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Ravalli County Planning Dept.

RAVALLI COUNTY, MONTANA

COMPREHENSIVE
EMERGENCY OPERATIONS GUIDELINE



AS APPROVED BY THE RAVALLI COUNTY BOARD OF COMMISSIONERS

December 29, 2010

COMPILED BY: OFFICE OF EMERGENCY MANAGEMENT, RAVALLI COUNTY

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1.01 PROMULGATION DOCUMENT AND SIGNATURE PAGE

This Ravalli County Comprehensive Emergency Operations Guideline dated December 29, 2010 is hereby adopted as the official Guideline to use in performing emergency functions before, during, and after an emergency or disaster incident in Ravalli County.

BY MY SIGNATURE I CONCUR WITH THE ADOPTION OF THIS GUIDELINE:

BOARD OF COMMISSIONERS


Name

CHAIRMAN
Position

Dec. 29, 2010
Date

BOARD OF COMMISSIONERS


Name

Member
Position

12.29.10
Date

BOARD OF COMMISSIONERS


Name

Member
Position

12-29-10
Date

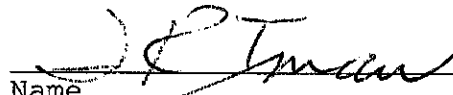
BOARD OF COMMISSIONERS


Name

member
Position

12-29-10
Date

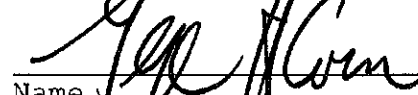
BOARD OF COMMISSIONERS


Name

member
Position

12-29-10
Date

RAVALLI COUNTY ATTORNEY


Name

12/13/10
Date

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RAVALLI COUNTY SHERIFF

Name

12-13-10

Date

RAVALLI COUNTY FIRE COUNCIL

Name

Fire Warden

Position

12-21-10

Date

RAVALLI COUNTY BOARD OF HEALTH

Name

Chair

Position

01/13/11

Date

RAVALLI COUNTY OEM DIRECTOR

Name

12-13-10

Date

MAYOR OF DARBY

Name

12-17-10

Date

MAYOR OF STEVENSVILLE

Name

12-15-10

Date

SELECTMEN OF PINESDALE

Name

12/21/10

Date

MAYOR OF HAMILTON

Name

12/16/10

Date

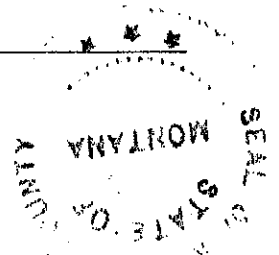
ATTEST: RAVALLI COUNTY CLERK AND RECORDER

Name

Regina Pittsburg

Date

12/29/2010




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1.02 APPROVAL AND IMPLEMENTATION

- A. This document is the Comprehensive Emergency Operations Guideline for Ravalli County, Montana and its political subdivisions, and has been created in accordance with 10-3-401, MCA.
- B. This Guideline establishes the operational framework through which Ravalli County and its political subdivisions prepare for, respond to, recover from, and mitigate the effects of a variety of disaster and emergency incidents, regardless of cause, size, or complexity.
- C. Current planning documents are hereby rescinded to the extent of their conflict with this Guideline. This document supersedes all emergency operations plans and guidelines previously adopted by Ravalli County. In the absence of local plans for specific incidents, the Montana Local Government Disaster Information Manual and the Montana State Disaster and Emergency Plan shall serve as guidance and are hereby adopted by reference.
- D. Amendments to this Guideline shall be submitted to the Local Emergency Planning Committee (LEPC) for review, then the Board of Commissioners for approval.

Ret: Commissioners Office

CHAIRPERSON, BOARD OF COMMISSIONERS


Name

DEC. 29, 2010
Date

1.04 RECORD OF DISTRIBUTION

A. This document will be distributed electronically in "PDF" format. To view documents in this format requires the free "Adobe Reader" software. A limited number of hard copies will be distributed. The recipients of hard copies will be indicated in the following list by bold text. Individual departments or agencies are authorized to print additional hard copies at their own expense, if so desired.

AMERICAN RED CROSS

DARBY MARSHAL'S OFFICE

FIRE DISTRICT/DEPARTMENT CHIEFS

HAMILTON POLICE DEPARTMENT

MARCUS DALY AMBULANCE SERVICE

MARCUS DALY MEMORIAL HOSPITAL

MONTANA HIGHWAY PATROL

MONTANA STATE DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

MONTANA STATE DISASTER AND EMERGENCY SERVICES

MONTANA STATE FISH, WILDLIFE, AND PARKS

MUNICIPALITIES OF:

DARBY (1)

HAMILTON (1)

PINESDALE (1)

STEVENSVILLE (1)

PINESDALE POLICE DEPARTMENT

RAVALLI COUNTY 911 CENTER (2)

RAVALLI COUNTY AIRPORT

RAVALLI COUNTY ATTORNEY'S OFFICE

RAVALLI COUNTY BOARD OF HEALTH

RAVALLI COUNTY CLERK AND RECORDER'S OFFICE

RAVALLI COUNTY COMMISSIONERS (6)

RAVALLI COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

RAVALLI COUNTY EXTENSION AGENT

RAVALLI COUNTY FINANCE/ADMINISTRATION DEPARTMENT

RAVALLI COUNTY FIRE COUNCIL PRESIDENT

RAVALLI COUNTY GEOGRAPHIC INFORMATION SERVICES

RAVALLI COUNTY HUMAN RESOURCES DEPARTMENT

RAVALLI COUNTY OFFICE OF EMERGENCY MANAGEMENT (3)

RAVALLI COUNTY PLANNING DEPARTMENT

RAVALLI COUNTY PUBLIC HEALTH NURSING DEPARTMENT (1)

RAVALLI COUNTY ROAD DEPARTMENT

RAVALLI COUNTY SEARCH AND RESCUE

RAVALLI COUNTY SHERIFF'S OFFICE (4)

RAVALLI COUNTY SUPERINTENDENT OF SCHOOLS

ROCKY MOUNTAIN LABORATORIES

STEVENSVILLE POLICE DEPARTMENT

UNITED STATES FOREST SERVICE

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1.11 PURPOSE

A. The Ravalli County Comprehensive Emergency Operations Guideline is intended to establish a comprehensive, coordinated approach to incident management in Ravalli County in order to:

1. Protect the health, safety, and property of the citizens of Ravalli County to the fullest extent possible;
2. Facilitate prompt and efficient response and recovery activities;
3. Promote the use of the Incident Command System (ICS) and the National Incident Management System (NIMS);
4. Promote compliance with applicable Montana statutes;
5. Ensure compliance with Montana State disaster and emergency program standards.

B. FORMAT

This Guideline is divided into four sections:

1. Base Plan

The Base Plan provides an overview of the preparedness and response strategies of Ravalli County and its political subdivisions. Additionally, it will describe anticipated hazards, outline agency roles and responsibilities, and explain how this Guideline is kept current.

2. Emergency Support Function (ESF) Annexes

The ESF Annexes each describe a subset of emergency response activities that may be accomplished during an incident. Each ESF Annex identifies primary and support agencies specific to the ESF. The ESF structure provides mechanisms for interagency coordination during all phases of incident management.

3. Incident Annexes

The Incident Annexes focus on managing incidents of a specific hazard or type. Each Incident Annex explains policies, procedures, and activities that may apply.

4. Support Annexes

The Support Annexes describe the framework through which a jurisdiction's departments, agencies, and other organizations coordinate and execute common emergency management strategies.

1.12 SCOPE

- A. This Guideline establishes recommended coordinating structures, processes, and protocols to integrate the activities of various departments, agencies, and organizations within Ravalli County into a framework for action to include mitigation, preparedness, response, and recovery activities.
- B. This is an all-hazards Guideline and is applicable to incidents regardless of size, cause, or complexity. Additionally, this Guideline outlines recommended interagency and multi-jurisdictional coordination mechanisms necessary for the involvement in emergency management activities of the County, municipalities, non-governmental organizations, State, and Federal Government.
- C. This Guideline is applicable within the geographical borders of Ravalli County, Montana, to include the municipalities of Darby, Hamilton, Pinesdale, and Stevensville.
- D. This Guideline is not intended to alter or impede the ability of any department, agency, or jurisdiction to carry out their specific authorities or perform their responsibilities under applicable statutes, regulations, ordinances or policies.

1.13 SITUATION OVERVIEW

A. SITUATION

Ravalli County is one of 56 counties in the State of Montana and is located on the State's western border with Idaho. It encompasses an area of approximately 2,400 square miles. The 2008 population was estimated at 40,664. The County is part of a north/south mountain valley bordered by the Sapphire Mountains on the east and the Bitterroot Mountains on the west. It is often referred to as the Bitterroot Valley. There are four incorporated municipalities within the County, including Darby, Pinesdale, Stevensville, and the County Seat of Hamilton.

Ravalli County is home to two biological laboratories. Rocky Mountain Laboratories (RML) in Hamilton is operated by the United States Government National Institutes of Health. The GlaxoSmithKline Corporation (GSK) operates a facility in Hamilton.

