerk, distribution clerk, etc.)

3. The morgue site will be used for the storage, identification, sanitation, preservation if desired, as well as the distribution point for release of the dead to their next of kin or their agent.
4. Refrigeration units will be utilized as necessary.
5. Bodies admitted to the morgue would be logged and necessary information gathered and recorded about each body.
6. Personal effects will be recorded and placed in a secure area.
7. Should embalming be necessary the Coroner will rely on the MFDEA Disaster Response Team to organize the operations, equipment, supplies, and personnel needed.
8. An area will be designated for the press.
9. Counselors such as members of the clergy will be present in waiting areas to assist persons visiting the morgue.

#### IDENTIFICATION OF THE DEAD:

The Coroner will arrange for the necessary equipment and staff to accomplish this task. The members of the MFDEA Disaster Response Team will be at his/her disposal to be of assistance where needed.

#### NOTIFICATION OF NEXT OF KIN:

The Coroner, with the assistance of the MFDEA Disaster Response Team, will determine the most practical method to be utilized in contacting the next of kin. Every effort will be made to lessen the extreme psychological impact on the families of those dead. The nature and scope of the disaster will determine what methods will be used.

#### COUNSELING OF SURVIVORS:

The Coroner and the MFDEA Disaster Response Team will keep listings of local clergy and/or responsible persons trained in counseling with grieving survivors. These personnel will be asked to report to the waiting area of the morgue site to assist families that visit the morgue site. Phone counselors will also assist persons calling the morgue site. Efforts will be made to keep the families of the dead posted as to what is taking place and information will be released to them as best possible.

#### DISTRIBUTION OF THE DEAD:

Once the body has been positively identified the next of kin will be contacted with this confirmation. At this point the Coroner or MFDEA Disaster Response Team personnel will coordinate the release of the body to the next of kin or their agent. All efforts will be made to cooperate with the receiving agent or family. However, the nature and scope of the disaster may require policies that may appear unfair or delayed. These policies may be necessary for the smooth flow of operations at the morgue site. All policies will be made or approved by the Coroner before implemented.

In situations where there are UNIDENTIFIED dead, the Coroner will make the decision about their disposition. Mass burial may be necessary and location of burial sites will be determined at the time. It is suggested, however, that cremation not be utilized as later identification and exhumation may be practical and necessary. Records will be kept of burial locations and body tag number will be interred with the body to make later efforts of identification easier.

#### TERMINATION GUIDELINES:

After the disaster clean-up operations are completed efforts will be made to return donated equipment and supplies. Cleaning and sanitizing of the morgue site will be necessary. Records compiled during the operations will be arranged in some type of systematic order and efforts will be made to preserve and store these records for future use if necessary.

#### MORTUARY RESOURCES:

Resource lists pertaining to mortuary services will be compiled by the County Coroner. This information will be furnished to the Crawford County Emergency Management Coordinator who will incorporate it into the County resource file.

## Appendix 5 to Annex M

### MEDICATION DISPENSING SITES

1. The Crawford County Health Department has identified the following sites for dispensing medications or vaccinations if required. (Sites have been identified, no contact made). One site per city will be manned.
  - a. Knights of Columbus Building, Cuba
  - b. Recklein Auditorium, Cuba Hood Park, Cuba
  - c. school rooms in Bourbon, Steelville, and Sullivan.
  - d. Community Center, Steelville
  - e. CCHD Nutrition Clinic sites in Steelville, Cuba, and Bourbon
2. First responders will be treated at the Crawford County Health Department.
3. The Crawford County Sheriff's department or their designee will provide security at the sites.
4. The Crawford County Health Department will obtain and provide medications as medically indicated.
  - a. The Health Department will maintain records of individuals treated and of all case follow ups completed.
  - b. The Health Department will coordinate volunteer needs through the Crawford County EOC.



Appendix 6 to Annex M

AIR AMBULANCE RESOURCES

ARCH (Air-Rescue-Consortium-of-Hospitals) Helicopters..... 800/325-9191  
St Louis, Cape Girardeau, Sullivan, Chesterfield

Air-Evac Life Team ..... 1-800-AIR-EVAC or 1-800-247-3822  
Airport St. Claire Mo  
(Franklin County)

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Contact through your 911 Communications/Call Center is recommended over a direct-call to one of the above agencies.

The following information would prove most useful to the air-ambulance dispatcher:

- Description of the landing area including hazards and landmarks, or exact location if GPS available.
- Ground contact unit number.
- Frequency to communicate from air to ground.
- Location of the landing area in relation to the incident.
- Number and approximate age of patients.
- Any entrapment.
- Patient's medical condition report if available.

## **ANNEX N TERRORISM**

### **I. PURPOSE**

The purpose of this annex is to establish a unified approach for emergency response agencies in the county to respond to and recover from a threat or act of terrorism. Also, establish a terrorism response system that prescribes responsibilities and actions required to respond to and recover from a terrorist event.

### **II. SITUATION AND ASSUMPTIONS**

#### A. Situation

1. The county has assets that could be targets for terrorist activities. These include, but are not limited to:
  - a. Federal, state, county and municipal government facilities and structures
  - b. Chemical Facilities
  - c. Medical facilities
  - d. Religious facilities
  - e. Businesses and manufacturing centers
  - f. Airports, railroads, highways and navigable rivers
  - g. Pipelines; power plants; public utilities; landmarks; and large public gatherings
  - h. Agriculture
2. Terrorism takes many forms: bombings, arson, infrastructure attacks (on water, electric, gas, or telecommunications systems), mass shootings, cyberspace failure or disruption, transportation attacks (hijacking, bombing, sabotage etc.), and common law torts.
  - a. Weapons of Mass Destruction (WMD). Any weapon designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon designed to release radiation or radioactivity at a level dangerous to human life (18 USC 2332a).

- b. **Chemical Agent.** A chemical substance intended to kill, seriously injure, or incapacitate people through physiological effects. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (including munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. A chemical agent attack might release a chemical warfare agent (such as a nerve or blister agent) or an industrial chemical that may have serious consequences. Whether an infectious agent or a hazardous chemical causes an outbreak may not be obvious early in an investigation; however, most chemical attacks are localized, and their effects become evident within a few minutes. Different chemical agents can be persistent or non-persistent. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents may have high evaporation rates, be lighter than air, or disperse rapidly; therefore the ability to cause casualties is significantly reduced over a relatively short period of time (although they may persist longer in small unventilated areas).
- c. **Biological Agents.** Living organisms or materials derived from them that cause disease; harm humans, animals, or plants; or deteriorate materials. Recognition of a biological hazard can occur by: identifying it as a credible threat; discovering bio-terrorism evidence (devices, agents, clandestine labs); diagnosing a disease caused by an agent identified as a possible bio-terrorism agent; or gathering and interpreting public health surveillance data. People exposed to a pathogen such as anthrax or smallpox may not know they have been exposed, and those infected or subsequently infected may not feel sick for some time. Infectious diseases typically progress with a delay between exposure and onset of illness -the incubation period. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, direct patient care providers and the public health community are likely to first detect a biological attack on civilians (See annex M and/or the LPHA ERP). Terrorists also could use biological agents to affect agricultural commodities (agri-terrorism). These agents include wheat rust or viruses that could devastate the local or even national economy.
- d. **Radiological/Nuclear.** High-energy particles or gamma rays emitted by an atom undergoing radioactive decay. Emitted particles can be charged alpha or beta particles, or neutral neutrons, or gamma rays. The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. Also, involvement of radioactive materials in an explosion may or may not be obvious; depending on what explosive device was used. The presence of a radiation hazard is difficult to ascertain unless the responders have the proper detection equipment and the training to use it. Most of the many detection devices available are designed to detect specific types and levels of radiation - they are not appropriate for measuring or ruling out the presence of all possible radiological hazards. Terrorists may use the following delivery methods:

- 1) An improvised nuclear device (IED) is any explosive device designed to cause a nuclear yield. Either uranium or plutonium isotopes can fuel these devices, depending on the trigger. While “weapons-grade” material increases the efficiency a device, materials of less than weapons grade can still be used.
  - 2) A radiological dispersal device (RDD) is any explosive device that spreads radioactive material when detonated. A RDD includes an improvised explosive device that could be used by placing it in close proximity to radioactive material. A RDD also includes devices identified as “dirty bombs”.
  - 3) A simple RDD spreads radiological material non-explosively (for example, medical isotopes or waste).
- e. Explosives. Conventional explosive devices or improvised bombs used to cause massive local destruction or to disperse chemical, biological, or radiological agents. Improvised explosive devices are categorized as explosive or incendiary -using high or low filler explosive materials to explode and/or cause fires. Bombs and firebombs are inexpensive and easily constructed. They are not technologically sophisticated. Of all weapons, these are the easiest to obtain and use. The components are readily available, as are detailed instructions for constructing these devices. They are the likeliest terrorist weapons.
  - f. Cyber Terrorism. “Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures ... in order to intimidate or coerce a government or civilian population ... in furtherance of political or social objectives. ”
3. There exist resources statewide that are capable of response to incidents resulting from terrorist activity. These resources include, but are not limited to, hazardous materials response teams with enhanced capabilities for response to incidents involving nuclear or radiological materials, and biological and chemical agents.

Such resources are mobilized and deployed by the Division of Fire Safety through Statewide Fire Mutual Aid at the request of the affected local jurisdiction in support of response and recovery operations.

Requests for Fire Mutual Aid assistance should be directed to the Regional or Statewide Mutual Aid Coordinator.

## B. Assumptions

1. The county recognizes the responsibility for public health and safety, and the need of a plan to set forth guidelines to deal with terrorism, and the need to exercise the procedures, policies, and guidelines set forth in this Annex.
2. Proper implementation of this Annex can reduce the effects a Terrorist attack and limit

related exposure to the public.

3. No single agency at the Local, State, or Federal level possesses the authority and/or the expertise to act unilaterally on the many difficult issues that may arise in response to a threat or act of terrorism, particularly if WMD is involved.
4. Should a terrorist incident be identified, the county could be acting alone pending mobilization and deployment of other local, State and Federal assets.
5. An act of terrorism involving WMD in the county could immediately overwhelm the local response capabilities.
6. Counter terrorism efforts including intelligence gathering and appropriate response training may reduce some incident potential, but incidents can occur with little or no warning.
7. If appropriate personal protective equipment (PPE) is not readily available, entry into the contaminated area (hot zone) may be delayed until the arrival of trained and equipped emergency response personnel. Responders must also be aware of secondary devices targeting first responders.

### **III. CONCEPT OF OPERATIONS**

#### **A. Primary Objectives in Response to a Terrorist Act:**

1. Protect the lives and safety of the citizens and first responders.
2. Isolate, contain, and/or limit the spread of any cyber attack, nuclear, biological, chemical, incendiary, or explosive device.
3. Identify the type of agent or devices used.
4. Identify and establish control zones for suspected agent used.
5. Identify appropriate decontamination procedure and/or treatment.
6. Ensure that responders have appropriate equipment and personal protective equipment (PPE).
7. Notify emergency personnel, including medical facilities of the danger and anticipated casualties.
8. Notify appropriate state and Federal agencies.
9. Provide accurate and timely public information.

10. Preserve as much evidence as possible to aid investigations.

11. Protect critical infrastructure.

## B. Operational Time Frames

### 1. Mitigation

- a. Develop a method for processing information.
- b. Analyze potential threats, targets, and potential hazards for the jurisdiction. Disseminate on a need to know basis when appropriate.
- c. Identify facilities, agencies, personnel, and resources necessary to support a terrorist incident response.
- d. Whenever possible, training exercises conducted by local jurisdictions should include terrorism (WMD) and the utilization of mutual aid resources.
- e. Review and become familiar with the SEOP.

### 2. Preparedness: The county will take the appropriate security measures. See Appendix 1 of this Annex for the National Terrorism Advisory System threat guidelines.

- a. Develop and review Plans and SOG's for response to a terrorist incident. Open and prepare the EOC for possible full activation.
- b. Advise key personnel of the potential risk.
- c. Make recommendation as to a possible course of action.
- d. Maintain increased readiness status until the situation escalates or the decision to discontinue operations is given. Train personnel and maintain inventory of equipment and supplies.

### 3. Response

- a. Any individual who receives notification of a terrorist incident or who is responsible for making notifications must assure that every effort is made to contact primary and support personnel as identified in the Basic Plan and to immediately notify SEMA.
- b. Once a terrorism incident is suspected, local law enforcement will report and request assistance from the state using existing operating guidelines and/or procedures.
- c. Each Emergency Response agency shall send a representative to the EOC and may

be required to provide a representative to the on-scene Unified Command.

- d. Local government departments will provide assistance to the EOC as dictated by the current situation.
- e. Designated local jurisdiction Public Information Officer (PIO) will coordinate all public information releases. (See Annex C)

#### 4. Recovery

- a. Determine the extent of damages, prepare a damage assessment report and request assistance.
- b. Test, check, and exercise equipment to identify its serviceability.
- c. Restore essential public services to critical facilities.
- d. Inventory and replace supplies as necessary.
- e. Restore all public service to the general population.

### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### A. Organization

- 1. A response organization for a terrorism incident will be under the Direction and Control of the Presiding Commissioner. The coordinated response will be conducted from the EOC. The primary responders for terrorism are normally local law enforcement, fire, and County Health and Medical personnel. All other departments are considered to be support. Each jurisdiction should prepare an SOG and functional check list for response to a terrorism incident as defined in the Basic Plan (P&S Chart). In addition, an up-to-date list of emergency response Personnel will be maintained and available. The following provides a breakdown by functional areas:

#### B. Assignment of Responsibilities

- 1. EOC Function: (See Basic Plan and appropriate Annex's for additional Information.)
  - a. The Federal Government is responsible to determine the Nations threat level. See Appendix 1 to this Annex for the National Terrorism Advisory System alert levels. However, it is up to the local jurisdiction to determine their appropriate threat level based upon their current situation.
  - b. If notification of a terrorist incident is received, the Emergency Management Director/Coordinator will immediately contact the chief elected official and primary and support agencies as identified in the Primary & Support Responsibility Charts.

- c. If notification of an incident is received by other than the Emergency Management Office, the individual receiving the notification will contact the Emergency Management Office and/or the chief elected official immediately.
- d. The Emergency Management Office is responsible to contact the SEMA Duty Officer and inform them of their current situation and threat. Other local departments will follow their respective SOG's for notifications.
- e. Activate the EOC at either the primary or alternate location. The EOC serves as the clearinghouse for local jurisdictions to collect, discuss, and disseminate information in regard to a particular event occurring within their jurisdiction. The EOC is responsible to maintain contact with appropriate state and federal agencies throughout the incident period.
- f. Review the EOP and determine if pre-designated staging areas, mobilization and reception centers are far enough away from the actual scene so that safety is guaranteed.
- g. If necessary, a Joint Operations Center (JOC) will be established by the Lead Federal Agency (LFA) and will be under the operational control of the Federal On Scene Commander (OSC). The JOC is the focal point and is responsible for coordinating requests from the State. The On Scene Commander may request that a representative from the impacted jurisdiction be assigned to the JOC.

2. Emergency Management:

- a. Direction and Control will originate from the EOC.
- b. Ensure the alternate EOCs are ready in the event that the primary EOC is not available.
- b. The EOC will be staffed in accordance with the Basic Plan.
- c. Coordinate with SEMA and other Federal, State or Local Agency's EOCs as necessary
- e. Prepare and distribute Situations Reports (SITREPS).
- f. Coordinate response and recovery operations.
- g. Identify and coordinate resource requirements.

3. Local Law Enforcement:

- a. Manage the incident scene. Set-up Incident Management System (IMS) to manage/coordinate with other departments and agencies using the Unified



#### Command System.

- b. Respond to requests for support/assistance from other departments; local, state, and federal.
- c. Provide security, maintain order, prevent unauthorized entry, control and re-route traffic and maintain open access/egress for authorized vehicles into the terrorist incident scene.
- d. Assist in evacuation/in place protection notification of the affected area as requested by the EOC or the on scene incident commander.
- e. Develop and maintain Standard Operating Guides (SOGs) of duties, roles and responsibilities for any terrorism incidents involving Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE).
- f. Ensure Scene Security and evidence preservation pending arrival of the FBI, and assist the FBI and other investigative authorities in determining responsibility.
- g. Establish access control into and out of crime scene.
- h. Provide security for Command Post and EOC.
- i. Manage crowd control when necessary.

#### 4. Fire Department

- a. Respond to all reports of terrorist incidents to determine the nature and scope of the incident.
- b. Provide a representative to the EOC and coordinate with county law enforcement and other agencies for support and resource requirements.
- c. Establish site security areas and hazard exclusion zones in accordance with established procedures and guidelines.
- d. Determine the nature of the incident.
- e. Provide information on hazardous material/evaluation and environmental damage assessment.
- f. Develop and maintain internal guidelines to identify specific roles and responsibilities of fire service personnel in each of the major terrorism incidents involving CBRNE.
- g. Keep the EOC informed.

## 5. Health Department

- a. Provide personnel safety information to the EOC.
- b. Provide an environmental analysis, with help from the Missouri Department of Health and Senior Services and the Centers for Disease Control and Prevention. Coordinate with the County Health Director on all health issues. The County Health Director is responsible to determine the health risk, and recommend epidemiological and toxicological solutions to deal with public health issues involved in a terrorist incident. (See Annex M)
- c. Monitor response personnel and general public exposure to chemical, biological, and radiological agents.
- d. Monitor and track potential victims.
- e. Provide information regarding exposure and treatment to potential victims and workers.
- f. The County Health and Medical Director or a designated representative will assist the PIO on Health and Medical issues and in broadcasts concerning public and individual health issues.
- g. Keep the EOC informed.

## 6. Public Works

- a. Respond to emergency requests from the EOC by providing resources, i.e. trucks, earth moving equipment and other needed assets/materials along with operators to reduce hazards, minimizing secondary damage.
- b. Provide barricades to assist in evacuation and/or scene security.
- c. Assist in providing temporary storage of equipment and materials until appropriate locations can be located.
- d. Coordinate with the EOC and the on scene commander to insure the area is safe to enter. Do not enter any area if it has not cleared and declared safe for reentry.

## 7. Emergency Medical Services

- (a) The Chief of Emergency Medical Service (EMS) is primarily responsible for directing the medical response and on scene operation within the impacted area. The EMS is responsible for identifying and anticipating resource requirements and allocates resources accordingly. EMS coordinates mutual aid in conjunction with the County Health Officer.

8. Public Information Officer (PIO)

For information on this topic, see Annex C of this plan.

C. All departments, agencies, and individuals support the Direction and Control function as follows:

1. Initial response operations are the responsibility of the local jurisdiction. The FBI is the Lead Federal Agency for all terrorist attacks and will establish a JOC for Direction and Control is one if needed. The MSHP has primary responsibility for coordinating the state level response.
2. Local public information operations will be coordinated from the EOC. Note: FEMA/FBI may establish a Joint Information Center (JIC).
3. Response and Recovery operations are the responsibility of the local jurisdiction. When making a formal request to SEMA for assistance, the local jurisdiction must have exhausted its capabilities and resources.

**V. CONTINUITY OF GOVERNMENT**

Line of Succession for Terrorism

- A. The line of succession for the Presiding Commissioner is through the District Commissioners, in order of their seniority.
- B. All local departments listed above are required to maintain a line of succession of at least three persons. See Basic Plan or appropriate annex for names and/or positions.

**VI. ADMINISTRATION AND LOGISTICS**

A. Administration

1. To implement Annex N, an incident must be designated a suspected or actual terrorist threat or incident by the Chief elected official.
2. Procedure for dealing with expenses incurred and liability for actions and injuries are outlined in local ordinances, mutual aid agreements and this plan.
3. A post-incident report and critique shall be the responsibility of the lead agencies with input from all involved agencies. This will be used for plan modifications and training exercises.

B. Logistics

1. On Hand stockpiles of Critical Essential materials and supplies should be inventoried and updated annually to ensure its operational readiness or serviceability.
2. Emergency purchasing authority may be authorized by the chief elected official if a terrorist incident has occurred.
3. The cleanup, removal and disposal of contaminated materials will be handled with the same care that was used during the incident. The MO Department of Natural Resources and the US Environmental Protection Agency may provide assistance in removal, disposal oversight, technical considerations and funding.

## **Appendices**

Appendix 1 – National Terrorism Advisory System

Appendix 2 – Terrorism Incidents

Attachment A to Appendix 2 – Terrorism Resources

Attachment B to Appendix 2 – Protection Against Terrorism

Appendix 3 – Public Information Guidelines For Terrorist Incidents

Attachment A to Appendix 3 – Joint Information Center Functional  
Diagram for Terrorist Incident

## **Appendix 1 to Annex N NATIONAL TERRORISM ADVISORY SYSTEM**

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

### **NTAS Alerts**

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

### **Imminent Threat Alert**

Warns of a credible, specific, and impending terrorist threat against the United States.

### **Elevated Threat Alert**

Warns of a credible terrorist threat against the United States.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

### **Sunset Provision**

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset** provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

## **TERRORISM INCIDENTS**

America was thrust into a new and far-reaching War against Terrorism with the horrific events of September 11, 2001 when terrorists killed more than 3000 people during the attacks against the World Trade Center in New York City and the Pentagon in Washington D.C. The crashing of high-jacked U.S. jetliners into the twin towers of the World Trade Center, the Pentagon, and the Pennsylvania countryside in terrorist suicide-missions demonstrated to shocked Americans the lengths of depravity these terrorist organizations possess in their quest to attack the United States. Until the early '90s, Americans had only witnessed terrorist attacks on foreign soil; viewing pictures of the deliberate destruction on television and in newspapers. That all changed in 1993 with the initial bombing of the World Trade Center by international terrorists. Then, in 1995, we discovered that one of our own could unleash such utter destruction on innocent lives, when the Alfred P. Murrah Federal Building in Oklahoma City was blown apart. These events were followed by the terrorist bombings of the U.S. embassies in Tanzania and Kenya in 1998 and the attack on the U.S.S. Cole in October 2000.

In response to the mid-90s events, the federal government began to enact legislation and develop plans and guidelines that would enable us to counteract future terrorist threats. Among the many responses to the September 11<sup>th</sup> attacks, the President created the Office of Homeland Security, and in Missouri, the Governor appointed a state Homeland Security Advisor and named a statewide Homeland Security Panel for recommendations on enhanced security and other protective measures. This appendix was created to assist Crawford County and its' municipalities in responding to either a suspected or an actual terrorist incident within their jurisdiction

### **Definition of Terrorism**

The Federal Bureau of Investigation (FBI) defines terrorism as “the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.”

The National Emergency Response and Rescue Training Center (NERRTC) simplify the definition of terrorism to include “those actions that do not directly relate to personal gain.”

Generally, school and workplace violence would not fit the definition because these perpetrators gained personally from their acts. These acts would be criminal in nature, but not terrorist acts.

## **Terrorist Groups**

There are two general types of terrorism: domestic and international terrorism. Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction. International terrorism involves terrorist activity committed by groups or individuals who are foreign-based and/or directed by countries or groups outside the United States or whose activities transcend national boundaries.

The most formidable international terrorist who has targeted the United States is Usama Bin Laden. Bin Laden, acting in concert with the al Qaeda terrorist network, is the prime suspect in the September 11<sup>th</sup> attacks. He is also linked to the U.S. Embassy bombings in Tanzania and Kenya, which occurred almost simultaneously on August 7, 1998; and the October 12, 2000 suicide mission attack on the U.S.S. Cole in Yemen. Bin Laden has vowed to attack other U.S. targets in the future.

To defend against terrorism, we must understand what motivates a terrorist group. The NERRTC has identified four different terrorist motivations:

- Religious—currently considered the most dangerous
- Political—either right-wing (patriot/militia movement) or left-wing (communist supporter)
- Social—want to change society (Aryan Nation) or create a new society (Republic of Texas)
- Protection—protect those who cannot protect themselves (animal rights, environmentalists, and anti-abortionists)

**TERRORISM RESOURCES**

**For a CHEMICAL incident call:**

1-800-424-8802  
(National Response Center)

**For a BIOLOGICAL incident call:**

1-888-872-7443  
(Medical Research Institute of Infectious Diseases)

**Local Resources**

**Haz-Mat Team–**

Currently, the closest hazardous materials response team is the Rolla Fire Department in Phelps County ..... (573) 364-3989

**State Resources**

DNR Environmental Emergency Response Office ..... 24-hour (573) 634-2436  
Fax .....(573) 526-3350

DNR Drinking Water ..... Office hours (573) 751-4988  
After hours .....(573) 634-2436

State Fire Marshall’s Explosives Canine Unit (bomb sniffing dogs) .....(800) 392-7766  
Jim Wilson pager .....(800) 462-6023  
Dave Owens pager .....(800) 272-9826

Missouri State Highway Patrol Bomb Retrieval and Disposal Unit.....(573) 751-3313

Department of Health and Senior Services Bureau of Environmental Epidemiology  
Office hours .....(573) 751-6160  
Or contact by pager 800-443-7243 .....(#069460)

**SEMA Duty Officer (will contact other state and federal agencies) .....(573) 751-2748**

**Federal Resources**

**FBI**

Jefferson City Field Office .....(573) 636-8814  
Kansas City Office 24-hour # .....(816) 221-6100

**Urban Search and Rescue Team .....(573) 446-6644**  
Fax .....(573) 445-3176



The Boone County Fire Protection District (Columbia, Missouri) houses one of 27 federally-funded and specially trained rescue teams located around the United States. These Urban Search and Rescue (US&R) teams are composed of highly trained individuals, canines, and special equipment that can assist a jurisdiction when responding to a terrorist incident. US&R responsibilities include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

The US&R team in Columbia (Missouri Task Force 1) can be activated through fire mutual aid, SEMA, or by federal activation. However, since this team is housed in Missouri, it will only be activated either by fire mutual aid or the state. If this unit is activated federally, it will most likely be sent elsewhere in the country.

**WMD Civil Support Team\***

Formerly known as the RAID Team and also known as the 7th Military Support Detachment (MSD). This highly trained team is one of several located around the country and available to assist state and local officials in the event of a terrorist incident involving weapons of mass destruction (WMD).

Any senior local public safety official can request the WMD Civil Support Team by contacting SEMA.

**Disaster Medical Assistance Team (DMAT)\***

Some of the federal DMATs have been given special chemical/biological capabilities. The closest team for Missouri is located in St. Louis, Missouri.

This team can be activated at SEMA's request.

**National Pharmaceutical Stockpile Program\***

The Centers for Disease Control (CDC) has established this program which maintains a national WMD drug and medical equipment cache.

This program can be activated at SEMA's request also.

*\*Contact for these teams is made through SEMA.....(573)751-2748*

## **PROTECTION AGAINST TERRORISM**

There are many ways a terrorist can attack a society. Therefore, it is of utmost importance for people to be prepared as much as possible should they be threatened by or become involved in such an incident. The following guidelines from the Federal Emergency Management Agency should be used:

### **Before**

Learn about the nature of terrorism:

- Terrorists often choose targets that offer little danger to themselves and areas with relatively easy public access.
- Foreign terrorists look for visible targets where they can avoid detection before or after an attack, such as international airports, large cities, major international events, resorts, and high-profile landmarks.
- Learn about the different types of terrorist weapons, including explosives, kidnapping, high-jackings, arson, and shootings.
- Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crises.
- Be alert and aware of the surrounding area. The very nature of terrorism suggests that there may be little or no warning.
- Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended.
- Learn where emergency exits are located. Think ahead about how to evacuate a building, subway, or congested public area in a hurry. Learn where staircases are located.
- Notice your immediate surroundings. Be aware of heavy or breakable objects that could move, fall, or break in an explosion.

Preparing for a Building Explosion:

- The use of explosives by terrorists can result in collapsed buildings and fires. People who live or work in a multi-level building can do the following--
- Review emergency evacuation guidelines. Know where fire exits are located.

- Keep fire extinguishers in working order. Know where they are located and how to use them. Learn first aid. (Contact the local chapter of the American Red Cross for additional information.)
- Keep these items in a designated place on each floor of the building--1) portable battery-powered radio and extra batteries, 2) several flashlights and extra batteries, 3) first aid kit and manual, 4) several hard hats, and 5) fluorescent tape to rope-off dangerous areas.

#### Bomb Threats:

If you receive a bomb threat, get as much information from the caller as possible. Keep the caller on the line and record everything that is said. Notify the police and the building management.

After you have been notified of a bomb threat, do not touch any suspicious packages. Clear the area around the suspicious package and notify the police immediately. When evacuating a building, avoid standing in front of windows and other potentially hazardous areas. Do not block sidewalks or streets that will be used by emergency officials.

#### **During**

In a building explosion, get out of the building as quickly and calmly as possible.

If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.

If there is a fire:

- Stay low to the floor and exit the building as quickly as possible.
- Cover nose and mouth with a wet cloth.
- When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle, and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot, do not open the door--seek an alternate escape route.
- Heavy smoke and poisonous gases collect first along the ceiling. Stay below the smoke at all times.

#### **After**

If you are trapped in debris:

- Use a flashlight.
- Stay in your area so that you do not kick-up dust. Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is

available. Shout only as a last resort--shouting can cause a person to inhale dangerous amounts of dust.

Assisting victims:

- Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

### **Chemical and Biological Agents**

Chemical Agents:

- Chemical agents are poisonous gases, liquids, or solids that have toxic effects on people, animals, and plants. Most chemical agents cause serious injuries or death.
- The severity of injury depends on the type and amount of the chemical agent used and the duration of exposure.
- Should a chemical agent attack occur, authorities would instruct citizens to either seek shelter where they are and seal the premises or evacuate immediately. Exposure to chemical agents can be fatal. Leaving the shelter to rescue or assist victims can be a deadly decision. There is no assistance that an untrained person can offer that would likely be of any value to the victims of chemical agents.

Biological Agents:

- Biological agents are organisms or toxins that have illness-producing effects on people, animals, and plants.
- Since biological agents cannot necessarily be detected and may take time to grow and cause a disease, it is almost impossible to know that such an attack has occurred. If government officials become aware of a biological attack through an informant or a warning by a terrorist, they would most likely instruct citizens to either seek shelter where they are and seal the premises or evacuate immediately.
- A person affected by a biological agent requires the immediate attention of professional medical personnel. Some agents are contagious and victims may need to be quarantined. Also, some medical facilities may not receive victims for fear of contaminating the hospital population.

## **Safety Alert-Secondary Explosive Devices**

There has been a recent increase in the use of flashlights as housings for explosive devices in the United States and its territories, according to the HQ Naval Criminal Investigative Service in Washington, D.C. Essentially, individuals have booby-trapped flashlights and left them at the crime scenes, bomb and arson scenes or where their intended victim will find them. To date, these devices have killed one law enforcement officer, injured several and injured a number of civilians.

The flashlights are generally metal, like the Mag-lite or Kell-lite. The batteries are removed and a small pipe bomb is inserted into the housing. The bomber then rigs the flashlight in one of two ways, either wiring the flashlight to explode when the switch is activated or setting the bomb to trigger if it is moved, by use of a purchased or improvised mercury switch. A Mag-lite rigged with an improvised motion switch claimed the life of a Puerto Rican Peace Officer.

While conducting a crime scene search, or in any circumstance when a flashlight is encountered where it is not expected, leave the light alone. If the owner is located, allow the owner to take custody of the light. If no owner can be found contact the local bomb squad. Do not attempt to open or examine the light yourself.

## **PUBLIC INFORMATION GUIDELINES FOR TERRORIST INCIDENTS**

### **I. PUBLIC INFORMATION PHASES DURING AN INCIDENT**

#### **A. Law Enforcement Phase**

1. The FBI is the lead federal agency for terrorist incident response to Crawford County. In such an event, a Federal Joint Operations Center (JOC) may be activated for coordinated response. A Joint Information Center (JIC) is included as part of the JOC operations. The JIC will include all local, state and federal agencies involved in the event. The JIC will serve as the single source of information to the public and the press. Prior to a JIC being established, all public information releases will be coordinated, to the best extent possible, with incoming state and federal authorities.
2. Once a JIC is established, all press releases and press requests will be developed, coordinated, reviewed and disseminated through this group.
3. During the law enforcement phase, the JIC will be under operational control of the Lead Federal Agency (LFA) Public Information Officer (FBI), in coordination with involved state and local agencies.

#### **B. Disaster Recovery Phase**

1. Representatives of local, state and federal (under FEMA coordination) disaster recovery agencies will be deployed to the FBI JOC during the crisis aspect of a terrorist event. Chief spokespersons and public information officers from involved agencies, including Crawford County, will report to the FBI Joint Information Center.
2. As this operation phases down, the overall responsibility for Lead Federal Agency (LFA) changes to FEMA for disaster recovery. The JIC will then come under its direction. Federal, state and local Public Information Officers will coordinate releases through the FEMA JIC.
3. Rumor control/public inquiry functions may be handled at the JIC, or may be established at satellite locations depending on the demands generated by the event, as well as the facilities and resources available.

### **II. ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Functional diagram (See Attachment A to this appendix)**

#### **B. PIO Assignments**

1. Chief PIO for Law Enforcement Phase
  - a. For Crawford County, the County Sheriff, or official designee, upon concurrence with the Presiding Commissioner.
2. Chief PIO for Disaster Recovery Phase (FEMA/State/Local Response)
  - a. For Crawford County, the Presiding Commissioner, or his official designee.

City/County Public Information Officer (PIO) Responsibilities:

Before The Incident

- Become familiar with the Local, State and Federal Response plans and how to integrate releases of information.
- Maintain close working relationships with the news media.
- Direct news media as to how the media can reduce the level of terrorist success.
- Become familiar with the terminology in terrorism response.
- Become familiar with the type of information commonly requested by the news media.
- Establish plans for rapid operation of an information center.
- Establish security procedure for press credential verification.

During the Incident

- Prepare Situation Reports.
- Release information cleared by the Incident Commander to ensure protection of responders.
- Coordinate release of information with state and federal responders in the JIC.
- Activate rumor control hotline.
- Provide central number for public inquiries.
- Coordinate the dissemination of Emergency Alert System (EAS) messages for protective actions to the public, or other emergency public information messages, as needed.
- Report factually on what government is doing to protect the public
- Maintain communication with response agencies.
- Arrange for media to get visual information without disruption of response operations.
- Maintain availability for news media to get accurate information live to the public.
- Urge media to act in such a way as to not jeopardize the effectiveness of the response.
- Information During Incident Where WMD/ NBC Devices Are Used
- Instructions on immediate protective actions, first aid, and self decontamination measures that can be taken.
- Who is at risk of being exposed, or of imminent exposure.
- Health hazards of the agent involved.
- Location of casualty collection points and medical facilities to which victims can report for evaluation and treatment.
- Whether evacuation or shelter-in-place is recommended.
- Location of shelters for evacuees.