There are two major dams within Ravalli County, Painted Rocks Dam, operated by the Department of Natural Resources and Conservation (DNRC), and Como Dam, operated by the Bureau of Reclamation, and a number of smaller high-hazard dams. The Bitterroot River flows in a northerly direction through Ravalli County towards its confluence with the Clark Fork near Missoula.

There are two public airports within the County. The Ravalli County Airport (6S5) is located east of Hamilton and the Stevensville Airport (32S) is located northeast of Stevensville.

U.S. Highway 93 traverses the County from Lost Trail Pass north to the border with Missoula County. There is one rail spur entering the County in the north end and running south, terminating near Darby.

Marcus Daly Memorial Hospital is the only critical access hospital in the County and is located in Hamilton.

The aforementioned items demonstrate the potential for hazardous situations and incidents to develop in Ravalli County. Incidents that may occur are likely to cause disruption to the community and damage and/or casualties.

B. HAZARD ANALYSIS SUMMARY

1. The following list of potential hazards includes those of natural and man-made origins. These hazards may occur within

Ravalli County or may occur outside of Ravalli County and cause ancillary effects within Ravalli County.

2. This list is intended to help emergency management officials to identify potential hazards and estimate the probability and severity of occurrence, management difficulty, and threat to public safety, life, and property.

3. CURRENT LIST OF HAZARDS

- a. Aircraft Accident or Crash
- b. Bomb Threat or Explosion
- c. Blight, Drought, Infestation
- d. Civil Disorder
- e. Communicable Disease or Pandemic
- f. Criminal Activity
- g. Dam Breach
- h. Earthquake
- i. Flood
- j. Hazardous Material Incident
- k. Mass Casualty Incident
- l. Nuclear or Radiation Incident
- m. Structure Fire
- n. Terrorist Incident
- o. Thunderstorm/Hail/Wind Event
- p. Volcanic Ash
- q. Wildland Fire or Wildfire
- r. Winter Storm

C. CAPABILITY ASSESSMENT

- 1. Ravalli County, its political subdivisions, non-governmental organizations, and citizens have capabilities and resources, which, if effectively implemented in the event of an emergency or disaster incident, may enhance the preservation of life and property.
- 2. An emergency or disaster incident is likely to overwhelm local capabilities and resources. In such case, it is assumed that assistance will be solicited from State and Federal sources or other public or private agencies.

D. MITIGATION OVERVIEW

Current mitigation strategies are focused on disaster and emergency incident types that have the potential to cause a significant impact within Ravalli County. Detailed goals and objectives are

contained in standalone mitigation plans and are beyond the scope of this document.

1.14 PLANNING ASSUMPTIONS

- A. Effective, coordinated incident management is essential to safeguarding lives and property.
- B. While the government takes a key role in disaster and emergency incidents, this Guideline does not alter the responsibility of the citizens of Ravalli County to take personal measures to prepare for, mitigate, respond to and recover from emergencies.
- C. Recovery from disasters is a community-wide responsibility involving actions by government and citizens, and each is critical to accomplishing the range of actions necessary to recover from large-scale incidents.
- D. Ravalli County may experience incidents which go beyond local capabilities and which overwhelm local resources. Assistance through mutual aid agreements, the Emergency Management Assistance Compact (EMAC), and State and Federal resources may be necessary.
- E. The Incident Command System (ICS) and the National Incident Management System (NIMS) will be used for day-to-day emergencies as well as for larger incidents necessitating outside assistance.
- F. Entities with incident response activities exist that are outside the direct control of Ravalli County and/or its political subdivisions. Coordination with such entities is essential to effective incident management.
- G. It is neither implied nor should it be inferred that this Guideline guarantees that a perfect emergency or disaster response will be practical or possible.
- H. This Guideline does not alter the responsibility, ability, or authority under applicable laws of any local, State, or Federal department, agency, or organization.

1.20 CONCEPT OF OPERATIONS

A. GENERAL CONCEPTS

1. County Government Organization

Ravalli County operates under the authority of a quorum of the five members of the Ravalli County Board of County Commissioners (BCC), except following an enemy attack, in which case quorum requirements are suspended under 10-3-606, MCA, and a majority of those Commissioners available for duty are responsible for County operations. Each Commissioner lives within one of the five Commission Districts but is elected by voters from all five districts. Commission terms are four years, with staggered terms. The BCC has legal authority to coordinate, control, and direct the actions and programs of the County departments directly under its organizational structure.

Additional Elected County officials include:

- one (1) Sheriff/Coroner,
- one (1) Treasurer/Surveyor/Assessor,
- one (1) Clerk and Recorder/Superintendent of Schools,
- one (1) Clerk of District Court,
- two (2) Justices of the Peace,
- one (1) Public Administrator, and
- one (1) County Attorney/Auditor.

Each is directly accountable to the citizens of Ravalli County, independent of each other, and responsible for the administration of their respective offices.

Municipalities, some special districts and response organizations, such as fire districts, do not fall under the direct control of the BCC. These entities retain their independent authority and decision making consistent with their legal responsibilities.

2. Ravalli County Office of Emergency Management (OEM)

a. Purpose

To establish an Emergency Management program and organization to serve Ravalli County and its incorporated Municipalities.

b. Authority

10-3-401, et. seq., MCA, Ravalli County Interlocal Agreement, September 22, 1988 (Attachment 1), Ravalli County Commissioners Resolution, February 5, 1971 (Attachment 2).

c. OEM Director / DES Coordinator

The OEM Director / DES Coordinator, hereinafter referred to as the OEM Director, is hired and supervised by the Board of Commissioners (BCC). The OEM Director is directly responsible to the BCC, or the principal executive officer (or chair) in the event of a declared local emergency or disaster under 10-3-402 or 10-3-403, MCA.

d. Duties

The OEM Director shall:

- i. Under the direction of the BCC (or their designee) develop mitigation, response, and recovery plans in cooperation with the LEPC, Incident Commanders, and other community partners;
- ii. Support Incident Commanders in obtaining approval of plans and guidelines from the governing body and, thereafter, maintain and exercise approved plans and guidelines;
- iii. Perform coordination duties as specified by law, policy, plans and guidelines during disaster response and recovery; and
- iv. Comply with Montana State DES and FEMA standards and requirements.

e. Deputy Coordinator

A Deputy Coordinator(s) may be recommended by the OEM Director and appointed by the BCC. The Deputy shall serve as the DES Coordinator / OEM Director in the event the Director is not available. The Deputy Coordinator may be a volunteer.

B. PHASES OF EMERGENCY MANAGEMENT

1. Mitigation

Mitigation activities are those that eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities that minimize the undesirable effects of unavoidable hazards.

2. Preparedness

Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.

3. Response

Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.

4. Recovery

Recovery can be both a short-term and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

C. EMERGENCY OPERATIONS CENTER

1. Purpose

The Emergency Operations Center (EOC) is the designated facility from which response and recovery from a disaster or emergency is controlled and coordinated. These procedures set forth readiness requirements and operating methods for the EOC.

2. Location

The EOC is located in the Elections Room in the basement of the Ravalli County Courthouse, Hamilton, Montana. If the designated EOC cannot be occupied or a preferred alternative location is identified, the OEM Director shall, with the

consultation of the Incident Commander, identify and activate an alternate EOC.

3. Readiness

The OEM Director shall insure that even though the EOC is not used on a day-to-day basis it can be ready for use with minimal delay.

D. ACTIVATION OF GUIDELINE

1. Methods

- a. A local emergency proclamation or disaster declaration. 10-3-402, 10-3-403, MCA.
- b. A local emergency proclamation or disaster declaration followed by a request to the Governor's office that an emergency proclamation or disaster declaration be issued. The Governor's powers are delegated down through the chain of command to local authorities.
- c. A Governor's emergency proclamation or disaster declaration. The Governor's powers are delegated down through the chain of command to local authorities. 10-3-302, 10-3-303, MCA.

2. Procedure

- a. For an incident that threatens to become an emergency or disaster condition, the following steps shall be implemented:
 - i. The Incident Commander shall contact the OEM Director through the 911 Center;
 - ii. The OEM Director shall report to the Incident Commander; and
 - iii. The Incident Commander shall monitor the situation and, if conditions warrant, make the decision to elevate the incident to an emergency or disaster condition.
- b. For an emergency or disaster condition that may require an emergency proclamation or disaster declaration, the following steps shall be implemented:

- i. The Incident Commander shall prepare a situation report and advise the OEM Director;
 - ii. The OEM Director shall notify the appropriate local elected official(s) and seek determination on the need to formally order an emergency proclamation or disaster declaration; and
 - iii. The OEM Director may activate the EOC.
- c. If the BCC or Principal Executive Officer decides to order an emergency proclamation or disaster declaration, the following steps should be implemented:
- i. The Principal Executive Officer or Chairperson of the BCC shall direct the County Attorney to prepare the order;
 - ii. The OEM Director shall notify the Montana State DES Duty Officer;
 - iii. The OEM Director shall activate the EOC;
 - iv. The OEM Director shall request mutual aid or volunteer resources as soon as it is apparent that their services are or may be needed.