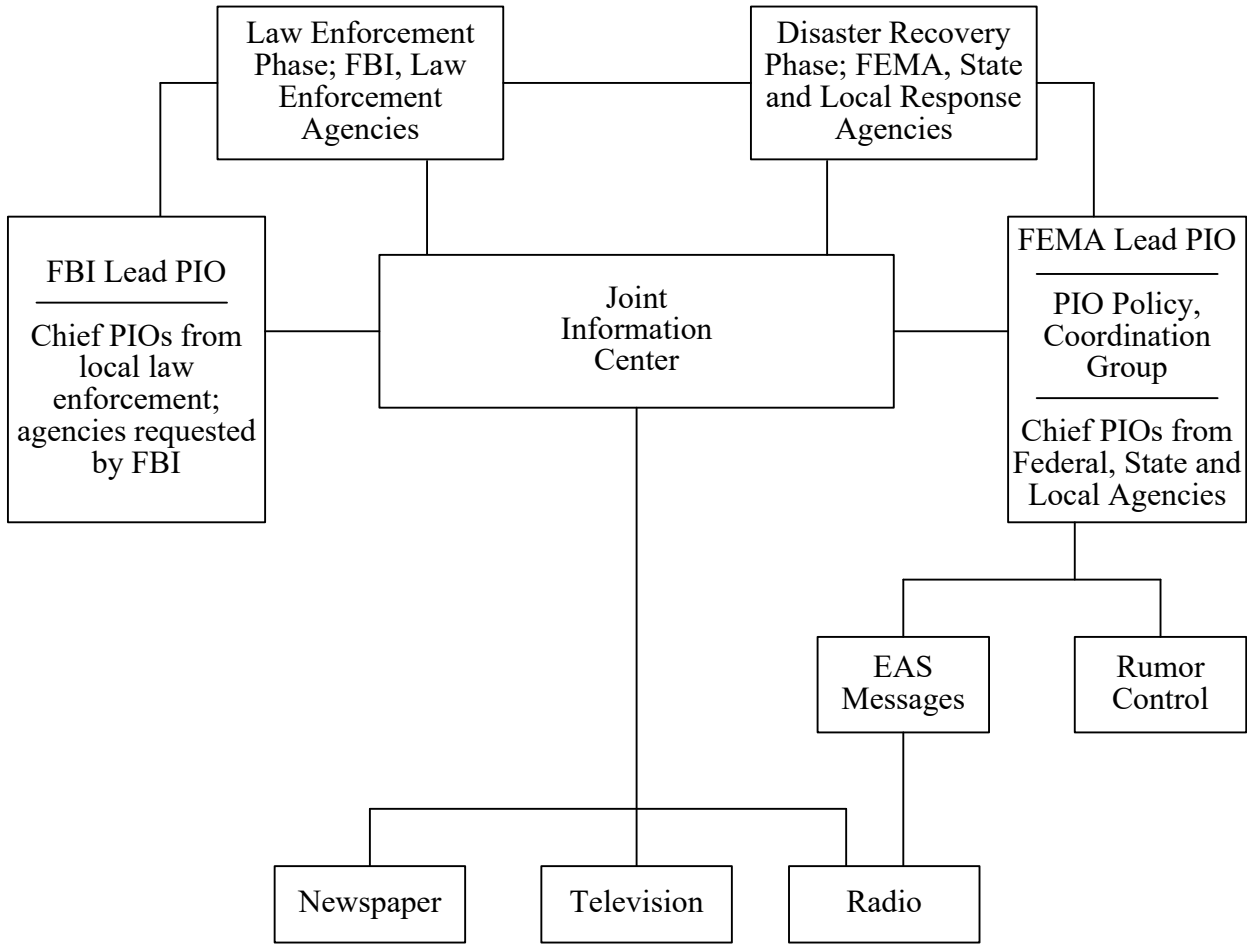
- Evacuation routes, street closings, and alternative routes so as to bypass the event and keep travel corridors open for emergency vehicles.
- If in-place shelter is used, provide citizens with steps to be taken to further protect themselves.

#### After The Incident

- Prepare post response news conference.
- Assist in preparing after action/lessons learned reports.



JOINT INFORMATION CENTER FUNCTIONAL DIAGRAM  
FOR TERRORIST INCIDENT



## Annex O

### Catastrophic Event (Earthquake)

#### I. PURPOSE

The purpose of this annex is to provide operational concepts unique to catastrophic event planning and response, and assign responsibilities to meet the needs of local jurisdictions following a catastrophic event. It serves as a supplement to the Local Emergency Operations Plan (LEOP) and is intended to expand the response and recovery organization for a catastrophic event and most likely an earthquake. Many of the operational concepts could be easily adapted to a large scale man-made or natural hazard.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. A catastrophic incident, as defined by the National Response Framework (NRF), is any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic incident could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic incidents are Incidents of National Significance. These factors drive the urgency for coordinated national planning to ensure accelerated Federal/national assistance.
2. A major earthquake centered in the New Madrid seismic zone is one of the most catastrophic natural hazards facing the State of Missouri. Based on current information, earthquake experts have identified 47 Missouri Counties and the City of St. Louis as those jurisdictions most likely to be impacted by a magnitude 7.6 or greater earthquake on the Modified Mercalli Scale. Additional information on Missouri's earthquake threat is provided in the local jurisdiction's Hazard Analysis and the State of Missouri Hazard Analysis.
3. The earthquake-planning scenario used to develop this annex is based on the 2009 Mid-America Earthquake Center New Madrid Seismic Zone Catastrophic Earthquake Response Planning Project. Additional data was gathered from Federal Emergency Management Agency (FEMA) Hazards United States (HAZUS) model-MH Earthquake Event Reports, Southeast MO to develop the loss estimation (damage estimates). The primary purpose of HAZUS is to provide a methodology and software application to develop loss estimations. Although no loss estimation will prove completely accurate, it can provide potential damage patterns and

conclusions which provide guidelines for emergency response planning.

## B. Assumptions

1. The local jurisdiction has the primary responsibility to prepare for and respond to incidents and disasters. As such, the local jurisdiction must be prepared to manage initial emergency response and recovery activities for at least the first 96 hours through internal capabilities and/or mutual aid agreements, regardless of the size and scope of the incident. State and federal government will make every effort to provide additional life safety support as quickly as possible; however, state and federal resources may not be available in the early stages of an emergency.
2. Damage to transportation (roads, bridges, rail, air, etc.), communication (phone, cell, emergency 911, public warning sirens, etc.), utility distribution systems (electric, gas, and water, etc.), pipelines, chemical and fuel storage and other infrastructure systems will isolate communities creating virtual islands within the disaster areas. Damaged transportation routes may not be functional for many weeks or months. For at least 96 hours after an earthquake, the local jurisdiction must be prepared to meet their own emergency needs.
3. A number of people will self evacuate the damaged area, if possible, while many others will stay for a variety of reasons including protecting property or caring for farm/companion animals. Evacuation, if necessary, shall be conducted in accordance with Annex J, Evacuation, of the jurisdiction's LEOP.
4. Shelters identified for use during other natural disasters may not be available in the impacted area. Temporary sheltering in campers and tents may be determined to be the safest option until buildings and residences are inspected. Prudent and safe actions must be taken into consideration when determining whether to remain in their residence or utilize temporary shelters. Sheltering may take place outside the impacted area.
5. The Governor may suspend some governmental operations in the affected tier and response tier of the state (as required) to direct maximum utilization of available resources in the initial response.
6. The local jurisdiction will use all available local resources and implement established mutual aid agreements as needed.

## III. CONCEPT OF OPERATIONS

### A. General

1. Response Concept:
  - a) State of Missouri's actions in the event of a catastrophic event is based on the concept of automatic response. At a 6.5 magnitude or greater earthquake

all state departments/agencies will activate their plans and take appropriate actions for an earthquake response (i.e. assessment of bridges and roads, communication infrastructure, building damage).

- b) The local jurisdiction will activate their plans and take appropriate actions for a catastrophic event (earthquake) response to include assessment of bridges and roads, communication infrastructure, building damage, immediate assessment of injuries and medical system status. Initial injury and damage assessments will be forwarded to the State Emergency Operations Center.
2. Tiered Response: In order to implement a coordinated response, the state may be divided into three tiers: Affected Tier, Initial Response Tier, and Support Tier. These tiers were established to facilitate the planning process based on a New Madrid earthquake event, but can be applied to any catastrophic event. Tier assignment may change depending upon the event. Refer to Appendix 2 for response tier map.
- a) The Affected Tier consists of jurisdictions that have been identified as the most likely to be impacted by a catastrophic event. For a New Madrid earthquake with a magnitude 6.5 or greater, regions C and E have been identified as the affected tier.
  - b) The Initial Response Tier consists of jurisdictions that have been identified as potential sources of immediate response assets into impacted areas. For a New Madrid earthquake with a magnitude 6.5 or greater, regions B, F, I and G have been identified as the initial response tier.
  - c) The Support Tier consists of jurisdictions that have been identified as potential sources of support and replenishment of assets (i.e. sheltering, medical surge, and staging areas.) For a New Madrid earthquake with a magnitude 6.5 or greater, regions H, A and D have been identified as the support tier.
3. Direction and Control:
- a) State Unified Command
    - 1) The Missouri State Emergency Operations Center (SEOC) serves as the State's Unified Command.
    - 2) This is the state level command where direction and control will be exercised for the statewide response.
  - b) State Area Coordination Center (SACC)

- 1) Area Coordination Centers may be established at state run facilities in regions C and E in order to facilitate the state's response and recovery efforts to region unique situations.
  - 2) If established, these area coordination centers will coordinate logistics operations in their respective regions between local emergency operation centers and the state unified command.
  - 3) Incident Support Teams (IST) may be deployed by the state to assist state area coordination operations. An IST is an overhead management team to facilitate the ICS organization.
  - 4) Additional area coordination centers may be established as the situation warrants.
- c) Local Emergency Operations Centers (Local Unified Command)
- 1) Local Unified Command is the NIMS terminology used for the Direction and Control function within the local emergency operations center.
  - 2) The local jurisdiction must be prepared to manage initial emergency response and recovery activities for at least the first 96 hours through internal capabilities and/or mutual aid agreements.
  - 3) The local jurisdiction will report initial damage assessments, casualty figures, and condition of critical infrastructure to the State Unified Command at the State Emergency Operations Center (SEOC).
  - 4) The local jurisdiction will coordinate with the State Unified Command/SEOC until otherwise directed.

#### 4. Damage Assessment

- a) Damage assessment of the local jurisdiction will be conducted as outlined in Annex D, Damage Assessment, of the jurisdiction's LEOP.
- b) The local jurisdiction will report damage assessment information to the SEOC as soon as possible. Information should be passed using any available means (web based, faxed, phone, radio, etc.).
- c) One of the first priorities of damage assessment for the local jurisdiction will be inspection of local roads and bridges. (Technical assistance may be available from MODOT).

#### 5. Communications

- a) The Missouri State Highway Patrol is the lead state agency for providing initial emergency communications to and from the affected areas.
- b) Due to anticipated communications limitations, all communications should be limited to critical life safety messages.
- c) Communications assets and locations have been identified and are listed in Annex A, Direction and Control, and B, Communications & Warning, of the jurisdiction's LEOP.
- d) A NIMS communications plan template is attached as shown in Appendix 7, Communications Plan, to this Annex.

## 6. Points of Distribution (PODs)

- a) PODs are temporary locations at which commodities are distributed directly to disaster victims. These may be different locations than where the commodities arrive in the jurisdictions Points of Arrival (POA).
- b) It is the responsibility of the local jurisdiction to identify locations and to operate the PODs in their jurisdiction. POD locations are listed in Appendix 4, Points of Distribution, to this Annex.

## 7. Transportation

- a) The local jurisdiction must identify available transportation resources for the movement of personnel and/or equipment.
- b) Identify vehicles that can be used for transportation of people with access and functional needs.
- c) These resources are listed in Annex G, Resource and Supply, of the jurisdiction's LEOP.
- d) Local transportation routes are identified in Annex J, Evacuation.

## 8. Evacuation

- a) An Evacuation Management Team (EMT) will be established as part of the State Unified Command. The EMT is responsible for coordinating all evacuations throughout the state.
- b) The local jurisdiction will coordinate all of their evacuation operations through the Evacuation Management Team located at the SEOC.

## 9. Mass Care and Functional Needs Support Services

- a) Refer to Annex L, Reception and Care, of the jurisdiction's LEOP.
- b) Note: This section of the local plan should address the specific needs of the local jurisdictions associated with mass care, shelters, access and functional needs population, and pets.

## B. Phases of Emergency Management

Refer to the general responsibilities in Appendix 2, Attachment B of the local jurisdiction's Basic Plan for agency-specific actions.

### 1. Mitigation (Prevention)

It is recognized that you cannot prevent a catastrophic event from happening; however, there are measures that can be taken to lessen their effect. Such measures could include:

- a. Adopt seismic resistant design standards, some of which are currently being

- followed (i.e. bridges built since 1990).
- b. Comply with floodplain management guidelines.
- c. Adopt seismic non-structural design standards such as FEMA guides: “Avoiding Earthquake Damage: A Checklist for Homeowners”; “FEMA 74-Reducing the Risks of Non-Structural Earthquake Damage: A Practical Guide”; “FEMA 232-Homebuilders’ Guide to Earthquake-Resistant Design and Construction”, etc.

## 2. Preparedness

The preparedness phase occurs prior to and in anticipation of a catastrophic event (earthquake). This phase focuses on promotion of increased public awareness of the potential emergency, preparation of necessary materials and equipment or response to the emergency, and training for emergency response personnel. Typical functions of the preparedness phase include conducting public information programs, maintaining emergency resources inventory lists and conducting exercise and training programs.

- a. Provide training and information to mitigate the effects of a catastrophic event (earthquake).
- b. Train and equip response personnel.
- c. Identify local staging areas and fuel sources.
- d. Identify transportation resources and facilities, to include injured and access and functional needs populations.
- e. Identify large, adequately equipped shelter facilities and transportation resources.
- f. Identify adequate locations that could serve as Points of Distribution (PODS).
- g. Promote personal preparedness i.e. Community Emergency Response Team (CERT).

## 3. Response

The response phase occurs from the onset of a catastrophic event (earthquake) and lasts until lifeline systems are at least partially restored. During this phase, functions that are critical to saving lives, to protecting people, and meeting basic human needs are performed.

In the event of an earthquake with a 6.5 magnitude or greater all departments/agencies identified in this plan will activate their plans. For other catastrophic events this plan will be activated as determined by the senior elected official.

See Appendix 3 to this Annex for the actions for each Tier Level.

## 4. Recovery

The recovery phase usually overlaps the response phase. It begins a few days after the catastrophic event (earthquake) and can last for years. During the recovery phase, the federal government provides disaster relief upon Presidential Declaration. Functions during this phase include federal relief under P.L. 93.288, as amended, for public and individual assistance, establishment of Disaster Recovery Centers, establishment of temporary housing facilities, and federal disaster loans and grants. Long-term recovery includes restoration of affected areas to their normal or to a substantially improved state.

- a. Establish liaisons and hold at a minimum, annual meetings of state and local agencies, non-governmental organizations, and volunteer groups that would play significant roles in returning communities to livable conditions.
- b. Focus should key on returning social services, schools, environmental issues and public utilities to normal as quickly as possible.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. Organization

The organization for a catastrophic event (earthquake) will be based on the jurisdiction's LEOP Basic Plan. All operations will be conducted under the National Incident Management System (NIMS). See Appendix 1 to this Annex.

##### B. Assignment of Responsibilities

The LEOP Basic Plan includes the Primary and Support Responsibilities Chart that shows agency assignments. Agencies and organizations with primary and/or support assignments are responsible to develop and maintain SOPs, checklists, and other supporting documents that detail how to perform their assigned tasks.

1. In accordance with RSMo, Chapter 44, the chief elected official of the local jurisdiction is responsible for the coordination of response to a catastrophic event (earthquake). Responsibilities include but are not limited to:
  - a. Activate the local EOC. (Once activated, the local EOC is the coordinating point for all local response and recovery activities.)
  - b. Serve as the collection point for damage assessment information.
  - c. Coordinate the provision of services, equipment, and supplies to support expedient operations associated with an earthquake disaster; for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering time frames following an earthquake.
  - d. Identify sites for Points of Distribution (PODS).
  - e. Identify sites for Emergency Rest Area Stops.
  - f. Identify local staging areas.

#### V. DIRECTION AND CONTROL



Direction and control will be consistent with guidance found in Annex A, Direction and Control and Section III-3 of this Annex.

## VI. CONTINUITY OF GOVERNMENT

Continuity of government will be consistent with guidance found in the jurisdiction's LEOP.

## VII. ADMINISTRATION AND LOGISTICS

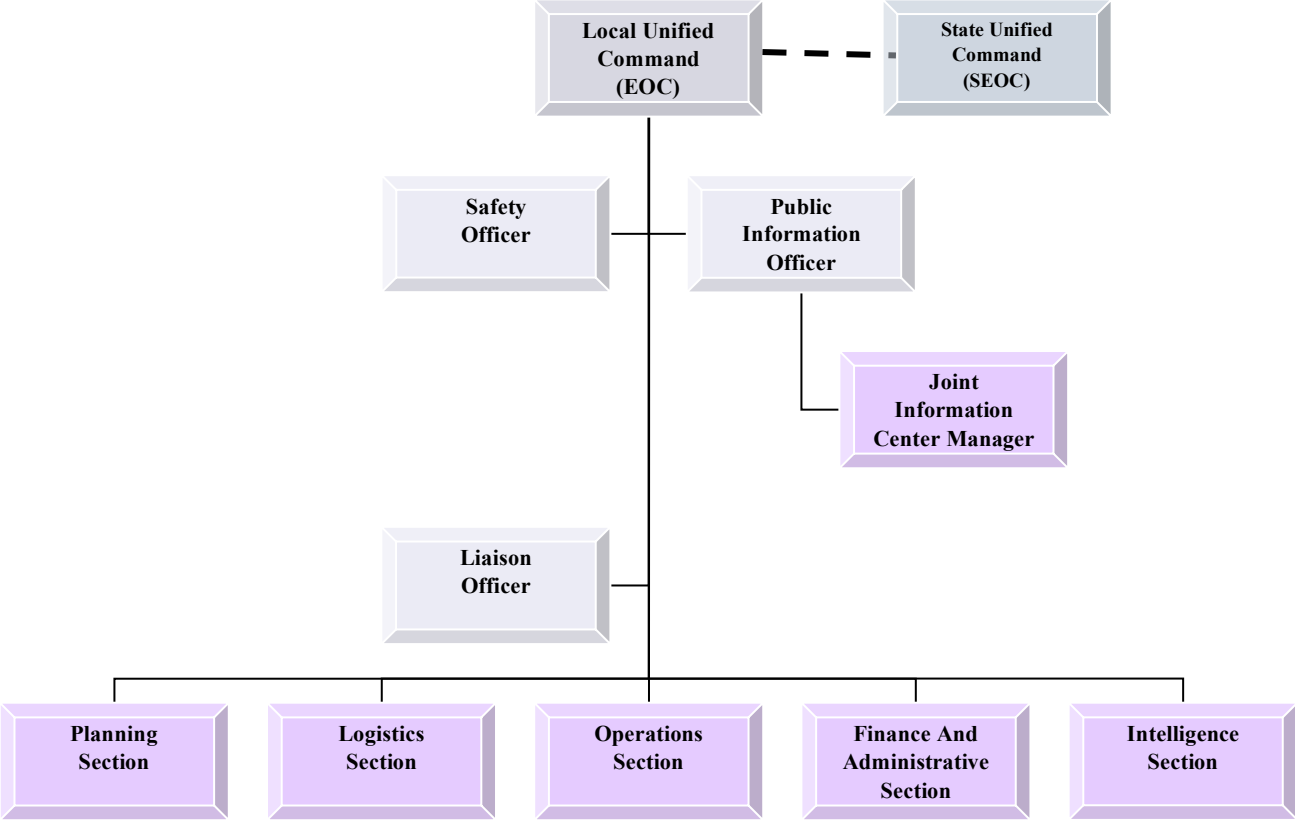
Administration and Logistics will be consistent with guidance found in the jurisdiction's LEOP.