ATTACHMENT 1 TO SECTION 1.20

Ravalli County Interlocal Agreement, September 22, 1988

ATTACHMENT 1 - INTERLOCAL AGREEMENT/HAMILTON

AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF HAMILTON
AND THE TOWNS OF STEVENSVILLE, DARBY, AND PINESDALE,
AND THE COUNTY OF RAVALLI TO COOPERATE IN THE PROVISION
OF DISASTER SERVICES

WHEREAS, the City of Hamilton, and the Towns of Stevensville, Darby, and Pinesdale, and the County of Ravalli are each required to perform the following:

1. Prepare a local or interjurisdictional disaster and emergency plan and program (10-3-401 M.C.A.);
2. Designate a local or interjurisdictional agency, responsible for emergency and disaster prevention and preparedness, and coordination of response and recovery. (10-3-201, (1) M.C.A.); and
3. Notify the State Division of Disaster and Emergency Services of the manner by which the political subdivision is providing emergency and disaster planning and services, and identify the person who heads the agency from which planning and services are obtained. (10-3-201.(4) M.C.A.)... and

WHEREAS, the City, Towns, and County believe that the providing of disaster services can best be served through a cooperative effort; and

WHEREAS, THE City, Towns and County believe that disaster planning and response requires the ongoing participation and oversight of departments and agencies having emergency service responsibilities; and

WHEREAS, Title 10, Chapter 3, M.C.A. authorizes an interlocal agreement between the City and County for disaster services.

NOW, THEREFORE, it is understood and agreed between the City of Hamilton and Ravalli County as follows:

1. The Ravalli County Disaster and Emergency Services office shall prepare a Disaster and Emergency Plan for the City of Hamilton, Towns of Stevensville, Darby and Pinesdale, and Ravalli County.

2. The Ravalli County Disaster and Emergency Services Coordinator shall provide disaster planning and coordination services for the City of Hamilton, Town of Stevensville, Town of Darby, and Town of Pinesdale, and Ravalli County.
3. The Ravalli County Disaster and Emergency Services Coordinator shall prepare disaster plans with the participation and oversight of a Disaster Planning Committee representing local government departments and agencies which typically provide or support emergency services.
6. The Ravalli County Disaster and Emergency Services Coordinator shall forward this Agreement and disaster plans as adopted to the State Division of Disaster and Emergency Services.

DATED this 22nd day of September 1988.

MAYOR OF HAMILTON

Jim Whitlock

 Jim Whitlock, Mayor

Richard L. Simpson

 Mayor of Stevensville

Loran D. Thierbert

 Mayor of Pinesdale

RAVALLI COUNTY
 BOARD OF COUNTY COMMISSIONERS

Marion H. Davis

 Marion H. Davis, Chairman

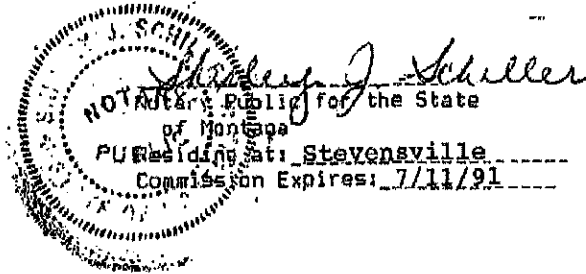
Albert Moody

 Mayor of Darby

ATTEST:

Betty T. Jones

 Clerk & Recorder



Ravalli County Commissioners Resolution, February 5, 1971

RESOLUTION

The following resolution was introduced by _____ of _____, Ravalli County, Montana, and seconded by _____, all members voting, "aye."

Whereas, each political sub-division of the State of Montana is authorized and directed to establish a local organization for Civil Defense in accordance with the Montana State Emergency Operation Plan, by the provisions of the Montana Civil Defense Act of 1951, and

Whereas, the County is authorized by said Act to appoint a director who shall have the responsibility for the organization, administration and operation of the Board of County Commissioners.

Now, THEREFORE, be it resolved that the Board of Commissioners shall appoint a County wide Director of Civil Defense who shall organize, administer, and operate of such a County-wide organization for Civil Defense within the geographic limits of Ravalli County, subject to the direction of the Board of County Commissioners.

BE IT FURTHER RESOLVED that the Director is responsible during normal times to conduct day-to-day activities, which are but not limited to: recommend actions to the County Commissioners and Department Heads, prepare budget requests, arrange for training and assignment of personnel; license, mark and stock public fallout shelters; prepare the annual Federal Program Paper and Progress Report; administer the County Civil Defense Emergency operations plan for the approval by the Chairman of the County Commissioners and the Mayors of Hamilton, Stevensville and Darby. During periods of increased readiness or emergencies discharge the responsibilities outlined in the County Emergency Operations Plan.

Dated at Hamilton, Ravalli County, Montana, this 5th day of Feb, A.D., 1971.

Board of County Commissioners

Howard White
Ed Spennick
Howard Peterson

Attest

F. Snow
County Clerk

1.30 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Most of the departments and offices within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency management procedures in accordance with this Guideline. Individual emergency management and incident response tasks will be addressed further in the **Emergency Support Function Annexes, Incident Annexes, and Support Annexes.**

Specific expectations are as follows:

- A. BOARD OF COUNTY COMMISSIONERS, CHAIRPERSON
(also referred to as "Principal Executive Officer" in document)
 - 1. Coordinate policy decisions with the BCC;
 - 2. Coordinate local response activities with adjacent jurisdictions and State and Federal agencies;
 - 3. Participate in the Joint Information Center; represent the County to the media or delegate and support this function;
 - 4. Implement mutual aid agreements with governmental and private organizations;
 - 5. Provide coordination and policy support to the EOC;
 - 6. Issue emergency proclamations or disaster declarations, where appropriate.
- B. BOARD OF COUNTY COMMISSIONERS, MEMBERS
 - 1. Advise the Chairperson with all necessary policy decisions;
 - 2. Assist the Chairperson with coordination of local response activities with adjacent jurisdictions and State and Federal agencies;
 - 3. Provide coordination and policy support to the EOC.
- C. RAVALLI COUNTY ATTORNEY'S OFFICE
 - 1. Provide legal advice to the Principal Executive, BCC, Elected Officials, and/or department heads;
 - 2. Provide interpretations of State, Federal, and local laws and regulations;

3. Provide policy interpretation and coordination and EOC support, may respond to the EOC upon request.

D. RAVALLI COUNTY SHERIFF'S OFFICE

It is understood that law enforcement agencies with concurrent jurisdiction will work together to provide the best possible service to the public to:

1. Preserve law and order;
2. Control access and traffic to and within restricted areas;
3. Warning and evacuation operations;
4. Provide damage assessment support;
5. Liaison and coordination with other law enforcement agencies;
6. Search and Rescue operations;
7. Provide coordination and policy support to the EOC, may respond to the EOC upon activation or request.

E. RAVALLI COUNTY OFFICE OF EMERGENCY MANAGEMENT

1. Apprise the BCC on disaster preparedness activities;
2. Activate the EOC upon request of the Principal Executive Officer, BCC, or Incident Commander;
3. Serve as liaison for the BCC and the Incident Commander or Incident Management Team;
4. Advise and provide coordination assistance to the Sheriff, Fire Chief, and other command and general staff;
5. Provide communications support for disaster response activities;
6. Prepare and update the Emergency Operations Guideline;
7. Initiate agreements with private and public sectors of the community to supplement the County's disaster response activities;

8. Initiate and/or support emergency preparedness training activities;
9. Develop and ensure readiness of the EOC;
10. Represent the County concerning emergency preparedness matters.

F. RAVALLI COUNTY CORONER'S OFFICE (SHERIFF'S OFFICE)

1. Collection and identification of deceased victims; disposition and/or interment of unclaimed deceased victims;
2. Coordination with other services including funeral homes, the military, and Federal authorities;
3. Provide coordination and policy support to the EOC, may respond to the EOC upon activation or request.

G. RAVALLI COUNTY ROAD DEPARTMENT

1. Provide equipment to aid in the County's disaster response;
2. Provide emergency public road and bridge repair and debris removal operations;
3. Provide damage assessment support;
4. Identify and post hazardous areas that may affect traffic flow;
5. Coordinate emergency repairs of all emergency vehicles;
6. Provide and maintain emergency access roads to and from critical areas;
7. Provide coordination and policy support to the EOC, may respond to the EOC upon activation or request.

H. RAVALLI COUNTY GEOGRAPHIC INFORMATION SERVICES (GIS)

1. Provide current maps, charts, and aerial photos to post in the EOC;
2. Advise and provide coordination assistance to the OEM Director, Sheriff, and other command and general staff.

I. RAVALLI COUNTY PUBLIC HEALTH NURSING DEPARTMENT - ACTING UNDER THE DIRECTION OF THE COUNTY BOARD OF HEALTH, LOCAL HEALTH OFFICER, AND/OR BCC

1. Provide coordination and assistance to disaster medical staff;
2. Provide immunization dispensing centers as necessary;
3. Provide public health education and information;
4. Provide coordination and policy support to the EOC, may respond to the EOC upon activation or request.

J. RAVALLI COUNTY ENVIRONMENTAL HEALTH DEPARTMENT - ACTING UNDER THE DIRECTION OF THE COUNTY BOARD OF HEALTH, LOCAL HEALTH OFFICER, AND/OR BCC

1. Coordinate debris and rubbish disposal operations in disaster areas;
2. Coordinate the removal and disposal of deceased animals;
3. Coordinate teams for the inspection, testing, and, if required, decontamination of public and private water supplies;
4. Coordinate teams for the inspection, testing, and, if required, correction of public and private sewer systems;
5. Inspect and, if required, coordinate disposal of food and medical supplies suspected of contamination;
6. Provide coordination and policy support to the EOC, may respond to the EOC upon activation or request.

K. RAVALLI COUNTY CLERK AND RECORDER'S OFFICE

1. Assist the BCC in the discharge of any orders, resolutions, and/or disaster related ordinances;
2. Ensure that all vital public records are identified, transported, and safely stored;
3. When deemed necessary by the BCC, record conversations and disaster related meetings;
4. Provide access to recorded or filed maps, plats, certificates of survey and other documents.

L. RAVALLI COUNTY HUMAN RESOURCES DEPARTMENT

1. Advise the BCC on all situations involving staffing levels with input from department heads;
2. Initiate requests via the Public Information Officer for volunteer assistance;
3. Develop procedures to facilitate hiring and insurance coverage for all acceptable temporary hire and volunteer personnel;
4. Assist departments with interviews, hiring, and placement;
5. Maintain emergency contact information for immediate family members of County personnel and provide assistance, as necessary, with contacting County personnel and their families.

M. RAVALLI COUNTY ADMINISTRATION AND FINANCE DEPARTMENT

1. Provide timely financial advice for the emergency acquisition of services, supplies, equipment, and/or manpower;
2. Maintain detailed records of disaster related expenditures;
3. Provide coordination and policy support to the EOC, may respond to the EOC upon activation or request.

N. RAVALLI COUNTY 9-1-1 COMMUNICATIONS DEPARTMENT

1. Coordinate with the EOC for the routing and handling of public information and assistance calls;
2. Coordinate with the OEM, fire district/departments, emergency medical service providers, and law enforcement agencies for incident-specific communications needs;
3. Provide for operation and maintenance of County radio system infrastructure;
4. Provide communications support for wide-area services, including NAWAS, CJIN, and the Emergency Alert System.

O. RAVALLI COUNTY INFORMATION TECHNOLOGY DEPARTMENT (IT)

1. Maintain policies and procedures for the preservation, restoration, and/or relocation of County electronic data and resources;
2. Coordinate with the EOC for the provision of computer and telecom equipment and support;

3. Provide coordination and policy support to the EOC, may respond to the EOC upon activation or request.

P. FIRE DISTRICTS/DEPARTMENTS; RAVALLI COUNTY FIRE COUNCIL

1. Provide fire protection and control to minimize loss of life and property;
2. Provide damage assessment support;
3. Provide communications support;
4. Provide public information support and/or a representative to the Joint Information Center;
5. Coordinate with the OEM, Sheriff, and the BCC for the timely implementation of fire restrictions, area closures, evacuation, and population protection measures;
6. Provide coordination and policy support to the EOC, a representative may respond to the EOC upon request.

Q. MUNICIPAL GOVERNMENTS (DARBY, HAMILTON, PINESDALE, STEVENSVILLE)

1. Maintain internal emergency and disaster standard operating procedures (SOP);
2. Provide public information support and/or a representative to the Joint Information Center;
3. Provide coordination and policy support to the EOC, a representative may respond to the EOC upon request.

R. MUNICIPAL PUBLIC WORKS DEPARTMENTS

1. Maintain sewage and water systems;
2. Reroute water systems, as necessary, for emergency water supply;
3. Provide for mitigation of public health hazards as a result of malfunctions, disruptions, and breakages in the water and/or sewage systems;
4. Provide emergency public road repair and debris removal operations;

5. Provide damage assessment support.

S. MUNICIPAL POLICE DEPARTMENTS (DARBY, HAMILTON, PINESDALE, STEVENSVILLE)

1. Preserve law and order;
2. Liaison and coordination with other law enforcement agencies;
3. Assist and support evacuation and population protection measures within the municipal jurisdiction;
4. Provide damage assessment support;
5. Provide coordination and policy support to the EOC, may respond to the EOC upon activation or request.

T. THE DISTRICT AND JUSTICE COURTS

1. Initiate and administer the administering of rights and court scheduling during a mass arrest situation;
2. Initiate and administer all bonding procedures;
3. Provide necessary support staff (judge, bailiffs, and other clerical support) to maintain the County's judicial process.

U. MONTANA STATE DEPARTMENT OF MILITARY AFFAIRS, DISASTER AND EMERGENCY SERVICES DIVISION

1. Pursuant to the authority contained in Title 10, Chapter 3, MCA, all State departments, offices, and agencies, with designated responsibilities contained in the Montana State Disaster and Emergency Plan, will advise and assist Ravalli County in executing disaster and emergency services responsibilities.

V. RAVALLI COUNTY SCHOOL DISTRICTS

1. Provide for the protection of school children during times school is in session;
2. Provide areas for public shelters;
3. Provide buses and drivers for transportation;
4. Provide coordination and policy support to the EOC, a representative may respond to the EOC upon request.

W. MARCUS DALY MEMORIAL HOSPITAL

1. Maintain a hospital disaster and emergency plan;
2. Coordinate patient load assignment to area medical facilities, as necessary;
3. Provide triage assistance, if personnel are available;
4. Provide public information support and/or a representative to the Joint Information Center;
5. Provide coordination and policy support to the EOC, a representative may respond to the EOC upon request.

X. VOLUNTEER ORGANIZATIONS (RED CROSS, SALVATION ARMY)

1. Establish and maintain temporary shelter facilities for evacuees;
2. Establish and maintain food dispersal centers for evacuees;
3. Maintain liaison with community medical providers to assist with needs of evacuees and displaced residents (disaster related only);
4. Maintain liaison with community organizations and resources that may assist in providing clothing and personal supplies for evacuees and displaced residents (disaster related only);
5. Provide and maintain a system through which evacuees and displaced residents can voluntarily register and check for messages or inquiries from relatives and/or family reunification requests;
6. Provide coordination and policy support to the EOC, a liaison may respond to the EOC upon request.

Y. PUBLIC UTILITY PROVIDERS (NORTHWESTERN, RAVALLI ELECTRIC CO-OP, CENTURYLINK, BRESNAN)

1. Provide for restoration of interrupted services;
2. Provide advice on power, natural gas, and telecom interruptions and impact predictions to the EOC;
3. Provide damage assessment support;

4. Provide coordination and policy support to the EOC, a representative may respond to the EOC upon request.

1.40 DIRECTION, CONTROL, AND COORDINATION

A. PURPOSE

To facilitate effective direction, control, and coordination of emergency management activities undertaken in accordance with the Ravalli County Comprehensive Emergency Operations Guideline.

B. INCIDENT COMMAND

1. Authority and Limitations

- a. The authority of the Incident Commander is limited to those powers specifically granted by statute and those that derive from activation of this Guideline.
- b. By participation in the emergency management activities described in this Guideline and associated annexes and appendices, agencies are meeting their statutory obligations or have voluntarily agreed to carry out assigned tasks in support of the Incident Commander. With the exception of applicable powers noted in 1. a. above, the Incident Command System / National Incident Management System recognizes the autonomy of these agencies and their obligation to be accountable to directors, elected officials, boards, or governing bodies outside the control of Ravalli County. 10-3-102 (3), MCA.
- c. The term 'jurisdiction' shall be construed to recognize the limited purposes for which boundaries are established. For example, DNRC may, by contract, have jurisdiction to suppress fire on land that does not belong to the State. This type of jurisdiction does not include incident command responsibility for other types of incidents.
- d. The term 'command' does not necessarily include a responsibility to conduct operations. For example, the USFS is not obligated to establish its own resources and operational capability to handle a hazardous material incident on the Federal land that they control. In such an instance, the USFS would retain command authority, but would use mutual aid to call on another agency to conduct operations.

2. Assignment of Incident Commander

- a. The BCC may assign incident command responsibility for a specific incident type to the agency and official judged to be best suited to respond.
- b. Such assignments shall follow statutory responsibilities when applicable.
- c. Assignments shall be based on consideration of the following factors:
 - i. Specific and implied statutory responsibility;
 - ii. Expertise of the official and agency personnel;
 - iii. Available equipment, materials, and personnel resources of the agency;
 - iv. Willingness of the selected official to assume responsibility.
- d. A Unified Command may be activated for large disasters or situations that involve more than one incident and/or jurisdiction. Under a Unified Command, the various Incident Commanders agree to confer on prioritizing response actions and the use of resources.

3. Current Incident Command Assignments

See Attachment 1.

4. Command and General Staff

- a. The Incident Commander may, at his or her discretion, assign the following positions within the Incident Command Structure:
 - i. Safety Officer
 - ii. Public Information Officer
 - iii. Liaison Officer
 - iv. Operations Section Chief
 - v. Planning Section Chief
 - vi. Finance/Administration Section Chief
 - vii. Logistics Section Chief
- b. Unless specifically assigned to another individual, Command and General Staff responsibilities listed in i through vii above remain with the Incident Commander.

C. MULTI AGENCY COORDINATION

See Section 4.01.