### **APPENDICES**

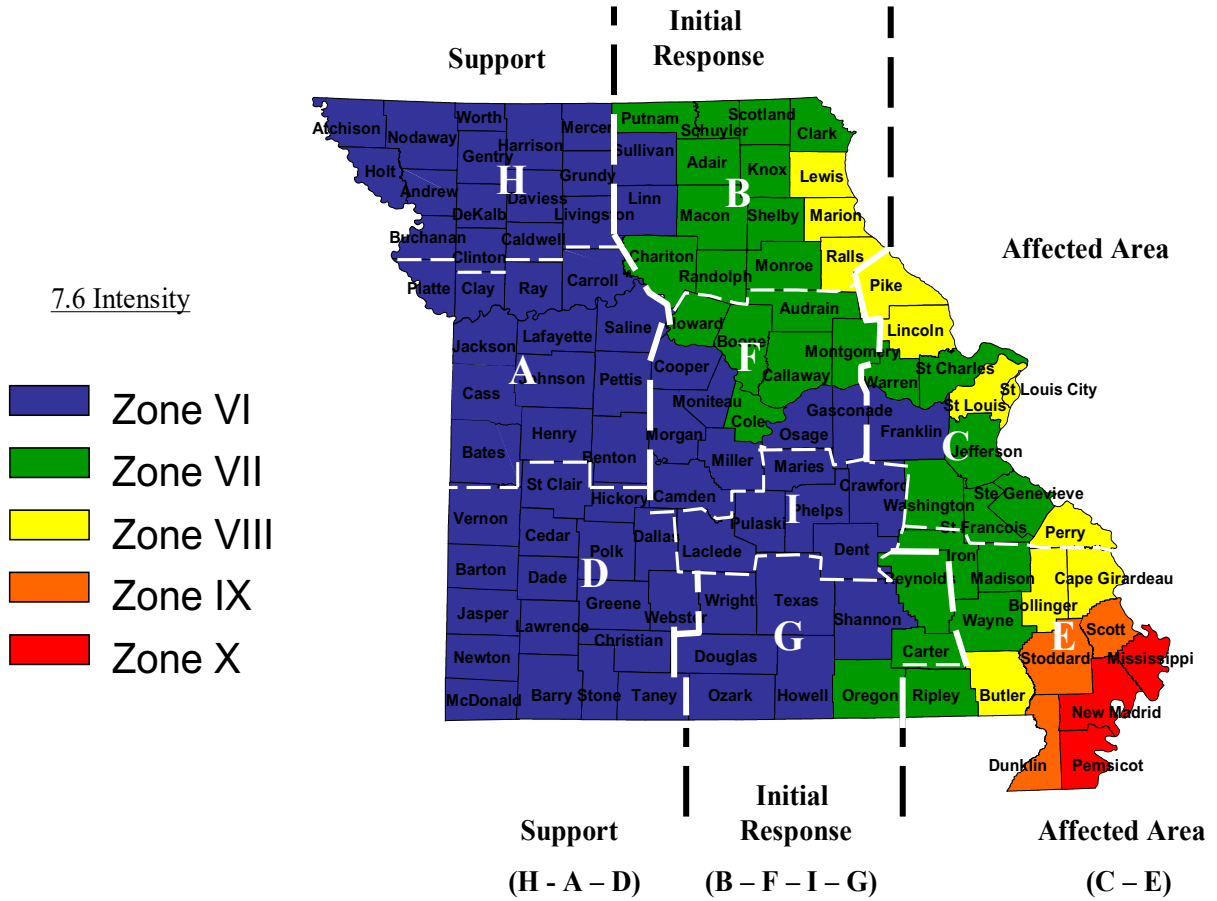
1. ICS Organization
2. Tier Response Map
3. Tier Response Actions
4. Points of Distribution (PODs)
5. Staging Areas
6. Command Structure – Organization Assignment List (Optional use)
7. Communications Plan (Optional use)
8. Resource Assessment
9. Local Resource Request Form
10. Emergency Rest Area Sites

Appendix 1 to Annex O

ICS Organization



# Response Tiers



## Appendix 3 to Annex O

### Tier Response Actions

Actions following a catastrophic event (earthquake) are as follows:

#### I. Affected Tier

- a. Immediate assessment should be conducted to ascertain injuries and medical system status (i.e. functioning hospitals, clinics, ambulances)
- b. Initial injury and damage assessments will be forwarded to the (SEOC).
- c. A coordinated response will be achieved by mobilizing resources through the local emergency operations center.
- d. Points of Distribution Sites (PODS) will be identified by local jurisdictions for the distribution of commodities to the affected population.
- e. See Appendix 5 to this annex for local staging area designations.
- f. A Local Unified Command EOC will be established. See Appendix 6 to this Annex for organizational structure.
- g. State Area Coordination Centers (SACCs) may be established.. If established, these area coordination centers will coordinate logistics operations in their respective regions between local emergency operation centers and the state unified command.
- h. Any locally coordinated evacuation will be conducted in coordination with the state's Evacuation Management Team.
- i. The priority of movement is for responders into the affected area and movement of victims with life threatening conditions out of the affected area.
- j. The Local Unified Command will designate a Local Net Control Station (LNCS) to coordinate radio traffic and frequency allocation. This will be coordinated with the Regional Net Control Station (RNCS). See Appendix 7 to this Annex for a sample communications plan form.

#### II. Initial Response Tier

- a. Immediate assessment should be conducted to ascertain available resources that could be deployed to affected regions. This information should be forwarded to the SEOC using the form shown in Appendix 8 to this Annex.
- b. Assessments should be done to determine medical surge capacity to support critical patient evacuation from the affected tier.
- c. A coordinated response will be achieved by mobilizing resources through the (SEOC).
- d. All activated response elements must report to assigned staging areas upon mobilization. All response to affected areas will be deployed from designated staging areas.
- e. Consolidated or discipline specific staging areas will be established for initial response tier resources. See Appendix 5 to this Annex.

- f. Responders should report equipped for operation and be self-sufficient for up to 96 hours, and be prepared for a deployment period of 14 to 28 days.
- g. The concept of operations for a voluntary evacuation of the affected tier is to move the affected population through the initial response tier to the support tier of the state.
- h. To facilitate evacuation, local jurisdictions will identify, establish, and support emergency rest area sites in coordination with the state's Evacuation Management Team. Emergency rest area sites will be designed to distribute information, emergency medical treatment, fuel, food and water to the evacuating population as they pass through to the support tier of the state. See Appendix 10 to this Annex.
- i. Response from the Initial Response Tier will be coordinated through the State Unified Command.
- j. State Area Coordination Centers (SACCs) may be established.
- k. The priority of movement is for responders into the affected tier and movement of victims with life threatening conditions out of the affected tier.

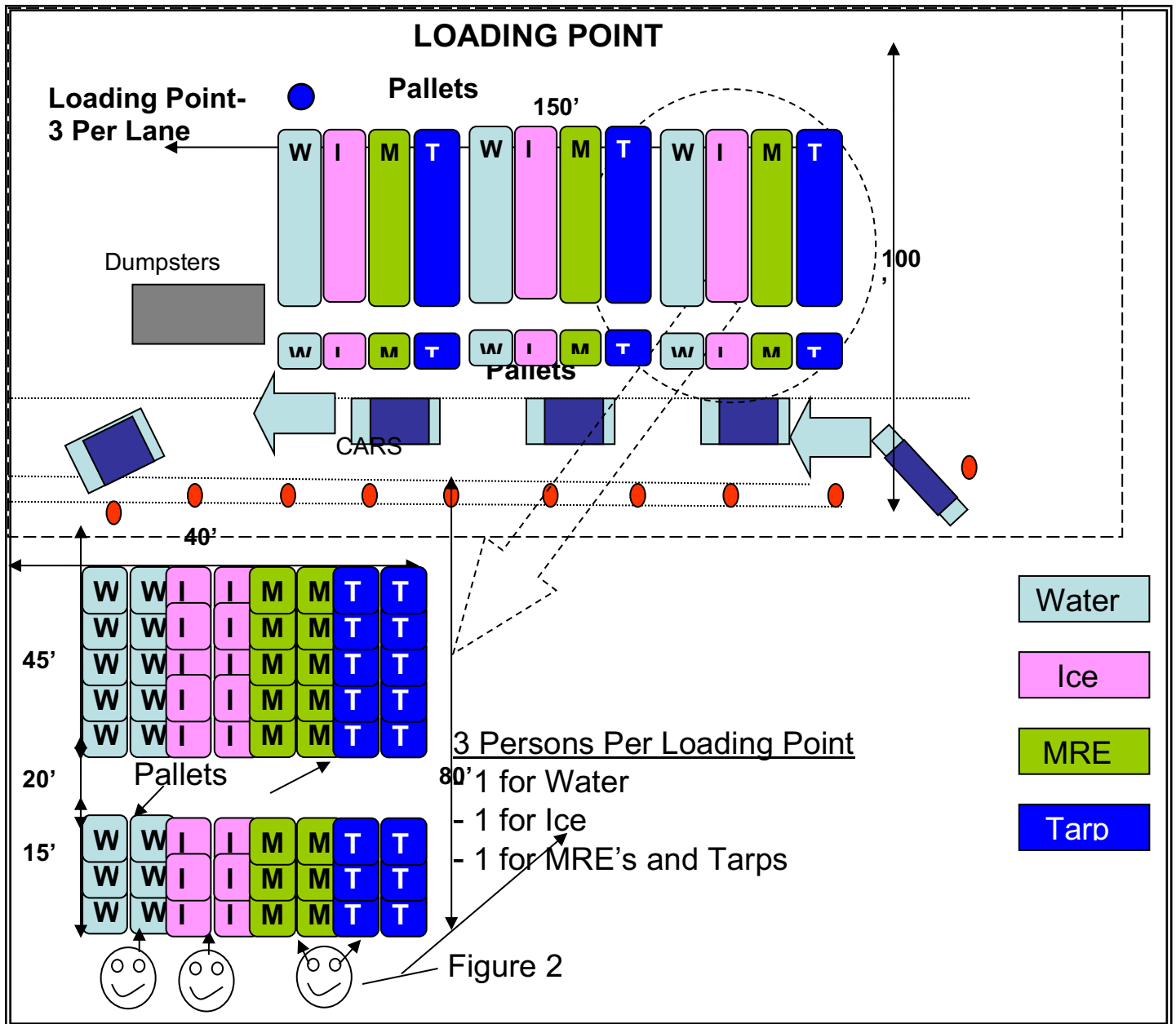
### III. Support Tier

- a. Immediate assessment should be conducted to ascertain resources that could be used to support mass care of the evacuated population from the affected tier. This information should be forwarded to the (SEOC) using the form shown in Appendix 8 of this Annex.
- b. Assessments should be done to determine medical surge capacity to support critical patient evacuation from the affected tier.
- c. Assessments should be conducted to prepare for the mass care of the evacuated population and functional needs support services(FNSS) population.
- d. Mass care and support of deployed resources are the primary function for the support tier.
- e. Response enhancement and replenishment will be drawn from the support tier.
- f. Support Tier jurisdictions will activate sites to support mass care of the evacuated population.
- g. Any Response from the Support Tier to the Affected Tier will be coordinated through the State Unified Command.
- h. State Area Coordination Centers (SACCs) may be established.
- i. Any evacuation will be conducted in coordination with the state's Evacuation Management Team.

## Appendix 4 to Annex O

### Points of Distribution (POD)

- The critical planning factor for ordering commodities is “distribution” capability, not people without power.
- Distribution planning must be a priority with local governments for the commodities mission to be successful.
- All levels of government must understand the distribution point concept.
- A distribution point (DP) with one supply lane can serve 1,660 cars or 5000 people in one day, (Type III Distribution Point).
- A Type II Distribution Point has two lanes
- A Type I Distribution Point has four lanes



Part II Identify locations

Jurisdiction's Name:

- 1.
- 2.
- 3.
- 4.

Appendix 5 to Annex O  
Local Staging Areas

**Law Enforcement Staging Areas:**

**Alternate Law Enforcement Staging Areas:**

**Fire Staging Areas:**

**Alternate Fire Staging Areas:**

**EMS Staging Areas:**

**Alternate EMS Staging Areas:**

**Public Works Staging Areas:**

**Alternate Public Works Staging Areas:**

**Other Staging Areas as needed:**

- **Volunteers**
- **Health and Medical**



## Appendix 6 to Annex O Command Structure

<b>ORGANIZATION ASSIGNMENT LIST</b>		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED																																																																																																																																															
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203 ICS (1/99)

NFES 1327

Appendix 7 to Annex O  
Communications Plan

<b>INCIDENT RADIO COMMUNICATIONS PLAN</b>		1. Incident Name		2. Date/Time Prepared		3. Operational Period Date/Time	
		4. Basic Radio Channel Utilization					
Radio Type	Channel	Function	Frequency/Tone	Discipline Assignment	Remarks		
5. Prepared by (Communications Unit)							



Appendix 9 to Annex O  
Local Jurisdiction Resource Request Form

**Local Jurisdiction  
RESOURCE REQUEST**

**\*\*For Use By Local Jurisdictions ONLY\*\***

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Category of Request:** (Select ONLY one category per request.)

Air Mission	Communications	Cots/Blankets	Debris Clearance	Fire	Food
Fuel	Generators	Ground Transportation	HazMat	Heavy Equip	Medical
MoNG	Pet Issues	Pumps	Sand Bags	Security	Shelters
Staff (IST, LEOC, etc)	Tarps	Volunteers	Water/Ice		Other

**Requestor's Contact Information:** (Provide as much information as possible.)

County:		Jurisdiction:	
Name:	Title:	Phone:	
Email:	Fax #:	Cell:	

**Request/Mission Information:** (Be as specific and detailed as possible.)

Local Request Number: \_\_\_\_\_ SEOC Request Number: \_\_\_\_\_

<b>Mission: (How will the requested resource be used and what problem will it solve? Be specific.)</b>
<b>Item (quantity/size): (What do you need, how many, etc?)</b>
<b>Delivery Location: (Street address, intersection, building name, etc.)</b>
<b>Point Of Contact: (If different from above.)</b>
Name: _____ Title: _____
Phone/Cell Number: _____

**\*\*\*IMPORTANT: Requests for different categories of resources MUST be submitted on separate Resource Request Forms. (i.e. a request for food and water would be submitted on two separate request forms.) Resource Requests MUST be legible and include ALL required information in order to be processed as quickly as possible.\*\*\***

**SEMA FAX #: (573) 634-7966**

Appendix 10  
Emergency Rest Area Sites

Jurisdiction's Name:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Appendix 4 to Annex O  
(or include as a SOG to the LEOP)**

**POINTS OF DISTRIBUTION  
(PODS)**

Procedures and Models per  
USACE Mobile Districts Plan

June 7, 2005

SUBJECT: Local Distribution Point Planning for Commodities

**1. Purpose:** The purpose of this document is to provide state, local and tribal agencies guidance when planning for distribution of emergency supplies and commodities to the public. This guidance centers on local distribution points where the commodities are placed into the victims' hands.

**2. Introduction:** The US Army Corps of Engineers (USACE) provides predictive models of commodity needs based on hurricane winds, track of the storm, population density, and estimated number of residences without power. These models predict people "**in need**." This fact is very important for determining the amount of commodities that may be required; however, **this fact is useless if commodities can't be placed into the victims' hands in a timely manner.** The 2004 hurricane season proved that the **ability to distribute commodities to the public is the controlling factor to determine supply, not the people "in need" as the models show. To successfully accomplish the commodity distribution mission, we must literally "begin with the end in mind."** The successful execution of a distribution plan is essential for success. The plan must have pre-determined locations of distribution points, layout plans for each point, and must include equipment and manpower requirements.

**3. Overview:** The type and quantity of supplies that the public will need in the aftermath of disasters or other crises will vary due to many factors and no one event will be just like another. Experience in emergency response over the years suggests some common necessities that the public will require to meet health, safety, and lifesaving needs. They include potable water (usually bottled), packaged ice, Meals Ready to Eat (MRE) and other supplies. In small scale disasters and in the initial hours of larger disasters, these commodities are often supplied by state and local governments, donations from industry, and volunteer agencies. When the need for commodities exceeds the state's capability, under a Presidential Declaration, the state can request that FEMA provide the additional requirements. FEMA will provide commodities stored in bulk quantities at regional logistics centers in various locations and, if needed, task ESF#3 (USACE) to purchase additional quantities of ice and water. The FEMA/USACE provided commodities are delivered from the federal staging areas to state logistical staging areas where the state in-turn supplies the local distribution points. These commodities and supplies are most often delivered in over-the-road tractor trailer loads. Since these types of trucks (eighteen wheelers) are eighteen to thirty feet long, with a trailer that is forty-five to fifty-two feet long, large open areas are required to accommodate the vehicles with their loads. Distribution points must be areas that are paved, concrete, or gravel hard-stand that can withstand loads that are at load limits of national roadways. In addition to the area needed for the trucks, planning must include area for unloading, dumpsters, proper traffic flow, stockpiles, and ingress and egress for the distribution to the public. Figure 1 below shows the general flow of commodities from Federal to State to local distribution points.