ATTACHMENT 1 to Section 1.40

INCIDENT COMMAND ASSIGNMENTS

A. Aircraft Accident or Crash

1. Accident involving a commercial, private, or military aircraft.
2. Incident Command: Terrorist activities- Ravalli County Sheriff
All other incidents - Fire Chief in a Unified Command with the Sheriff.

B. Bomb Threat or Explosion

1. An actual explosion or a verbal and/or written threat to detonate an explosive or incendiary device to cause property damage or injuries.
2. Incident Command: Ravalli County Sheriff.

C. Blight, Drought, or Infestation

1. Plant disease and pathological or weather conditions causing severe damage to crops and farmland.
2. Incident Command: Ravalli County MSU Extension Agent.

D. Civil Disorder

1. A public disturbance involving acts of violence that cause immediate danger, damage, or injury to others or their property.
2. Incident Command: Ravalli County Sheriff.

E. Communicable Disease or Pandemic

1. A contagious disease spreading rapidly and extensively by infection and affecting many individuals in an area or population at the same time.
2. Incident Command: Ravalli County Local Health Officer.

F. Criminal Activity

1. Criminal activity, such as a hostage or sniper incident, which poses an immediate danger to the public.

2. Incident Command: Ravalli County Sheriff or the Chief of Police of a municipal jurisdiction in which the incident occurs.

G. Dam Incident or Breach

1. A breach or uncontrolled release of the reservoir or findings of damage, distress, or instability of the dam and/or appurtenant structures.
2. Incident Command: Ravalli County Sheriff; Unified Command including the Ravalli County Road Department Director and Local Health Officer may be indicated.

H. Earthquake

1. Shaking and vibration at the surface of the earth resulting from underground movement along a fault plane or from volcanic activity.
2. Incident Command: Ravalli County Sheriff.

I. Flood

1. A flood, ice jam, and/or debris causing obstruction to waterway.
2. Incident Command: Ravalli County Sheriff; Unified Command including the Ravalli County Road Department Director and Local Health Officer may be indicated.

J. Hazardous Material Incident

1. Incident involving radiological, chemical, petroleum, biological materials, or explosives.
2. Incident Command: Fire Chief of the jurisdiction in which the incident occurs.

K. Mass Casualty Incident

1. A large number of casualties produced in a relatively short period of time, usually as the result of a single incident that exceeds local logistic support capabilities.
2. Incident Command: Ravalli County Sheriff in cooperation with the Fire Chief and/or a designated Marcus Daly Memorial Hospital EMS representative.

L. Nuclear or Radiation Incident

1. Any threatened or actual enemy attack upon the United States involving nuclear weapons or any threatened or real disaster involving a nuclear power plant/nuclear waste disposal site.
2. Incident Command: Ravalli County Sheriff.

M. Structure Fire

1. A fire involving the structural components of various residential or commercial buildings.
2. Incident Command: Fire Chief of the jurisdiction in which the incident occurs.

N. Terrorist Incident

1. Any threatened or actual enemy attack upon the United States involving the unlawful use of force or violence by a person or an organized group against people or property with the intention of intimidating or coercing civilians or governments.
2. Incident Command: Ravalli County Sheriff.

O. Thunderstorm/Hail/Wind Event

1. Thunderstorms, hail, or wind which cause damage to infrastructure and/or property and pose dangers to the public beyond isolated events.
2. Incident Command: Ravalli County Sheriff in cooperation with the Road Department Director.

P. Volcanic Ash

1. Ash fall created by volcanic eruptions.
2. Incident Command: Incident Command: Ravalli County Local Health Officer.

Q. Wildland Fire or Wildfire

1. A fire occurring in the wilderness or wildland urban interface (WUI).
2. Incident Command: Fire Chief of the jurisdiction in which the incident occurs.

R. Winter Storm

1. Blizzards, wind and ice storms, extended periods of extreme cold weather, which pose dangers to the public beyond isolated events.
2. Incident Command: Ravalli County Sheriff in cooperation with the Road Department Director.

1.50 INFORMATION COLLECTION AND DISSEMINATION

A. PURPOSE

To facilitate efficient collection, processing, and dissemination of information concerning a potential or actual disaster or emergency.

B. CONCEPT OF OPERATIONS

1. The EOC is the designated facility for coordination of incident information.
2. Situation reports (SITREP) shall be submitted to the EOC by agency representatives, as necessary during an incident.
3. Reports and other information shall be submitted using appropriate Incident Command System forms.
4. Comprehensive situation reports will be disseminated from the EOC, as necessary and appropriate, to the Montana State DES Duty Officer and to agency representatives.

C. SITUATION REPORT FORMAT

The following includes, but is not limited to, information that may form a part of the comprehensive SITREP:

1. Boundaries of the disaster area and designation of an area of operations;
2. Infrastructure status (transportation, communications, energy, and medical);
3. Weather data and/or Hazard-specific information;
4. Status of emergency management facilities;
5. Fires reported in impacted area(s);
6. Emergency Operations Center Status;
7. Declarations, Orders, or Resolutions in effect;
8. Mass Care Information (Shelters, Special Medical Needs, Distribution Sites);

9. Medical Information (Deaths, Injuries, Missing Persons,
Hospital Damages);

10. Current and anticipated resource needs.

1.60 ADMINISTRATION, FINANCE, AND LOGISTICS

A. PURPOSE

To detail the processes that will be used to coordinate appropriate management of resources, emergency operations, and recovery activities.

B. GENERAL

A large-scale emergency or disaster will place a tremendous demand on the resources of Ravalli County. The priorities for resources will be dynamic, based on the type, severity, and duration of the incident. Departures from normal operating procedures, in support of response and/or recovery activities, should be stated in applicable disaster declarations or emergency proclamations, or as specified in this Guideline and its supporting documents.

C. EXTRAORDINARY POWERS

1. Purpose

To establish guidelines for the use of extraordinary powers in response to a disaster or emergency.

2. Scope of Application

a. This section does not restrict emergency powers granted by law to the Incident Commander(s) or emergency responders.

b. Extraordinary powers include, but are not limited to:

- i. Evacuation and population protection; 10-3-406(1)(a), MCA;
- ii. Closure of public roads and streets; 10-3-406(1)(b), MCA;
- iii. Restricting area access; 10-3-406(1)(a), MCA;
- iv. Debris removal and entering private property if properly authorized. 10-3-315, MCA.

3. Authority

a. The authority to use established extraordinary powers is given in the Sections referenced in 2(b) above.

- b. If the power is outside the authority of the Incident Commander or elected official, another elected official who has the authority should be contacted and/or a consultation with the County Attorney should be arranged.
- c. Notwithstanding questions of authority, Incident Commanders have the duty to immediately and unilaterally use powers identified in this Guideline and applicable statutes whenever all of the following conditions exist:
 - i. Persons or property are directly exposed to severe danger;
 - ii. The impact of the danger is in progress or is imminent; and
 - iii. The time lost in obtaining approval from authorities would prevent successful protective measures.
- d. The use of an extraordinary power which has not been approved by specified authorities shall be limited to those measures which will eliminate the immediate danger.
- e. Having used an extraordinary power without the benefit of approval, the Incident Commander shall immediately seek confirmation from the appropriate authority.

D. ADMINISTRATIVE

1. Record Keeping

a. Purpose

To establish procedures for documenting all disaster related records and expenditures consistent with applicable laws and policies.

b. Objectives

- i. Cost Recovery: Documentation of costs for reimbursement by the State and Federal governments;
- ii. Requests for Aid: Documentation of losses to meet criteria for State and Federal assistance programs;
- iii. Budget Control: Insure proper charging of accounts, compliance with statutory budget restrictions and receipt of emergency revenues;

- iv. Legal Protection: Documentation that expenditures and use of emergency powers are in compliance with applicable law;
- v. Critique: Post-incident evaluation of performance and revision of emergency plans;
- vi. Training: Record of emergency to utilize in future training programs.

c. Responsibilities

It is recommended that the following persons and departments shall collect and maintain logs and/or records relating to an emergency or disaster incident:

- i. Incident Commander;
- ii. Elected County and/or Municipal Officials;
- iii. Finance Department / Chief Financial Officer;
- iv. Human Resource Director;
- v. Office of Emergency Management / OEM Director;
- vi. Emergency Operations Center;
- vii. Road Department / Public Works Director(s);
- viii. Law Enforcement, EMS, and/or Fire District/Department(s);
- ix. Board of Health;
- x. Other County and/or municipal departments or offices affected by the incident.

d. Disposition

The OEM Director will collect copies of records, as necessary and required, relating to the emergency or disaster incident. All other offices and departments shall maintain records consistent with department policies and/or applicable laws.