**4. Key Background Information:** We live in a "just in time" world. The vendors that supply bottled drinking water, packaged ice and other commodities are geared to supply their normal business clients. They minimize storage costs and personnel costs by keeping production in line with demand. In large response efforts, packaged ice and water are provided from all over the US and Canada in order to meet the immediate demand. The same is true with the trucking

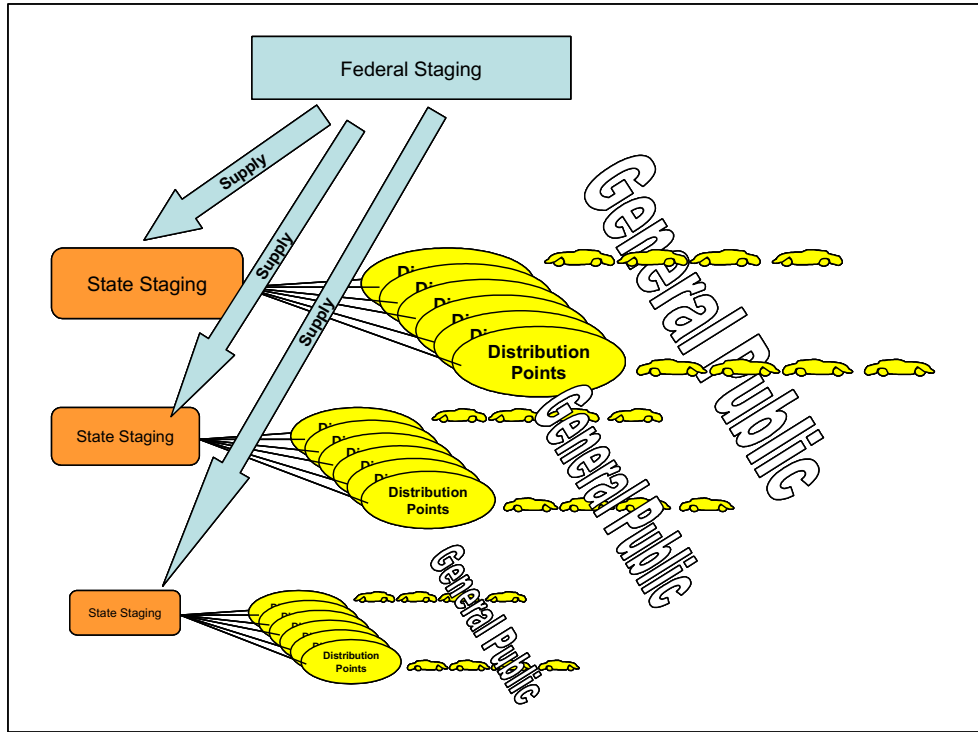


Figure 1

industry. Large, over-the-road trucks are seldom idle and are in business to serve clients. This is especially true of refrigerated vans which are in high demand. When disaster strikes, the commercial world has to change their normal business structure to provide support to the effort. Vendors have to continue to support their normal customer base and gear up operations to support disaster requirements. This process, by rule of thumb for large orders, takes 48 hours during the weekday to deliver up to 50 loads and 72 hours to deliver up to 50 loads if initiated on a Friday after 12:00 noon. Because of these factors, the pre-positioning of commodities for a pending event is crucial.

4.1 In past responses, the industry has been impacted by large orders being cancelled and then re-ordered the next day. You can imagine the whiplash to their additional personnel, bottle suppliers, delivery schedules, trucking assets, and existing customers, that this can cause, especially on a weekend when they normally are not working. We will never eliminate this type of situation, but we as responders need to understand the repercussions to our business partners. Another re-occurring impact is to the trucking industry. When large numbers of trucks sit for 4 or 5 days at a staging or distribution site without being off-loaded, there is a huge impact on re-supply, costs, and can result in trucking companies refusing to participate in future efforts. Our planning efforts must include ways to off-load trucks quickly to free up this limited resource. **It's a lot better for the victims of a**



**disaster to have a little ice melt at a distribution point than to hold the refrigerated truck and keep it from delivering another load.**

4.2 Another key aspect of commodities planning is the understanding of the "pipeline effect." The need for commodities is directly proportional to commercial power. If the power is out the need is there. When the power returns (with the exception of a contaminated water supply) the need is gone. During response operations the power restoration process must be closely monitored and commodity supplies adjusted. The pipeline is defined as all the commodities purchased but not yet delivered and all the supply trucks that are in route between the supplier and the distribution points. In large operations this number can be in the hundreds and if the power grid suddenly comes on line, then the trucks and commodities in the pipeline will represent excess stockage. The pipeline effect will most always happen, but we as managers must reduce the effect as much as possible through planning, communications, and coordination.

4.3 Distribution points provide a great place to communicate to the public by means of informational handouts. Community relations personnel are included in the distribution resource plan. The key is to have the information packaged in a handout format to prevent people from exiting their vehicles. Maximum vehicle flow is crucial to reaching as many people as possible.

**5. Planning Factors:** The following are general information and common planning factors that, if used by all, will help in coordinating and communicating during the planning and response process.

#### 5.1 General Information:

Ice: 8 lbs (1 bag) per person per day  
40,000 lbs per truck load  
20 Pallets per truck, 2000 lbs per pallet, 250 – 8 lbs bags per pallet, 5000 bags per truck  
25 Trucks = 1 million lbs

Water: 3 liters or 1 gal per person (3.79 liters per gal)  
18,000 liters or 4,750 gal per truck  
20 Pallets per truck, 900 liters per pallet, 237 gal per pallet, 1900 lbs per pallet  
212 Trucks = 1 million gal

MREs: 2 MREs per person per day  
21,744 MREs per truck load  
12 MREs per case, 1812 cases per truck  
46 truck loads = 1 million MREs

Tarps: 4,400 tarps per truck load  
Tarp size is generally 20' x 25'

#### 5.2 Shelters and Mobile Kitchen Requirements:

Shelters will require a mixed load of commodities consisting of 3 pallets water, 1 pallet ice, 1 pallet MREs per 500 person facility.

Mobile kitchens require 2 trailers water and 1 trailer ice per 10,000 meals per day per site.

5.3 Distribution Point Planning: The following are assumptions used for distribution planning:

- Victims will drive through a distribution point and be served without leaving their vehicles.
- Each car represents an average family of 3.
- Each vehicle passing through a distribution point will receive the following:
  - 2 or 3 bags of ice
  - 1 case of water (9 – 12 liters)
  - 6 MREs
  - 1 tarp

1 truck load of ice and water will serve 1,660 vehicles or about 5000 people

1 truck load of MREs will serve 3,624 vehicles or about 10,000 people

1 truck load of tarps will serve 4,400 vehicles or about 4,400 homes

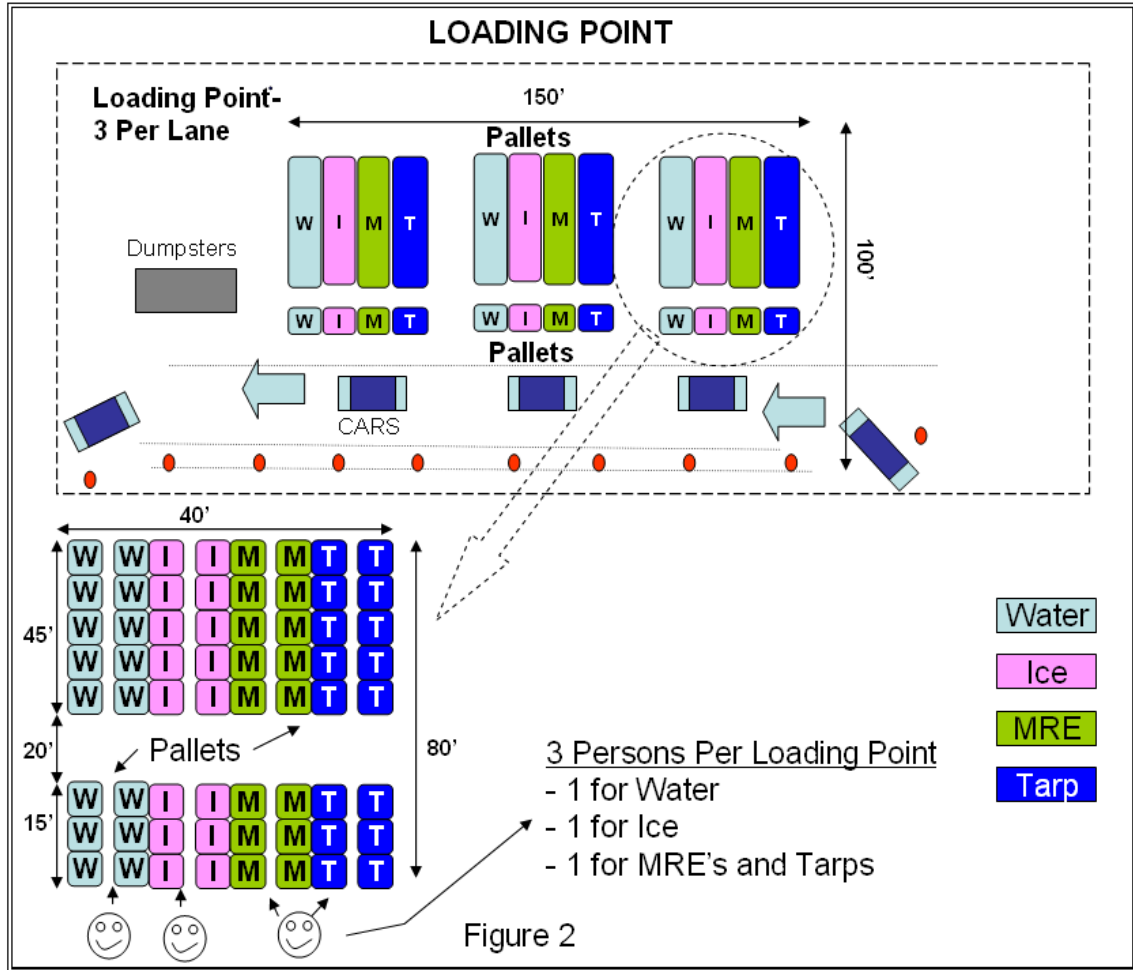
Distribution points will be open to the public for 12 hours per day.

Re-supply of distribution points will primarily be at night (while the point is closed to the public).

A loading point is where a stockpile of ice, water, MREs, and tarps are located. Each loading point has a team of people (1 for water, 1 for ice, and 1 for MREs/tarps) that load these items into the vehicle as it stops in front of their position (see Figure 2).

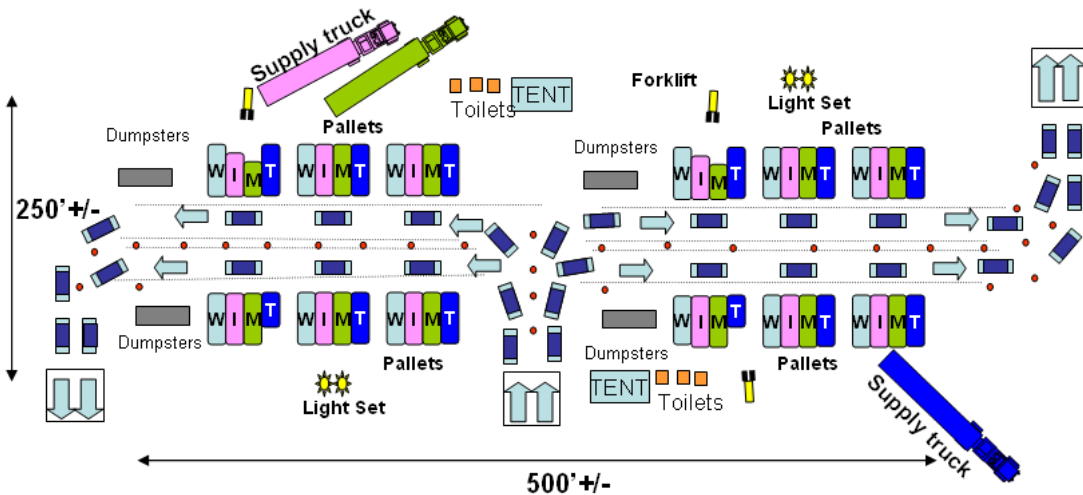
Based on past experience, a well planned and operated distribution point with one lane of traffic and 3 loading points can service 140 cars per hour. Based on a 12 hour work day, about 1,680 vehicles or  $1,680 \times 3 = 5000$  people can be served.

**6. Layout plans for distribution points**: The following plans provide examples of different sizes of distribution points and the resources required for operations:



### TYPE I - DISTRIBUTION POINT

Serves 20,000 persons per day  
560 vehicles per hour



Note: Individual vehicles drive through and ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's.

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type I

Water	4
Ice	4
MRE	2
Tarp	2

Figure 3



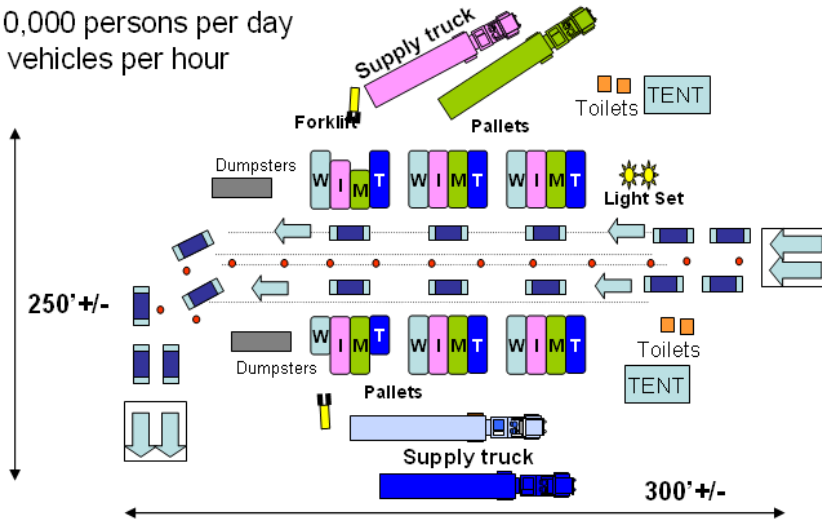
### Type I Distribution Point Resources Required

Type I Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Manager	1	0	Forklifts	3
	Team Leader	2	1	Pallet Jacks	3
	Forklift Operator	2	3	Power Light Sets	2
	Labor	57	4	Toilets	6
	Loading Point	36		Tents	2
	Back-up Loading PT	18		Dumpsters	4
	Pallet Jacks Labor	3		Traffic Cones	30
Totals		70	9	Two-way radios	4
Others	Law Enforcement	4	1		
	Community Rel.	4	0		
Grand Total		78	10		

Figure 4

### TYPE II - DISTRIBUTION POINT

Serves 10,000 persons per day  
280 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's  
Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

#### Maximum Loads per Day – Type II

Water	2
Ice	2
MRE	1
Tarp	1

Figure 5

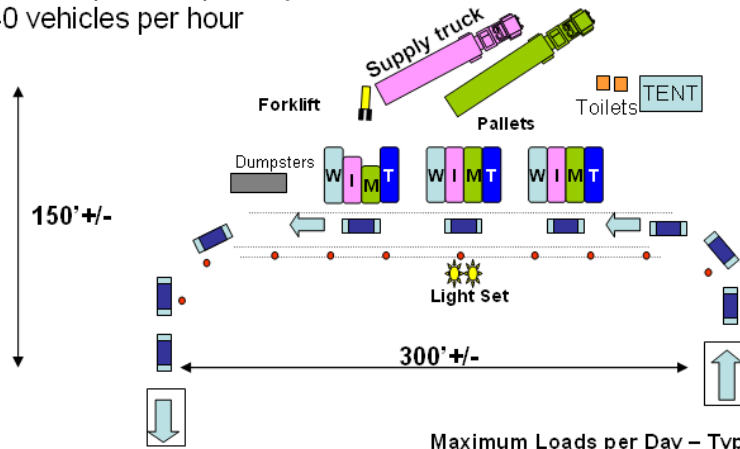
### Type II Distribution Point Resources Required

Type II Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	2
	Forklift Operator	1	2	Pallet Jacks	2
	Labor	28	3	Power Light Sets	1
	Loading PT	18		Toilets	4
	Back-up Loading PT	9		Tents	2
	Pallet Jacks Labor	1		Dumpsters	2
	Totals	30	5	Traffic Cones	15
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	2	0		
Grand Total		34	6		

Figure 6

### TYPE III - DISTRIBUTION POINT

Serves 5,000 persons per day  
140 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

#### Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2
Tarp	1/2

Figure 7

### Type III Distribution Point Resources Required

Type III Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	1
	Forklift Operator	1	1	Pallet Jacks	1
	Labor	14	2	Power Light Sets	1
	Loading PT	9		Toilets	2
	Back-up Loading PT	4		Tents	1
	Pallet Jacks Labor	1		Dumpsters	1
	Totals	16	3	Traffic Cones	10
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	1	0		
Grand Total		19	4		

Figure 8

**7. Planning Methods:** This section will discuss methods to determine the location and number of distribution points (DP), provide suggestions for supplying manpower and equipment resources, and discuss distribution point operations.

**7.1 Determining the Location and Number of DP:** The number and general location of most DPs will be determined by population; however most all tribes, municipalities, and/or major communities will require a DP and, in some cases, several DPs.

The number of DPs can be determined mathematically. The Excel model shown in Figure 9 will calculate the number of DPs required when the total number of people without commercial power is entered. The model uses a 40% factor to calculate the estimated number of people that will visit a DP. This figure is an estimated average percentage based on past experience. The model also considers only Type III DPs which consist of a one lane operation. **A Type III DP provides for 5000 people and can handle one truck load of ice and water per day along with MREs and tarps. Therefore, for every truck load of ice or water ordered, there should be a corresponding DP or lane for off-loading.** The number of actual DPs can be lowered if Type I or Type II DPs are used; however, the number of "lanes" will remain the same. For example: If the model computes 32 Type III DPs, then that would equal 16 Type III and 8 Type II; or 16 Type III, 4 Type II and 2 Type I; all equaling 32 lanes.

Another method for determining the number and location of DPs is through Geographical Information Systems (GIS). GIS can produce a dot density map that provides a visual dot for a selected density of population. To determine the location of DPs, a dot density map should be produced based on a density of one dot for every 12,500 people (40% of 12,500 = 5000, the number of people served by a Type III DP). The location of the dot will provide a general start for locating a DP; however, as stated before, consider all tribes, municipalities, and/or major communities having at least one DP.

The pre-planning of DP locations is critical to the public. This allows the locations of the DPs to be known to the public prior to an event before communications are impacted. This also allows for route clearing priorities and route mapping to be performed during the pre-planning process in lieu of the response process.

**7.2 Resourcing DPs:** DP operations, including manpower and equipment, are a local responsibility. A partnership between the community and response planners is essential for the establishment of a successful distribution system that serves the public in their time of need. The most challenging resource to provide is manpower. Most local governments depend on the National Guard, volunteer fire departments, church groups and other volunteer agencies for manpower. All of these sources are viable; however, close coordination is needed to assure local governments are not using a specific resource in multiple locations. One good example of using a local resource is the use of local churches in the disaster area. Some churches have very large parking areas that work well for a Type III DP and the church can work with their congregation to establish a ministry to man and operate the DP. This example uses people from the community to help people in the community. Figures 4, 6, and 8 show the personnel and equipment requirements for each type of DP. The Excel model in Figure 9 provides a total roll up of personnel and equipment for all the DPs required.

Each DP requires an equipment package, as shown in Figures 4, 6, and 8. If the disaster receives a Presidential Declaration, then the costs for renting this equipment will qualify for Federal reimbursement. It is recommended that the planning agent, city, county, or tribal agency provide the equipment to the DPs located within their area of responsibility. Planning agents should work with local vendors and have agreements in place to provide the required equipment. The rates, either hourly, daily, or weekly, should be discussed with the State Emergency Management office and FEMA to get guidance on best practices. This suggested method of supplying equipment helps prevent duplication and allows for easier reimbursement.

**7.3 DP Operations:** The successful operations of a DP require a DP Team Leader or manager that understands the purpose, functions, and requirements of a DP. A successful Team Leader or manager must have the skills to motivate people, organize shifts, assure the right equipment is available, keep records on equipment usage, gather/record information on deliveries, arrange for future deliveries based on usage, and act as the primary POC for the DP with the local emergency management agency and possibly state or federal interest. Figures 11 – 14 are tracking charts that gather key information on deliveries. This information, as well as any contract/delivery forms that require signing by the delivery driver, must be collected and maintained until local, state, or Federal officials collect it. This information is vital for documenting payment to the delivery contractors.

Key checklist items for DP operations:

- Adequate Manpower (Consider backups for each position)
- Equipment (Forklift and pallet jack a must)
- Site Layout, good traffic flow
- Room for delivery trucks (18 wheelers without disrupting operations)
- Qualified Forklift Operator
- Security (Help with the general public)
- Traffic Control (Police at main intersections)
- Signs identifying the site as "Commodities Distribution Point"
- Request a Community Relations person to help handout information to the public
- Always keep safety first
- Provide a notebook for securing delivery charts and receipts
- Communications (Team Leader or manager will require communications)
- Train an assistant for night operations
- Ask for technical help through your Emergency Manager if assistance is needed

Questions on layouts, models or other information in this document should be directed to:

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This is an active Excel File; simply double click on the face of the sheet, enter the # of people without power and push the enter key, the data will update with each entry.

### USACE PRE-EVENT Commodities Model

<b>Enter # of people without power (Equals number of customers x 3)</b>	500,000							
<b># of people requiring commodities</b>	200,000							
<b># of Type III Dist. Points Req'd</b>	40							
		<b>Type III Dist.</b>	<b>Point</b>					
		<b>Manpower</b>	<b>Day</b>	<b>Night</b>	<b>Equipment</b>			
		Local Req.			Forklifts	40		
		Forklift Oper	40	40	Pallet Jacks	40		
		Laborers	800	80	Traff Cones	400		
		<b>Total</b>	<b>640</b>	<b>120</b>	Light Sets	40		
		Law Enf	80	40	Toilets	80		
		Comun Rel	40	0	Tents	40		
		<b>Grand Total</b>	<b>760</b>	<b>160</b>	Dumpsters	40		
							<b>Tarps</b>	
							Loads	Each
							<b>45</b>	200,000
<b>Number of truck loads required per day for 24 days</b>	<b>Days</b>	<b>Water</b>	<b>ICE</b>	<b>MREs</b>				
		Loads	K Gal	Loads	K Pounds	Loads	Each	
	1	40	190.0	40	1600	20	434,880	
	2	37	173.7	37	1463	18	391,392	
	3	33	157.4	33	1326	17	360,329	
<b>72 Hour Planning Total &gt;</b>		<b>110</b>		<b>110</b>		<b>55</b>		
	4	30	141.1	30	1189	15	323,054	
	5	26	124.9	26	1051	13	285,778	
	6	23	108.6	23	914	11.4	248,503	
	7	19	92.3	19	777	9.7	211,227	
60% Power back on-line >	<b>8</b>	16	76.0	16	640	8.0	173,952	
	9	15	68.9	15	580	7.3	157,644	
	10	13	61.8	13	520	6.5	141,336	
	11	11.5	54.6	11.5	460	-	-	
	12	10.0	47.5	10.0	400	-	-	
	13	8.5	40.4	8.5	340	-	-	
	14	7.0	33.3	7.0	280	-	-	
	15	5.5	26.1	5.5	220	-	-	
90% Power back on-line >	<b>16</b>	4.0	19.0	4.0	160	-	-	
	17	3.5	16.6	3.5	140	-	-	
	18	3.0	14.3	3.0	120	-	-	
	19	2.5	11.9	2.5	100	-	-	
	20	2.0	9.5	2.0	80	-	-	
	21	1.5	7.1	1.5	60	-	-	
	22	1.0	4.8	1.0	40	-	-	
	23	0.5	2.4	0.5	20	-	-	
	24	0.0	0.0	0.0	0	-	-	
<b>Total Loads</b>		<b>312.0</b>	<b>1482.0</b>	<b>312.0</b>	<b>12480</b>	<b>125</b>	<b>2,728,095</b>	

Figure 9

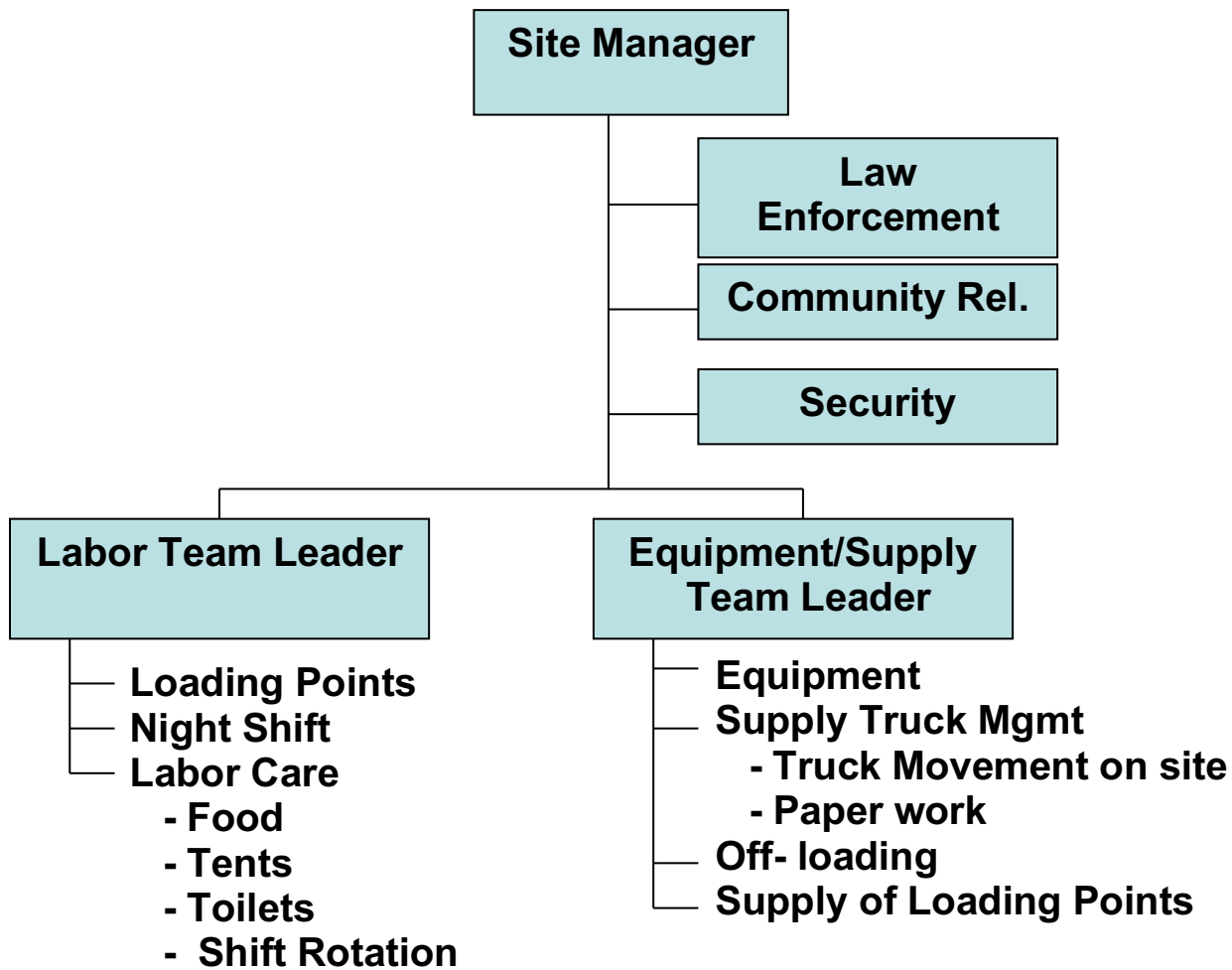
This is an active Excel File; simply double click on the face of the sheet, enter the # of active Distribution Points and push the enter key, the data will update with each entry.

### USACE POST EVENT Ordering Model

Enter Number of Type III Dist. Points to be used		32							
- 1 Type II = 2 Type III									
- 1 Type I = 4 Type III									
Number of truck loads required per day for 24 days		Water		ICE		MREs		Tarps	
	Days	Loads	K Gal	Loads	K #	Loads	Each	Loads	Each
	1	32	152.0	32	1280	16	347,904		
	2	29	139.0	29	1170	15	318,084		
	3	27	125.9	27	1061	13	288,263		
<b>Initial Order (72 Hour Planning Total) &gt;</b>		<b>88</b>		<b>88</b>		<b>44</b>		<b>36</b>	<b>160,000</b>
	4	24	112.9	24	951	12	258,443		
	5	21	99.9	21	841	11	228,623		
	6	18	86.9	18	731	9.1	198,802		
<b>Next Order (next 72 Hour Planning Total) &gt;</b>		<b>63</b>		<b>63</b>		<b>32</b>			
	7	16	73.8	16	622	7.8	168,982		
60% Power back on-line >		<b>8</b>		<b>13</b>		<b>6.4</b>			
	9	12	55.1	12	464	5.8	126,115		
	10	10	49.4	10	416	5.2	113,069		
	11	9.2	43.7	9.2	368	-	-		
	12	8.0	38.0	8.0	320	-	-		
	13	6.8	32.3	6.8	272	-	-		
	14	5.6	26.6	5.6	224	-	-		
	15	4.4	20.9	4.4	176	-	-		
90% Power back on-line >		<b>16</b>		<b>3.2</b>		<b>128</b>			
	17	2.8	13.3	2.8	112	-	-		
	18	2.4	11.4	2.4	96	-	-		
	19	2.0	9.5	2.0	80	-	-		
	20	1.6	7.6	1.6	64	-	-		
	21	1.2	5.7	1.2	48	-	-		
	22	0.8	3.8	0.8	32	-	-		
	23	0.4	1.9	0.4	16	-	-		
	24	0.0	0.0	0.0	0	-	-		
<b>Total Loads</b>		<b>249.6</b>	<b>1185.6</b>	<b>249.6</b>	<b>9984</b>	<b>101</b>	<b>2,187,446</b>	<b>36</b>	<b>160,000</b>

Figure 10

## ORGANIZATION CHART – TYPE II AND III DISTRIBUTION POINT SITE MANAGEMENT











## COMMODITIES PLANNING

### Key Lessons Learned:

- Commodities will be pushed forward before logistical structures are in place.
- The critical planning factor for ordering commodities is “distribution” capability, not people without power.
- Distribution planning must be a priority with local governments for the commodities mission to be successful.
- All levels of government must understand the distribution point concept.

### Key Planning Factors:

- Ice – 1 truck load (40,000 lbs, 8 lbs/per) serves 5000 people
- Water – 1 truck load (18,000 liters, 3+liters/per) serves 5000 people
- MREs – 1 truck load (21,744 ea., 2 ea/per) serves 10,000 people
- Tarps – 1 truck load (4,400 ea.) serves 4000 families with roof damage
- 1 car represents 1 family or 3 people
- Each car is provided the following:
  - 2 or 3 bags of ice
  - 1 case of water (9-12 liters)
  - 6 MREs
  - 1 tarp, if they state they have roof damage
- A distribution point (DP) with one supply lane can serve 1,660 cars or 5000 people in one day, (Type III Distribution Point).
- A Type II DP has two lanes
- A Type I DP has four lanes

1 Truck Load Ice

1 Truck Load Water

½ Truck Load of MREs      Serves 5000 People = One Type III DP

1 Truck Load of Tarps



i. Appendix 11 to Annex O

ii. LOGISTICS SUPPORT

Logistics management is the process of planning, preparing, implementing, and evaluating all logistics functions that support an operation or activity. The Federal Emergency Management Agency (FEMA) defines resources as all personnel and major goods available, or potentially available, for assignment to operations. Resources are described by kind and type. Each level of government has a responsibility to mobilize these resources to protect lives and property and relieve suffering. All local resources must be committed before assistance is requested from neighboring jurisdictions, states or the federal government. Reimbursement for logistics support provided may depend upon factors such as a Presidential Declaration, liability associated with a HAZMAT spill, etc., and in the case of smaller scale disasters may not be forthcoming.

Logistics support for catastrophic events are the most difficult to perform and manage. The scope of the event may preclude the use of many local resources that normally would be available to call upon for assistance. A catastrophic event may severely hinder the ability of the local government to respond because many of the local government's staff members may also be adversely affected and its facilities may no longer be available; communications may be severely disrupted; the number of people needing assistance may be very large; debris, high water, blocked roads, etc. may impede movement; equipment loss and other factors may impair functional capabilities. However, the logistical support of resources is an extremely critical factor in the successful management of disaster response and recovery efforts. As such, logistical support needs to be established, staffing organized and logistics support functions made operational and maintained as soon as possible.

The degree and type of logistical support generally is determined by the scope of the response, the severity and size of the disaster and the infrastructure that is still functional within the emergency or disaster area. The logistics staff at the Incident Command level focus internally on providing support to the responding forces. At the local Emergency Operations Center, (EOC) however, the logistics staff may be called upon to support local departments and volunteer groups providing external logistics support for citizens, in addition to providing internal logistics support. Effective logistics management ensures that all functions are executed in a unified and integrated manner in order to ensure appropriate support actions, decrease delivery time, avoid duplication, and reduce costs.

**Basic Elements of the Administration and Logistics section of the plan such as “Situation and Assumptions,” “Concept of Operations,” etc:** The focus of Annex O is to identify and plan for the exceptions to normal operations, as outlined in the basic Local Emergency Operations Plan (LEOP). For example, the Logistics Assumptions would consider the potential for greater than normal delays in receiving logistics support from the State if roads are blocked by debris and collapsed bridges. Also, the Concept of Operations for Logistics in a catastrophic event may anticipate the use of Area Commands and a State Area Coordinating Center. The Annex O Concept of Operations would explain how the EOC would coordinate with those entities.

**Organization and Assignment of Responsibilities:** The provision of effective logistics support can be very complex and especially challenging in a catastrophic event, so dependable paid or volunteer staffing should be identified, trained and exercised/employed in advance of a catastrophic disaster. At a minimum, the EOC Logistics Section staffing should include a:

1. Logistics/Resource Management Section Chief (May be the County or City Clerk, a Volunteer, an Incident Command System trained Fire Fighter, EMD staff member, etc.)
2. Deputy Section Chief
3. Services Branch Chief
4. Support Branch Chief
5. Various Functional Unit Leaders as determined necessary according to the scope of the disaster situation and identified in the Logistics Section's Branches shown below.