2. Human Resources

a. Purpose

To provide for the efficient use of paid, contract, and volunteer personnel by County Departments and Offices during an emergency or disaster incident.

b. Policy

- i. Additional human resource needs may be met through mutual aid agreements, overtime, hiring of temporary employees, or volunteers;
- ii. The Ravalli County Personnel Policy and any collective bargaining agreements remain in effect during a proclaimed emergency or declared disaster;
- iii. Employees and/or volunteers shall not be assigned work where a lack of experience, training, equipment, or supervision presents an unnecessary risk to any person or property.

c. Paid Personnel

- i. Unless a department has existing budget authority to hire temporary employees or incur overtime, authorization to initiate such hiring or overtime use shall come from the BCC;
- ii. Whenever an emergency exists which requires the immediate services of one or more persons and it is not practical to secure the services of such persons through the normal recruitment process, the department head may make emergency appointments for a period not to exceed 30 calendar days. Conditions set forth in (c)(i) above must be met for such appointments. Emergency appointed employees shall not be entitled to employee benefits other than those required by State law;
- iii. Notwithstanding the circumstances described in (c)(ii) above, hiring of employees shall be processed by normal policies and procedures through the Human Resources Department;
- iv. Notwithstanding collective bargaining agreements or established department work schedules, department heads shall not require work beyond the eight hours in

a workday, without the consent of the employee. With the expressed consent of the employee, department heads shall attempt to limit work shifts to no more than 12 hours with at least an 8-hour break between shifts;

v. Employees may be required to perform any work as needed, provided such work is consistent with applicable collective bargaining agreements.

d. Volunteer Personnel

i. Volunteers assisting County Departments and Offices, other than those who are organized, trained and equipped prior to an emergency or disaster, shall not be used in any capacity. Exceptions to this policy shall be evaluated on a case-by-case basis in consultation with the Human Resource Director;

ii. Volunteers or volunteer organizations shall be referred to the OEM Director;

iii. It is recommended that volunteers be certified in basic Incident Command System (ICS) and National Incident Management System (NIMS).

e. Liability of Public Employees and Officials

Montana's Tort Claims Act (Title 2, Chapter 9, MCA) makes it clear that public officers and employees are not personally liable for any negligent torts committed in the course of their employment. Indeed, the law mandates that the appropriate governmental employer be joined as a party to any negligence lawsuits against employees and further requires that employee's legal expenses and any judgments be paid by the governmental entity. 2-9-101, 2-9-102, and 2-9-305, MCA.

3. Emergency Proclamations and Disaster Declarations

a. Definitions

i. Emergency: The imminent threat of a disaster causing immediate peril to life or property which timely action can avert or minimize. 10-3-103(7), MCA.

ii. Emergency proclamation: A formal decision by the Principal Executive Officer or Governor that an

emergency exists within his/her respective jurisdiction. 10-3-302 and 10-3-402, MCA.

- iii. Disaster: The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including tornadoes, windstorms, snowstorms, wind-driven water, high water, floods, wave action, earthquakes, landslides, mudslides, volcanic action, fires, explosions, air or water contamination requiring emergency action to avert danger or damage, blight, droughts, infestations, riots, sabotage, hostile military or paramilitary actions, disruption of state services, or accidents involving radiation by-products or other hazardous materials. 10-3-103(3), MCA.
- iv. Disaster Declaration: A formal decision by the principal executive officer or the Governor that a disaster exists within his/her respective jurisdiction. 10-3-303 and 10-3-403, MCA.
- v. Principal Executive Officer: The mayor, presiding officer or chair of the BCC, or other chief executive officer of a political subdivision. 10-3-103(10), MCA.

b. Purpose

An emergency proclamation or disaster declaration is the prerequisite to the following actions:

- i. Activation of operations under this Guideline;
- ii. A request to the Governor to enact specific emergency powers;
- iii. A request for the use of money from the State Emergency and Disaster Fund;
- iv. A request for State or Federal assistance;
- v. Use of the two-mill emergency levy. 10-3-405, MCA.

E. FINANCE

- 1. Funding allocations to meet the needs of an emergency or disaster incident can be obtained through:

- a. Existing budgets;
 - b. Budget transfers; 7-6-4031, MCA;
 - c. Emergency levy; 10-3-405, MCA;
 - d. Montana State Emergency and Disaster Fund; 10-3-311, MCA;
 - e. Federal assistance.
2. Expenditures of County monies for emergency operations will be conducted in accordance with existing laws, ordinances, and County policy. Accounting for expenditures, including any State or Federal funds, may be subject to audit.
 3. Individual departments are responsible for collection and reporting of records documenting disaster costs.

F. LOGISTICS

1. Facilities

a. Emergency Operations Center (EOC)

The EOC is the pre-designated facility from which emergency management personnel and government officials exercise direction and control in an emergency or disaster and provide high-level support to the Incident Commander(s).

b. Incident Command Facilities

Incident Command Facilities, including, but not limited to the Incident Command Post, Staging Areas, and Joint Information Center will be designated on a case-by-case basis by the Incident Commander.

2. Resource List

a. The Resource List is compiled and maintained by the Office Of Emergency Management;

b. Departments and agencies are encouraged to submit descriptions of types and kinds of available resources for inclusion in the List.

3. Mutual Aid

By authority granted under 10-3-202(1), MCA, Ravalli County and its political subdivisions are eligible signatories to mutual aid agreements with other public and private agencies.

1.70 PLAN DEVELOPMENT AND MAINTENANCE

- A. In the Fall of 2009, Ravalli County received Federal Homeland Security grant funding for a major revision and update of the County's existing Emergency Operations Guideline. The revised Guideline was compiled from existing plans and related documents, Federal guidelines, local experiences, and verbal and written input from LEPC members.
- B. This Guideline will be executed upon adoption by the BCC.
- C. Coordination, development, and maintenance of this plan is the responsibility of the Office of Emergency Management with support and input from the LEPC.
- D. The components of this Guideline will be reviewed and updated as needed, or as required by law.
- E. Changes to this Guideline may include additions of new or supplementary material and deletions.
- F. Any department or agency with assigned responsibilities within this Guideline may propose a change. Any such changes must be submitted in writing to the OEM Director. The OEM will coordinate review and approval of proposed modifications.
- G. Proposed changes must be reviewed by the LEPC and submitted to the BCC for adoption.
- H. At such time that this Guideline is implemented in an actual or simulated disaster or emergency incident, an after action review should be conducted to determine necessary changes.

APPENDIX A: AUTHORITIES AND REFERENCES

Emergency Planning and Community Right-to-Know Act of 1986

Homeland Security Presidential Directive (HSPD) - 5: Management of Domestic Incidents

Homeland Security Presidential Directive (HSPD) - 8: National Preparedness

Montana Code Annotated (MCA) Title 2, Chapter 9 - Liability Exposure and Insurance Coverage

Montana Code Annotated (MCA) Title 7 - Local Government

Montana Code Annotated (MCA) Title 10, Chapter 3 - Disaster and Emergency Services

Montana Local Government Disaster Information Manual

National Incident Management System, December, 2008

National Response Framework, January, 2008

Ravalli County All Hazards Public Health Emergency Operations Addendum

Ravalli County Commissioners Resolution, February 5, 1971

Ravalli County Dams Emergency Action Plan Book (File: OEM, Sheriff's Office, 911 Center)

Ravalli County Interlocal Agreement, September 22, 1988

Ravalli County Pandemic Influenza Plan

Ravalli County Personnel Policies and Resolution, July 18, 2005

Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended, June 2007

State of Montana Disaster and Emergency Plan

APPENDIX B: ACRONYMS

BCC	Board of County Commissioners
CDC	Centers for Disease Control and Prevention
CJIN	Criminal Justice Information Network
DES	Disaster and Emergency Services
DMA	Department of Military Affairs
DNRC	Department of Natural Resources and Conservation
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GSK	GlaxoSmithKline
HEAT	Health Emergency Advisory Team
HIPAA	Health Insurance Portability and Accountability Act
ICS	Incident Command System
ITSD	Information Technology Services Division
IM	Interoperability Montana
LEPC	Local Emergency Planning Committee
LGDIM	Local Government Disaster Information Manual
MAC	Multi-Agency Coordination
MCA	Montana Code Annotated
MCI	Mass Casualty Incident
MFI	Mass Fatality Incident

MOU	Memorandum of Understanding
NAWAS	National Warning System
NGO	Non-Governmental Organization
NIMS	National Incident Management System
OEM	Office of Emergency Management
PHN	Public Health Nursing
PSAP	Public Safety Answering Point
PSSB	Public Safety Services Bureau
RACES	Radio Amateur Civil Emergency Service
RCSO	Ravalli County Sheriff's Office
RML	Rocky Mountain Laboratories
SAR	Search and Rescue
SECC	State Emergency Coordination Center
SITREP	Situation Report
SOP	Standard Operating Procedure
USFS	United States Forest Service

EMERGENCY SUPPORT FUNCTION

ANNEXES

2.02 ESF #2 TELECOMMUNICATIONS/INFORMATION SYSTEMS AND WARNING

- A. PRIMARY AGENCY: 911 Center
- B. SUPPORT AGENCIES: Amateur Radio Operators
Information Technology Department
Missoula County 9-1-1 Center
Missoula County Sheriff's Office
Municipal Law Enforcement Agencies
Office of Emergency Management
CenturyLink
Sheriff's Office
Wireless Telephone Companies

C. PURPOSE

To identify communications systems and methods providing for the efficient flow of information, alerts, and warning preceding and during an emergency or disaster.

D. SCOPE

This ESF applies to all communication and warning assets utilized within the County including public safety radio, 9-1-1, voice and data systems, telephony, National Warning System, Emergency Alert System, and Amateur Radio.