A truly catastrophic event is not disaster business as usual. For example, personnel who are normally identified to perform the Logistics Section staffing may be too busy doing other things during a catastrophic event to effectively cover logistics and resource management functions as well. Also, individual logistics functions and associated subfunctions that may need to be performed and should be considered in a catastrophic event are more complex than normal, likely will require a larger logistics staff than normal, will be more difficult to control and will require considerable organizational skill to manage effectively and efficiently. To perform this function appropriately, the Logistics/Resource Management Section may need to organize into Branches and Units. According to the Incident Command System, the Section normally would be organized into two main Branches and subordinate Units:

**Services Branch:**

1. **Communications Unit:** A key to the successful operation of the various resources into a district will depend heavily upon the ability of these agencies to communicate effectively. Logistics will develop the communications plan and coordinate the assignment of communications links (in and out of the disaster area), manage the communications network established, and provide any needed communications equipment and maintenance support. Common terminology for all voice transmissions must be utilized.
2. **Medical Unit:** Logistics will develop the medical plan and provide medical aid and responder rehabilitation services to the EOC; and may be assisting in providing logistical support for incoming volunteer medical care personnel; logistically supporting local radiological/chemical/biological hazards control operations; helping facilitate patient evacuations; may be asked to assist in providing supplies, potable water and logistical support for victim identification/mortuary services.
3. **Food/Mass Care Unit:** Along with local governments, volunteer entities are a part of the first line of disaster defense; there are dozens of organizations and government agencies that provide some type of help during a disaster; when disaster recovery is organized, more

people outside the area and from other states are willing to provide donations and volunteers to help with locating and contacting citizens in need and assisting in supporting access and functional needs populations. Logistics may also be found assisting volunteer entities in providing life-sustainment support and temporary mass care of persons displaced or evacuated from their residences; including the provision of temporary housing and sheltering, mass feeding, water, ice, sanitation, personal care kits, shelter safety, first aid, access and functional needs; shelters for pet control. However, logistics staff may find they are called upon to perform or manage certain mass care functions, including the coordination of temporary sheltering and feeding – fixed or self contained mobile food preparation units, personnel to prepare/distribute meals, sanitation and clean up, food supplies/utensils should local volunteer agencies are unable to function or have too few volunteers on the scene to function for several days or longer.

### **Support Branch:**

1. **Supply/Resource Management Unit:** Logistics is responsible for forecasting, requisitioning, sourcing and ordering (requirements processing) acquisition at the local level and requesting resources through mutual aid and state channels (see Appendix 9 Local Request Form); monitoring asset visibility (resource tracking); warehousing - receipt; inventory, storage and handling; security; accountability; inventory control; issue and distribution, including establishing and coordinating logistics staging areas and Points of Distribution System (PODS) operations; deployment; recovery, redeployment; reutilization; and disposition of materiel, materials, equipment, supplies, fuel and services; demobilization; and documenting all transactions.
2. **Donations Management Unit:** Logistics may work with volunteer entities and donors in coordinating and managing unsolicited goods and services to most effectively integrate and employ the donations to reduce the need for local, state and federal resources and prevent the outpouring of donations from overwhelming responders and local governments; coordination includes receiving donations offers and requests of donated goods and services, being careful in the utmost to not replace, hinder or bottleneck the operations of the volunteer entities but helping to clarify and validate the requests for donations being made to the major donors making offers, tracking shipments, coordinating law enforcement support of shipment deliveries, and coordinating the receipt, safeguarding and distribution of donations, thereby reducing or eliminating duplication of efforts and making the most effective use of donations to augment federal, state and local support efforts.
3. **Facility Management Unit:** Logistics also be called upon to assist in providing location determinations, facility selections and acquisitions, space management and building services as requested for both fixed and portable facilities. Support includes facilities and space for logistics staging areas, points of distribution, warehousing, base camps, etc.
4. **Transportation Asset Management and Movement Control Unit:** Logistics will develop the traffic plan and coordinate the prioritizing, planning, ordering, sourcing, and acquisition for transportation resources and services; developing time-phasing plans and

movement coordination and tracking; may terminal transfer operations at staging sites; overnight storage for vehicles, maps and directions for responding personnel, emergency towing and repairs, designating fuel, oil, and water depots, and coordinating with law enforcement to help ensure deliveries at the right places and times.

5. **Evacuation Logistics Support Unit:** Operations conducts evacuation operations, but logistics may help with providing transportation assets for access and functional needs citizens and those without transportation, helping provide for mass movement needs such as vans, buses, aircraft, water vessels, trains, trucks, etc., and emergency route refueling and temporary repairs for those with vehicles; helping coordinate voluntary entities provide first aid and mass care support such as in transit temporary sheltering, rest area management, food and water, human services, donations and resource management, transport and security; as well as facilities identification and management for destination mass care sites for citizens displaced by government recommended or ordered evacuation, or by self-evacuation due to emergency/disaster events.

## **GUIDELINES FOR DEVELOPING AN ANIMAL EMERGENCY ANNEX FOR COUNTY EMERGENCY OPERATIONS PLANS**

This animal emergency planning guidance offers a suggested approach to dealing with situations that may arise when dealing with a foreign animal disease or other animal disease (FAD/AD) incidents or animals that are affected by disasters in your jurisdiction. This planning guidance is written in a comprehensive emergency management format. It is general in content to allow for inclusion into a County Emergency Operations Plan (EOP). This guidance addresses small and large-scale emergencies, disasters and evacuations. Agencies and organizations identified as planning partners are encouraged to develop their own policies and procedures. The State has developed detailed standard operating procedures (SOP's) based on the current response structure and available resources as outlined in the Missouri State Emergency Operations Plan (SEOP).

### **I. PURPOSE**

All counties in Missouri should develop an Agriculture Emergency Response Plan. The purpose of this document is to provide guidance for an animal emergency in \_\_\_\_\_ County that addresses rapid local response to FAD/AD incidents and other events affecting the health, safety and welfare of humans and animals in disaster situations. A coordinated local response is necessary to effectively deal with the crisis and minimize the consequences in order to return the jurisdiction to normal as quickly as possible following a disaster or incident. Due to their complexity, infectious animal diseases add new dimensions to disaster management. Response functions will vary greatly according to the disease in question. There are many disease characteristics to consider such as stability of the agent, route of transmission, incubation time, potential species affected, and transfer to humans (zoonotic) potential

### **II. SITUATION AND ASSUMPTIONS**

*Instructions: From the hazard analysis, summarize the type of animal populations **in your jurisdiction**. For example, a large hog confinement operation or zoological park presents unique planning considerations.*

#### **A. Situation: (Either substitute or incorporate local jurisdiction numbers in this paragraph.)**

1. There are approximately 4.5 million head of cattle, 3 million head of swine, 25.5 million turkeys, 200,000 horses, a very large egg and brooder business and numerous other domestic and wild animals within Missouri. Missouri also raises approximately 283.5 million bushels of corn, 34.2 million bushels of wheat, 170 million bushels of soybeans, one million pounds of rice and several other grains key to the economic strength of the state. In recent years, several serious FAD/AD outbreaks have occurred outside of the United States. The importation of animals and animal products from foreign countries, the ease of travel throughout the world, the ongoing threat of agro-terrorism, indicates our vulnerability to an FAD/AD. The introduction of an FAD/AD would present the county, state and nation with a time sensitive, critical situation that affects not only animal health but also a potentially debilitating economic situation. Protecting the agriculture and food distribution industry in Missouri requires cooperation, participation and partnership.
2. Any large disaster or emergency may cause substantial suffering to the human and animal populations. With the advent of larger animal production facilities, an ever-increasing pet population and the increased vulnerability to intentional introduction of animal diseases, a coordinated local animal response plan is

imperative.

3. The Missouri Department of Agriculture (MDA) is tasked with dealing with infectious animal and plant disease and has the authority to work with local officials and responders to make all necessary rules for suppression and prevention of infectious and contagious diseases among animals and mitigating the spread of plant disease in the state, per RSMO 267. Depending on the size and nature of the event, the SEOC may be activated to coordinate other state agency and county resources needed to respond, contain and eradicate the disease. Annex W of the SEOP addresses interagency cooperation and responsibilities at the state level in the event local resources are overwhelmed. This guidance is intended to aid in the structure of county level involvement in infectious animal disease response.
4. Not all animal disease introductions require emergency response functions. Many disease introductions are routinely handled by private practice veterinarians and/or veterinarians employed by the State Veterinarian. Response measures are greatly influenced by the infectivity of the disease, its characteristics of transmission and the actions necessary to contain it. Response functions may be initiated in the event of an introduction of a highly infectious animal disease, foreign animal disease, emerging animal disease, or any other animal disease that meets one or more of the following criteria:
  - a. It is one of the International Animal Health Code list of diseases, as designated by the *Office International des Epizooties (OIE)* which includes the following diseases\*:
    - Foot and mouth disease
    - Swine vesicular disease
    - Peste des petits ruminants
    - Lumpy skin disease
    - Bluetongue
    - African horse sickness
    - Classical swine fever
    - Newcastle disease
  - Vesicular stomatitis
  - Rinderpest
  - Contagious bovine pleuropneumonia
  - Rift Valley fever
  - Sheep pox and goat pox
  - African swine fever
  - Highly pathogenic avian influenza

\*MDA will furnish all county EMD's with a reportable disease symptoms card for livestock and poultry as requested.

  - b. It falls outside of the domain of the state's routine prevention and response activities and capabilities;
  - c. It is highly contagious, and therefore creates a significant risk of rapid transmission across a large geographical area, including non-contiguous area;
  - d. It creates the potential to cause widespread personal hardship within the agricultural community and/or is detrimental to the state or national economy.
  - e. A separate tri-state plan with MO, OK and AR participating called, "Emergency Poultry Disease (EPD) Management Plan, September 19, 2005" is available to address specific diseases that affect birds.

B. Assumptions:

1. The identification of a FAD/AD outbreak anywhere in Missouri would affect \_\_\_\_\_ County. This could result in the creation and enforcement of movement controls of people, livestock, agricultural products and other property.
2. It is likely that livestock producers will be the first to notice unusual behavior or symptoms in their animals.
3. Private veterinary practitioners will likely be the first responders to any FAD outbreak. A local veterinarian is required to immediately notify the State Veterinarian or Area Veterinarian in Charge (AVIC) of suspected FAD/AD.
4. The potential exists in Missouri for FAD/AD outbreak due to agro-terrorism.
5. Suspected or positive detection of a FAD/AD in your jurisdiction will prompt State and/or federal officials to employ additional precautions to prevent or mitigate the possibility of spreading the disease. Measures may include a "Stop Movement Order" by the State Veterinarian as an immediate action to prevent spreading the disease or allowing it to enter Missouri borders.
6. Numerous local, state and federal agencies will play a role in eradicating the disease.
7. Large numbers of domestic livestock and wildlife may need to be destroyed or controlled to prevent the spread of a disease after it has been confirmed in your jurisdiction.
8. Immediate quarantine areas may be required where suspected or confirmed cases may have originated, inside of which increased bio-security measures can be implemented. The zone establishment may require the development of cleaning and disinfecting procedures and additional record keeping by producers and/or veterinarians.
9. Facilities and transport vehicles suspected of being contaminated will need to be cleaned and disinfected.
10. The Chief Elected Official (CEO) of \_\_\_\_\_ County may issue an emergency proclamation or disaster declaration. The National Incident Management System (NIMS) should be used to establish the organizational structure.
11. The County Emergency Operations Center (EOC) may be activated to manage the emergency.
12. Any disaster may potentially have adverse effects on the jurisdictions animal population or the public health and welfare.
13. Expedient animal shelters may need to be established and staffed for extended periods in a disaster. This would be particularly true for transient livestock passing through the area if a stop movement order was issued.
14. Depopulation of animals will be conducted in the most humane, expeditious manner to stop the spread of the disease and limit the number of animals affected.
15. Carcass disposal sites will need to be rapidly identified by MDA and the Department of Natural Resources. (Potential disposal methods include: rendering, landfill, burial on site, and incineration).
16. State or Federal assistance to deal with an FAD/AD may not be available for several hours or days. Local resources must be utilized before requesting outside assistance.

### **III. CONCEPT OF OPERATIONS**

#### **A. MITIGATION/PREVENTION**

1. Any zoological or wildlife parks, marine animal aquariums, laboratory animal research facilities, animal shelters, university veterinary medical and animal science centers, livestock markets and large livestock operations, will be encouraged to develop emergency procedures and evacuation plans for the animals in their care and custody. Any written plans should be provided to the County Emergency Manager for comment and review.
2. All information disseminated will be from the Public Information Office of MDA, Missouri State Emergency Management Agency (SEMA) or the United States Department of Agriculture (USDA). No local press releases should be made due to the extreme sensitivity of this information.
3. All county EMD's should develop and coordinate plans to house and care for animals and poultry in transit through their county for the duration of a stop movement order.

#### **B. PREPAREDNESS**

1. MDA will establish an organizational structure, chain of command and outline of duties and responsibilities, required for any FAD/AD response.
2. Veterinary services and animal emergency care considerations are incorporated into the county EOP's as related to agriculture livestock issues.
3. First responders and officials that would likely be involved in the response to a FAD/AD response are trained in the Incident Command System (ICS)/NIMS.
4. Local veterinarians, state and federal emergency personnel are identified in the EOP and contact information is maintained.
5. FAD/AD scenarios are included in the jurisdictions multi-year exercise cycle.
6. Agro-terrorism is included in the jurisdictions hazard analysis.

#### **C. RESPONSE**

1. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health emergency management. Local jurisdictions must take initial steps to contain the incident and notify SEMA, MDA and/or the AVIC of any suspected FAD/AD or act of agro-terrorism that may pose a substantial threat to the State of Missouri. MDA has available and will supply reportable symptoms cards to county EMD's on request.
2. Request state and federal assistance through SEMA, if local resources are overwhelmed as with any other emergency.

#### **D. RECOVERY**

1. The State Veterinarian or the AVIC will lift quarantines and stop movement orders that were put in place during the FAD/AD outbreak when appropriate epidemiologic data is present.



2. MDA will augment veterinary medical services to expedite rapid recovery by contacting the Missouri Veterinary Medical Association (MVMA).

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

1. The state, and each county within Missouri, has a comprehensive EOP, which provides the framework for the jurisdiction's operational response to natural and man-made disasters. This would include any response to a suspected FAD/AD outbreak. SEMA, in close coordination with the State Veterinarian and the County Emergency Manager (EMD) will direct an emergency response to FAD/AD in Missouri. The EMD will coordinate with support agencies to meet emergency responsibilities. The EMD (with the approval of the County Commission) may designate a willing individual to serve as a County Animal Emergency Coordinator (CAEC). This should be a licensed veterinary medicine practitioner or other animal health professional.
2. County and local governments will utilize their available resources in any emergency response effort. Additional State assistance may be requested through SEMA. Emergency management response strategies will be based on the location(s) of the animal population where the disease or disaster is located.
3. When an initial suspected case of an FAD/AD is observed, it shall be immediately reported to the MDA and/or the AVIC. This will trigger an FAD/AD investigation by a Foreign Animal Disease Diagnostician (FADD). The FADD will determine the need for a quarantine order based upon the suspected case. Based on sample analysis, the FADD will notify the State Veterinarian of the diagnosis. If necessary, the State Veterinarian will request state EOC activation through proper channels.

##### **B. Responsibilities**

1. The County Emergency Manager (in coordination with the CAEC, if appointed) will:
  - a. Periodically review and update this plan.
  - b. Determine which county and local agencies/departments/organizations have responsibilities in an animal emergency for support functions of MDA/USDA
  - c. Maintain current listing of emergency contacts and resources necessary for an FAD/AD response or other animal emergencies (see Appendix 3). A complete list of emergency contacts and resources can be found in the Resource Annex.
  - d. Act as advisor to local veterinarians, regulatory veterinarians, humane organizations, farm service agency, and others on emergency preparedness issues for the county.
  - e. Produce and maintain maps with the locations of large livestock operations or other special animal facilities identified to include, volume, contact information and GIS coordinates.
  - f. Oversee the activities of the CAEC. (Duties of an animal coordinator may include; assisting veterinarians and agriculture officials in making appropriate and timely reports of possible FAD/AD cases; ensuring that the county's veterinarians and other animal health professionals receive communications from the State Veterinarian in a timely

manner; consulting with emergency response officials on animal issues during a disaster or emergency operation).

- g. Coordinate with the State agricultural and state environmental officials to determine the best methods for disposal of dead animals.
- h. Develop a network of organizations and individuals who would have responsibilities in an FAD/AD and maintain their current contact information. (Examples would include; Animal Disaster Response Teams [MDA], Local Veterinary Medical Associations, Local Health Department, Police/Sheriff's Department, Fire Department, Cooperative Extension Service and USDA County Emergency Board).

2. District Veterinarians and Animal Disaster Response Teams will:

Missouri Department of Agriculture has district veterinarians (See Appendix 2, Page 2). District Veterinarians are responsible for administering state and cooperative state-federal animal health programs, acting as a designated official of the state veterinarian when conducting investigation or initiating quarantine or providing veterinary resources to the local level and assist and guide euthanasia operations.

- a. Technical assistance resource - Due to the complexity of infectious animal diseases, response functions will vary greatly depending on the disease in question. Veterinary support will be vital in response functions and needs to be integrated into the incident command system. The situation will dictate where the State District Veterinarian will be most valuable, in some instances; it may be on scene and others it may be in the EOC. The State Veterinarian will determine this.
- b. State Veterinarian liaison and coordination - The State District Veterinarian plays an important role in an incident; they represent a direct conduit to the State Veterinarians office and act as a designee. They should be looked to as a resource to provide information and vital feedback to the EOC.

3. Law Enforcement will:

- a. Site Security and Conflict Resolution - In the event of a disaster, livestock producers and local residents may not cooperate with veterinary inspectors and the quarantine restrictions they may initiate. Law enforcement will be called upon to assure the safety of veterinarians and inspection personnel and resolve any conflicts that may arise.
- b. Enforce movement restrictions and establishing perimeters - Movement restrictions will likely be initiated and law enforcement personnel may be asked to assist with identifying and stopping violators. The State Veterinarian, through SEMA, will provide protocols based on the specific event.
  - Law enforcement may be asked to set up perimeters according to the State Veterinarian's specifications. A minimum perimeter will be designated.
  - After consultation with the State Veterinarian a perimeter may be expanded if law enforcement determines it necessary in order to better control the perimeter.
  - Law enforcement will be consulted prior to mandating the number of entry/exits on a given perimeter.
  - Law enforcement may be requested to assist with euthanasia operations.

- c. Investigation Assistance - Should the incident be ruled a deliberate disease introduction, law enforcement may be asked to aid in the investigation. The FBI will be the lead agency since this would be considered an act of terrorism.

4. Public Works/Municipal and County Engineers:

- - a. Coordinate perimeter development - Assist with perimeter establishments through coordination of signage and barricades.
  - b. Animal carcass disposal assistance -Provide a list of equipment that could be used for carcass disposal.
  - c. Provide technical assistance as needed

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•  
5. Fire:

- a. Coordination of decontamination stations: decontamination of vehicles, property and personnel.
  - In an infectious animal disease disaster, assistance from fire may be requested to help with decontamination station coordination and vehicle, property, and personal decontamination.
  - The State Veterinarian's office will directly, or through the State Emergency Operations Center, provides decontamination protocols appropriate for the confirmed or suspected disease.
  - Aiding in possible rescue situations - In the event of a rescue situation, teams will be expected to fulfill their normal roles with decontamination occurring after there emergency role is completed.

6. Local Department of Transportation and Department of Natural Resources Personnel:

- a. Coordinate resources and serve as liaisons to the SEOC and coordinate local resources available to respond to an incident.
- b. Perimeter rerouting & logistic support.
- c. Support disposal site selection and disposal resources.

7. Health Department/s and Human Services:

Depending on the disease characteristics, if the disease causes illness in humans, public health will be involved in impact assessments on local citizens and suggestions of protective actions.

- a. Coordinate and provide mental health services for livestock producers, their families, response staff and those affected by the outbreak. Public health officials should have a plan in place to coordinate providing mental health services to producers, families, and others affected by the disease outbreak.
- b. Assist with community outreach and education - Public health officials should have a system in place, or be incorporated into existing Emergency Public Information plans, for dissemination of information to the community regarding the human health risks

associated with the particular disease. Only the Missouri Department of Health and Senior Services (DHSS) will release statements regarding human health.

c. DHSS liaison and coordination

- 8. Chief Elected Official:
  - a. Declare a state of emergency and activate the County EOC, if warranted.
  - b. Appoint or activate the PIO. The County PIO will refer all inquires to the MDA PIO for response to Animal Disease issues and to DHSS for human public health issues.

## V. ADMINISTRATION AND LOGISTICS

### A. ADMINISTRATION

Basic administrative and accountability procedures for any animal emergency will be followed as required by county government and state regulations. AS with any disaster/ incident response, the ICS/NIMS will be used to organize and coordinate response activity.

### B. LOGISTICS

If supplies, materials and equipment are required, records will be maintained (Reference: Logistics Annex).

### C. PUBLIC INFORMATION

The PIO will follow procedures established in Annex \_\_\_\_ of this Plan to:

1. Ensure prior coordination with representatives of MDA, DHSS and the chief elected official.
2. Ensure the media receives information on how to contact the PIO at MDA, DHSS or the Joint Information Center (JIC) if one is established.

## VI. DIRECTION & CONTROL/CONTINUITY OF GOVERNMENT

1. All Agricultural Disaster Operations will be coordinated through the EOC and employ the ICS/NIMS. The incident commander should initially be the District Veterinarian or FADD on site.
2. The EOC is responsible for providing support and resources for the incident commander.
3. The EMD will advise and assist the senior elected official in the EOC and coordinate with the PIO at the state level. The EMD will have at least one assistant appointed by the Senior Elected Official to support 24-hour operations and act in the absence of the primary.
4. In the event an incident is suspected, or determined, to be a terrorist event, the FBI will be the lead agency in all aspects of the incident to include all PIO functions at a JIC.

**APPENDICES**

<u>Appendix 1</u> .....	<u>Emergency Response Checklist</u>
<u>Appendix 2</u> .....	<u>Missouri FMD Procedures</u>
<u>Appendix 3</u> .....	<u>Emergency Contact List</u>
<u>Appendix 4</u> .....	<u>Quarantine Procedures</u>
<u>Appendix 5</u> .....	<u>References/Statutory Authority</u>
<u>Appendix 6</u> .....	<u>Equipment List</u>
References	

**APPENDIX 1**

**ANIMAL  
EMERGENCY RESPONSE CHECKLIST**

**Position/Organization**

PREPAREDNESS PHASE

County Emergency Management Director

- \_\_\_\_\_ Develop and maintain contact list of those impacted by an animal emergency situation
- \_\_\_\_\_ Conduct at least one training program annually for county animal emergency coordinators and other interested parties. Use the ICS/NIMS to conduct the exercise
- \_\_\_\_\_ Assist with site- specific animal emergency plans
- \_\_\_\_\_ Work with veterinary medical and non-medical volunteers and agencies that will provide assistance in an animal emergency
- \_\_\_\_\_ Develop and maintain a contact list of State, Federal and local agencies that would be involved in responding to a FAD/AD

**ANIMAL  
EMERGENCY RESPONSE CHECKLIST**

**Position/Organization**

RESPONSE PHASE

County Emergency Manager

- \_\_\_\_\_ Track the activities of all available livestock holding and confinement areas identified before, during, and after the disaster
- \_\_\_\_\_ Keep public advised during emergency period
- \_\_\_\_\_ Assure the availability of storage sites and staging areas for animal food and medical supplies
- \_\_\_\_\_ Coordinate with local/State law enforcement for establishment of quarantine zones and enforcement of animal movement restrictions
- \_\_\_\_\_ Act as advisor to local government(s) during disaster response actions

County Health Department

- \_\_\_\_\_ Support the disaster response and recovery with all available resources
- \_\_\_\_\_ Assess disease impact on humans and make appropriate recommendations

County Public Works Department

- \_\_\_\_\_ Support the disaster response and recovery with all available resources
- \_\_\_\_\_ Assist with disposal of dead animals

County Sheriff's Office

- \_\_\_\_\_ Support the disaster response and recovery with all available resources
- \_\_\_\_\_ Enforce animal movement restrictions and control established quarantine zones

Fire Department/District

- \_\_\_\_\_ Support the disaster response and recovery with all available resources
- \_\_\_\_\_ Assist with decontamination of personnel and equipment

**ANIMAL  
EMERGENCY RESPONSE CHECKLIST**

**Position/Organization**

RECOVERY PHASE

County Emergency Manager

- \_\_\_\_\_ Assist animal coordinator with long-term maintenance, placement, or disposition of animals which cannot be returned to their normal habitat
- \_\_\_\_\_ Act as advisor to local government during recovery actions
- \_\_\_\_\_ Document all animal disaster related activities and their costs
- \_\_\_\_\_ Restore equipment and supplies to normal state of readiness
- \_\_\_\_\_ Resume day-to-day operations



## **APPENDIX 2**

### **MISSOURI FAD/AD PROCEDURES**

The Missouri Department of Agriculture and District Veterinarians will develop and maintain Standard Operating Guidelines (SOGs) to deal with specific area FAD/AD situations based on the local area hazard analysis and risk assessment. Supporting SOGs may be developed by the local jurisdiction to compliment State and District guides.

# MISSOURI STATE/FEDERAL & DISTRICT VETERINARIANS

**Acting State Veterinarian**  
**Dr. Taylor Woods, MDA**  
 1616 Missouri Blvd.  
 Jefferson City, MO 65102  
 573-751-5610 – work  
 573-690-2831 - cell

**Area Veterinarian in Charge**  
**Dr. David E. Hopson, USDA**  
 1442 Aaron Court, Ste. 1  
 Jefferson City, MO 65101  
 573-636-3116 – work  
 573-680-0292 - cell

**Dr. Sam Jameson, MDA**  
 410 Lone Rock Trail  
 McFall, MO 64857  
 660-726-4369 – home  
 816-383-1831

**Dr. Ann Shannon, APHIS, VS**  
 501 Mearns Drive  
 Macon, MO 63552  
 660-385-5232 – home  
 573-680-0471 – cell

**Dr. Jerry Eber, MDA**  
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 Columbia, MO 65201  
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 573-999-2021 - cell

**Dr. Royce Wilson, APHIS, VS**  
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**Dr. John Wilcox, APHIS, VS**  
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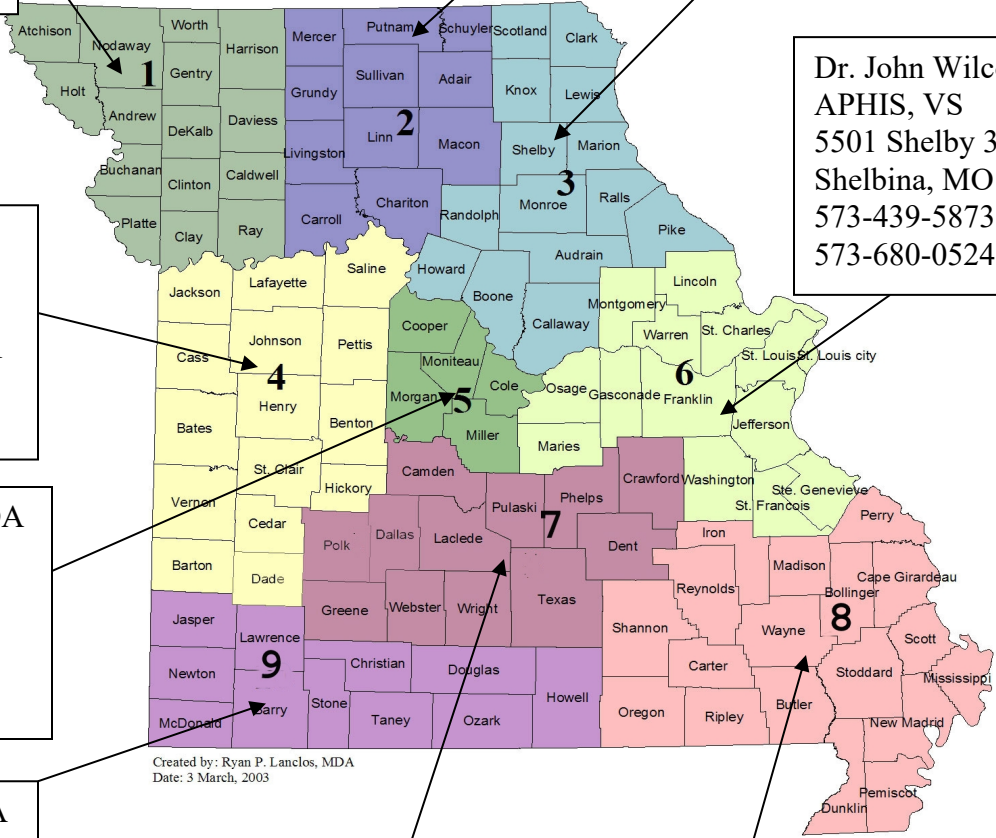
**Dr. Charles Massengill, MDA**  
 58273 Lake Imhoff Road  
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 Date: 3 March, 2003

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 417-225-8390 - cell

**Dr. Michael Good, APHIS, VS**  
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 417-886-1580 - home  
 417-631-5751 - cell

**Dr. Joseph Baker, MDA**  
 905 Fanetta  
 Dexter, MO 63841  
 573-624-7747 – home  
 573-421-2194 - cell



### APPENDIX 3

#### EMERGENCY CONTACT LIST

LOCAL VETERINARIANS

STATE EMERGENCY MANAGEMENT AGENCY

KANSAS CITY FBI OFFICE

MIDWEST RESPONSE, PO BOX 860534, SHAWNEE, KS - - 916-403-3090

LIVESTOCK MARKETS

LOCAL PRODUCERS/LARGE SCALE FACILITIES

HUMANE SOCIETY

MSHP

COUNTY SHERRIF

AREA HAZMAT TEAM

COUNTY PUBLIC HEALTH

ANIMAL CONTROL

DISTRICT VETRINARIAN

MISSOURI DEPARTMENT OF AGRICULTURE

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

RED CROSS

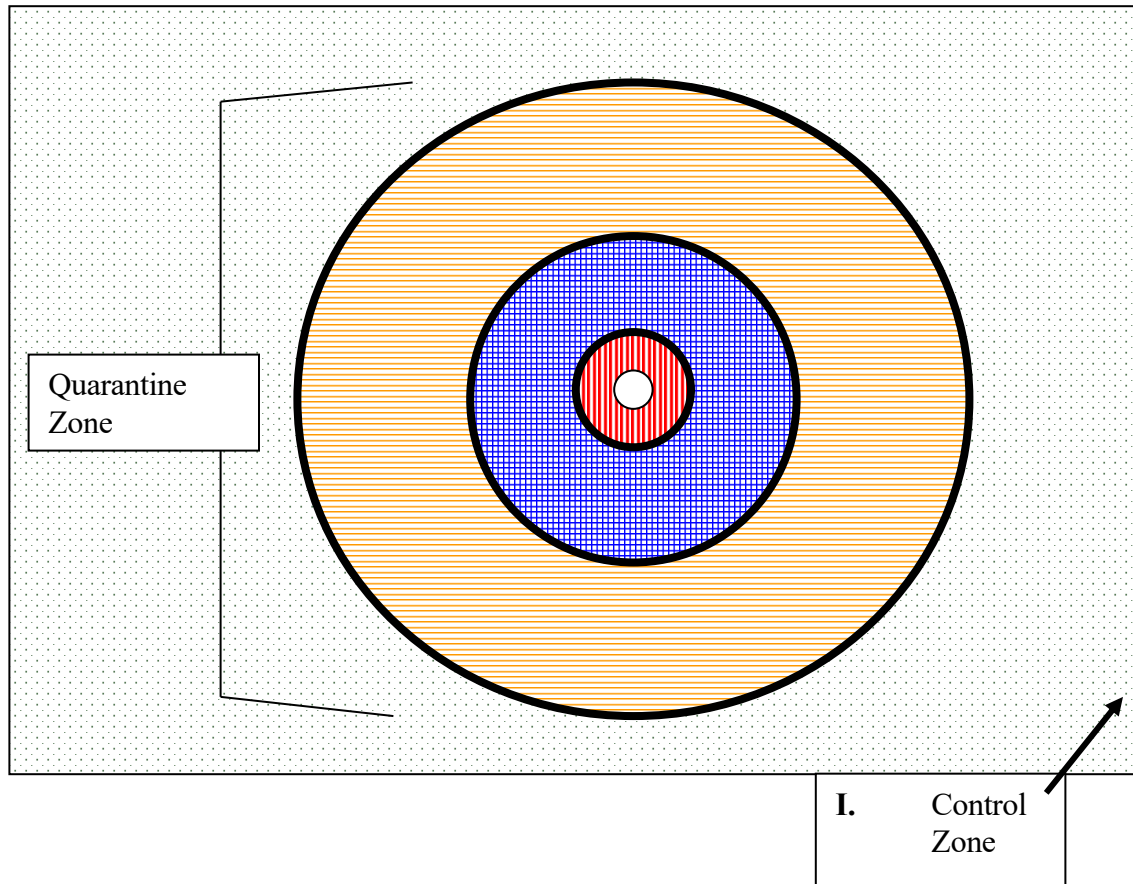
USDA \* ANIMAL AND PLANT INSPECTION SERVICE (APHIS)

*ETC. – Depending on Local Jurisdiction assets, resources and facilities.*

## APPENDIX 4

### QUARANTINE

In the event that quarantine is required to contain the spread of disease and/or mitigate the economic impact of discovery of a FAD/AD, MDA, through SEMA, will establish the quarantine area and protocols to be followed. SEMA will coordinate State Agencies supporting the quarantine and manage resources to assist the local jurisdiction. The depiction below is provided only as a generic example of a quarantine site.



## APPENDIX 5

### REFERENCES/STATUTORY AUTHORITY

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE/HSPD – 9  
DEFENSE OF UNITED STATES AGRICULTURE AND FOOD, JAN 30, 04

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE/HSPD – 10  
BIODEFENSE FOR THE 21<sup>st</sup> CENTURY

RSMO TITLE XVII, CHAPTER 261

RSMO, TITLE XVII, CHAPTER 267

RSMO, TITLE XVII, CHAPTER 269

RSMO, TITLE V, CHAPTER 44

MISSOURI STATE EMERGENCY OPERATIONS PLAN

CODE OF STATE REGULATIONS, TITLE 11, DIVISION 10, CHAPTER 11

EMERGENCY POULTRY DISEASE (EPD) MANAGEMENT PLAN (TRI-STATE AREA), OCT 1,  
2003

## APPENDIX 6

### RESPONSE EQUIPMENT LIST

Some counties requested a list of infectious animal disease response equipment and suggestions on where these items could be purchased. This information is included as guidance only and the list is in not all inclusive, these are just suggestions of items that may be useful. This list was included simply for your information.

Boot Brushes

Tyvex Coveralls

Tyvex Booties

Footbath pans

Footbath disinfection chemicals

Local jurisdictions may wish to add other equipment -- A list of the authorized equipment for AG events in the FY 04 city/county grant instruction might be a good start. In addition, the Dept of AG is acquiring and maintaining a portable response capability that would augment local jurisdiction resources.

## REFERENCES

### RSMO TITLE XVII

- 261.20** - Gives the Director of AG authority to impose quarantine
- 267.120** - State Vet may prescribe for infected animals and “call for help on the County Commission or legally substituted court ... shall order the sheriff or other officer to give assistance necessary to enforce the law”
- 267.179** - Indemnification for cattle registering positive for tuberculosis
- 267.230** - Power to enforce fines and class of misdemeanor crime plus says local law enforcement “may” and state law enforcement “shall” assist with enforcement
- 267.240** - May change existing rules on movement of animals/travel and speaks about the Governor proclaiming a quarantine
- 267.475**
- 267.590 & .595** - Broad authority to the state vet to quarantine
- 267.611** - Indemnification – broad authority and can be set by the Dir of AG
- 267.645** - Authority to enter premises and examine livestock
- 267.650**
- Chapter 269** – Deals with disposal of dead animals and inspections