E. CONCEPT OF OPERATIONS

1. The Ravalli County 9-1-1 Communications Center is located at the Ravalli County Courthouse in Hamilton, Montana. The 9-1-1 Center functions as the countywide public safety answering point (PSAP), warning point, and provides dispatch services for all law enforcement, fire, emergency medical, and other various emergency response organizations within Ravalli County;
2. The Emergency Operations Center is located in the Elections Room of the Ravalli County Courthouse. The OEM maintains a cache of telephones with dedicated lines which are able to be initially deployed in the EOC. Additionally, the EOC has network connectivity to the County network and wireless Internet access;
3. The Emergency Alert System operates through local radio and television broadcast stations. The National Weather Service Office in Missoula, Montana is the designated liaison through which EAS messages are disseminated;

4. Normal communications systems that are operational should be utilized as much as possible during and after an emergency or disaster. Additional needs may be met by allocating day-to-day communications resources to special emergency use;
5. Agencies and representatives assigned to ESF 2 will be alerted as deemed necessary and appropriate by the Incident Commander and/or Primary Agency.

F. RESPONSIBILITIES

The following responsibilities are recommended for ESF 2. Each phase requires cooperation and collaboration between primary and supporting agencies and the intended recipients of service. Coordination of specific agency roles responsibilities shall be done through the primary agency. Primary and support agency assignments do not imply or obligate respective agencies to any financial responsibility relating to this ESF.

1. Preparedness

- a. Identify mission critical functions and systems;
- b. Prepare and maintain standard operating procedures, resource inventories, personnel rosters, and mobilization information;
- c. Conduct regular inspections, tests, and exercises of the communication and warning systems.

2. Response

- a. Activate communication and warning emergency procedures;
- b. Coordinate with other ESF's represented at the EOC;
- c. Obtain and coordinate resources, as necessary;
- d. Ensure the integrity and operation of emergency communications systems.

3. Recovery

- a. Assess status of communications systems;
- b. Carry out operations, as necessary, to expedite restoration and recovery operations;

c. Identify and coordinate the use of alternative services to temporarily restore communications in affected areas.

4. Mitigation

a. Identify and correct potential hazards and vulnerabilities;

b. Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.

2.03 ESF #3 PUBLIC WORKS

- A. PRIMARY AGENCIES: Road and Bridge Department
Municipal Public Works Departments
- B. SUPPORT AGENCIES: Bitter Root Disposal
Environmental Health Department
Montana Department of Transportation
NorthWestern Energy
Planning Department
Ravalli County Electric Cooperative

C. PURPOSE

To provide public works support of emergency management objectives.

D. SCOPE

This ESF applies to roads and road signs, bridges, and other public works infrastructure within Ravalli County.

E. CONCEPT OF OPERATIONS

1. Each ESF 3 agency is a County or municipal agency or a private entity, with identified chains of command that oversee the operational portion of the agency;
2. In a large-scale incident, a designated primary agency representative(s) will assist in establishing priorities for emergency public works operations through the EOC or Incident Command Post;
3. If the situation is beyond the capabilities of ESF 3 agencies, assistance may be sought through businesses and contractors for assistance with inspections, provision of specialized and/or heavy equipment, technical services, and trained operators;
4. A large-scale incident may cause extensive damage to property and infrastructure. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable;
5. Agencies and representatives assigned to ESF 3 will be alerted as deemed necessary and appropriate by the Incident Commander and/or Primary Agency.

F. RESPONSIBILITIES

The following responsibilities are recommended for ESF 3. Each phase requires cooperation and collaboration between primary and supporting agencies and the intended recipients of service. Coordination of specific agency roles responsibilities shall be done through the primary agency. Primary and support agency assignments do not imply or obligate respective agencies to any financial responsibility relating to this ESF.

1. Preparedness

- a. Prepare and maintain standard operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for emergency activation;
- b. Establish contact with private resources that could provide support during an emergency;
- c. Identify critical public services and develop plans identifying repair priorities in the event any of these become damaged.

2. Response

- a. Coordinate with other ESF's represented at the EOC;
- b. Request outside assistance from other jurisdictions and the private sector, as necessary;
- c. Prioritize and implement emergency clearing of debris from transportation routes to provide access for emergency response personnel, equipment, and supplies in affected areas;
- d. Provide life-safety services as required and appropriate.

3. Recovery

- a. Inspect damage to streets, bridges, public sewer and water systems, and public buildings;
- b. Prioritize and implement the clearing, repair or reconstruction of transportation facilities;
- c. Prioritize and implement the restoration of critical public works facilities and services.

4. Mitigation

- a. Identify and correct vulnerabilities in the public works infrastructure;
- b. Identify and implement methods of modifying public works infrastructure to increase resistance to the effects of disaster.

2.04 ESF #4 FIREFIGHTING

- A. PRIMARY AGENCY: Rural Fire District(s)
Municipal Fire Department(s)
- B. SUPPORT AGENCIES: Marcus Daly Memorial Hospital
Montana State DNRC
Sheriff's Office
U.S. Fish & Wildlife Service
U.S. Forest Service

C. PURPOSE

To provide fire service resources and operations in support of response to emergency incidents and events.

D. SCOPE

This ESF addresses the management and coordination of activities relating to the detection and suppression of fires within Ravalli County.

E. CONCEPT OF OPERATIONS

1. ESF 4 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System;
2. During all phases of emergency management, ESF 4 will evaluate relevant information and coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets;
3. ESF 4 primary and support agencies are responsible for the training of their respective personnel;
4. Firefighting assets within the County are notified and dispatched through the 911 Center. Support agencies will be notified and dispatched at the request of the Incident Commander or per existing standard operating procedure;
5. Agencies and representatives assigned to ESF 4 will be alerted as deemed necessary and appropriate by the Incident Commander and/or Primary Agency.

F. RESPONSIBILITIES

The following responsibilities are recommended for ESF 4. Each phase requires cooperation and collaboration between primary and supporting agencies and the intended recipients of service. Coordination of specific agency roles responsibilities shall be done through the primary agency. Primary and support agency assignments do not imply or obligate respective agencies to any financial responsibility relating to this ESF.

1. Preparedness

- a. Ensure mutual aid agreements are current;
- b. Maintain necessary equipment to support firefighting activities;
- c. Identify and type emergency response resources;
- d. Participate in inter-agency preparedness organizations, which collaborate in preparedness activities on a regular basis;
- e. Coordinate the development and implementation of emergency response, structure and wildland firefighting strategies.

2. Response

- a. Establish and maintain a system to support on-scene direction and control and coordination with other entities as appropriate;
- b. Position and/or relocate response resources as necessary or due to anticipated impacts of the incident;
- c. Activate mutual aid, as necessary;
- d. Document and maintain appropriate records of costs incurred during an incident, including any lost or damaged equipment, any personnel or equipment accidents;
- e. Coordinate with support agencies and other ESF's to ensure appropriate, safe, and timely completion of necessary response activities.

3. Recovery

- a. Continue activities in coordination with the EOC based on the requirements of the incident;

- b. Assist in damage assessment, safety inspections of structures, identification of potential fire hazards and other issues, such as downed power or gas lines;
- c. Participate in after action briefings and develop after action reports.

4. Mitigation

- a. Develop fire safety programs and measures that include disaster situations and present them to the public;
- b. Review hazard/vulnerability analysis, including forest and wildland-urban interface areas;
- c. Recommend establishment of fire season and restrictions, as appropriate.

2.05 ESF #5 EMERGENCY MANAGEMENT

- A. PRIMARY AGENCY: Office of Emergency Management
- B. SUPPORT AGENCIES: 9-1-1 Center
Amateur Radio Operators
Geographic Information Services
Information Technology Department
Montana State DES
National Weather Service
Ravalli County Commissioners
Retired Senior Volunteer Program

C. PURPOSE

To provide for the effective direction, control, and coordination of emergency management activities during emergency or disaster operations.

D. SCOPE

This ESF applies to the Office of Emergency Management and other local government and volunteer organizations that commonly report to the EOC during an activation. This includes alert and notification, staffing of the EOC, support to command, operations, logistics, information management, direction and control, facilitation of requests for State or Federal assistance, and other support as required.

E. CONCEPT OF OPERATIONS

1. The Office of Emergency Management is the primary agency in support of the four phases of emergency management: mitigation and preparedness activities to reduce or eliminate incident damages, and response and recovery efforts during and after an incident;
2. The EOC is the primary designated facility for the coordination, collection, and dissemination of information during activations. Information will be coordinated through the EOC or other designated point, as appropriate to the incident;
3. It is recommended that response agencies involved in an emergency or disaster incident provide a liaison to the EOC, as necessary and appropriate;

4. The EOC may be activated or deactivated as required for exercises, impending or actual emergencies by request of the Incident Commander, Sheriff, OEM Director, or the BCC.

F. RESPONSIBILITIES

The following responsibilities are recommended for ESF 5. Each phase requires cooperation and collaboration between primary and supporting agencies and the intended recipients of service. Coordination of specific agency roles responsibilities shall be done through the primary agency. Primary and support agency assignments do not imply or obligate respective agencies to any financial responsibility relating to this ESF.

1. Preparedness

- a. Develop and maintain the Comprehensive Emergency Operations Guideline;
- b. Develop and maintain standard operating procedures and other procedures necessary to support operation of the EOC;
- c. Ensure communication systems such as phone, fax, and radio are functional, and provide coordination with Amateur Radio Operators;
- d. Review and identify deficiencies in plans and determine appropriate corrective action.

2. Response

- a. Provide situation reports to the State Emergency Coordination Center, as appropriate. This will be done by the most efficient means available;
- b. Coordinate preparation of Disaster Declaration or Emergency Proclamation and any amendments;
- c. Receive and process requests from local government for specific State and Federal disaster and emergency assistance;
- d. Activate and staff the EOC, as necessary;
- e. Coordinate with local governments and agencies on emergency response activities.

3. Recovery

- a. Coordinate Public and Individual Assistance programs with local, State, and Federal government, as needed;
- b. Conduct and participate in after action reviews to determine the effectiveness of established plans and standard operating procedures; document and disseminate any lessons learned;
- c. Coordinate with local governments and agencies on short- and long-term recovery operations and recovery planning.

4. Mitigation

- a. Identify potential mitigation opportunities from previous damage assessments;
- b. Apply for funding through federal and state pre- and post-disaster mitigation grant programs for projects identified in hazard mitigation plans;
- c. Provide public information and outreach on family, home and business mitigation efforts.

2.06 ESF #6 MASS CARE, EMERGENCY ASSISTANCE, AND HUMAN SERVICES

A. PRIMARY AGENCY: American Red Cross

B. SUPPORT AGENCIES: H.E.A.R.T. Ministries
Office of Emergency Management
Public Health Nursing Department
Public School Districts

C. PURPOSE

To coordinate the provision of emergency shelter, mass feeding, human services, and distribution of relief supplies for victims of a disaster and disaster workers.

D. SCOPE

This ESF addresses temporary short term sheltering and associated support needs in Ravalli County during a large-scale emergency or disaster and the coordination of opening shelters through the EOC in conjunction with the American Red Cross.

E. CONCEPT OF OPERATIONS

1. Ravalli County will support the efforts of the American Red Cross with the activation of shelters;
2. Shelters will be managed in accordance with applicable American Red Cross regulations and procedures;
3. Requests to open and close shelters will be assessed in accordance with public need, as determined by the American Red Cross, Sheriff, OEM Director, and Chairperson of the BCC;
4. Depending on the incident and severity of its effects, Ravalli County may have limited numbers of shelters and/or resources to manage shelters;
5. Mass care includes such basic human needs as emergency shelter, emergency provisions of food, water, and other essential needs and will be provided to all citizens without regard to race, color, national origin, religion, sex, age, or disability.

F. RESPONSIBILITIES

The following responsibilities are recommended for ESF 6. Each phase requires cooperation and collaboration between primary and supporting agencies and the intended recipients of service.

Coordination of specific agency roles responsibilities shall be done through the primary agency. Primary and support agency assignments do not imply or obligate respective agencies to any financial responsibility relating to this ESF.

1. Preparedness

- a. Identify and certify appropriate shelter and mass care facilities;
- b. Develop and maintain MOUs and/or mutual aid agreements;
- c. Conduct planning meetings, training, and disaster preparedness exercises.

2. Response

- a. Establish a liaison to the EOC;
- b. Evaluate mass care needs and make recommendations regarding allocation of resources and establishment of priorities;
- c. Operate shelters as needed;
- d. Request volunteer agencies and private resources to contribute to the response effort, as necessary and appropriate.

3. Recovery

- a. Coordinate the consolidation of shelters, staff, resources and supplies as sheltering needs diminish;
- b. Provide information to the EOC for inclusion in after action reports;
- c. Coordinate with appropriate agencies and organizations to ensure shelter occupants are aware of recovery services available to them.

4. Mitigation

- a. Educate citizens on disaster preparedness activities;
- b. Encourage shelter considerations in architectural design.

2.07 ESF #7 RESOURCE SUPPORT

A. PRIMARY AGENCY: Office of Emergency Management

B. SUPPORT AGENCIES: American Red Cross
Finance/Administration Department
H.E.A.R.T. Ministries
Human Resource Department
Montana State DES
Ravalli County Commissioners

C. PURPOSE

To assist in the acquisition of resources in support of local government and non-governmental organizations responding to large-scale emergency or disaster incidents.

D. SCOPE

This ESF applies to operations during large-scale incidents having a widespread impact on Ravalli County. Resource support includes the provision of services, personnel, commodities, and facilities during the response and recovery phases of an emergency or disaster. Applicable resources are those beyond what are available and utilized under normal day-to-day operations.

E. CONCEPT OF OPERATIONS

1. Upon activation, this ESF will support the response of local government, non-governmental organizations, and Incident Command;
2. Each responding organization shall utilize established procedures for managing organization or agency resources;
3. Response shall be conducted through local and mutual aid resources to the extent possible, prior to requests for outside assistance;
4. Notwithstanding existing agreements, MOUs, or post-disaster cost recovery and reimbursement from State and Federal sources, the requesting agency is responsible for the payment of requested resources;
5. Procurement processes shall be conducted as described in existing department or agency policies and applicable laws;

6. Incoming resources shall be managed according to the Incident Command System and National Incident Management System.

F. RESPONSIBILITIES

The following responsibilities are recommended for ESF 7. Each phase requires cooperation and collaboration between primary and supporting agencies and the intended recipients of service. Coordination of specific agency roles responsibilities shall be done through the primary agency. Primary and support agency assignments do not imply or obligate respective agencies to any financial responsibility relating to this ESF.

1. Preparedness

- a. Develop and maintain current resource list;
- b. Develop and maintain current call-down lists for after hours contact of key personnel;
- c. Encourage the use of mutual aid agreements;
- d. Develop policies and procedures to expedite emergency acquisition of resources.

2. Response

- a. Establish communications to organize resource support;
- b. Identify staging areas and check-in procedures;
- c. Coordinate with volunteer organizations and individuals, as needed;
- d. Provide support and coordination for managing spontaneous donations of goods, services, and volunteers through the EOC;
- e. Coordinate local requests for resources and support from State and Federal sources;
- f. Maintain appropriate documentation of resources and requests.

3. Recovery

- a. Provide continued support and coordination for resource requests;

- b. Complete required documentation pursuant to applicable policies and laws;
- c. Provide coordination for requests of State or Federal assistance or reimbursement;
- d. Assist in demobilization activities, as necessary.

4. Mitigation

- a. Identify and correct vulnerabilities impeding the use of local resources during emergency or disaster incidents;
- b. Identify required staffing and logistical support needs;
- c. Develop applicable contingency plans.

2.08 ESF #8 PUBLIC HEALTH AND MEDICAL SERVICES

A. PRIMARY AGENCY: Public Health Nursing Department

B. SUPPORT AGENCIES: American Red Cross
Environmental Health Department
Local Health Officer
Marcus Daly Memorial Hospital
Montana State DPHHS
Sheriff's Office

C. PURPOSE

To provide coordination and support of health and medical activities and resources in large-scale emergency or disaster incidents.

D. SCOPE

This ESF applies to incidents within Ravalli County in which public health and medical support to local operations becomes necessary. This may include assessment of public health and medical needs, surveillance, medical care personnel, and medical equipment and supplies.

E. CONCEPT OF OPERATIONS

1. The Ravalli County Public Health Nursing Department, acting under the direction of the County Board of Health/Local Health Officer, is the lead agency for coordination of public health services during a disaster;
2. Local departments and agencies should be prepared to carry out short-term response and recovery activities on an independent basis prior to receiving assistance from State or Federal ESF 8;
3. Prior to or during a public health related incident, effective preventative and therapeutic medication and other medical equipment may be in short supply and not immediately available to ESF 8 agencies;
4. Health care workers and other first responders may be at a higher risk of exposure and illness than the general population;
5. Natural or human caused disasters often have ancillary public health related effects;

6. State and Federal agencies will operate in response to public health related incidents in accordance with their respective plans and procedures and pursuant to applicable laws;
7. Responding personnel will not be given assignments beyond the scope of current training and/or certification or where lack of appropriate equipment presents an unnecessary risk to any person;
8. ESF 8 will manage medical information on individual patients pursuant to HIPAA regulations.

F. RESPONSIBILITIES

The following responsibilities are recommended for ESF 8. Each phase requires cooperation and collaboration between primary and supporting agencies and the intended recipients of service. Coordination of specific agency roles responsibilities shall be done through the primary agency. Primary and support agency assignments do not imply or obligate respective agencies to any financial responsibility relating to this ESF.

1. Preparedness

- a. Develop standard operating procedures pertaining to request, receipt, distribution, and replenishment of the Strategic National Stockpile (SNS) and pandemic influenza;
- b. Coordinate planning with appropriate local, State, and Federal ESF 8 agencies;
- c. Develop and maintain current call-down lists for after hours contact of key personnel;
- d. Coordinate training and exercises for public health related incidents, including pandemic;
- e. Identify needed health and medical supplies;
- f. Activate the Health Emergency Advisory Team (HEAT), as necessary.

2. Response

- a. Direct and monitor public health response activities;

- b. Coordinate with ESF 15 in implementing public relations activities;
- c. Coordinate evaluation of local public and environmental health situation and prepare health advisories, as appropriate;
- d. Implement a surveillance and monitoring system;
- e. Request mutual aid, as necessary;
- f. Coordinate with other ESF's, as needed, to facilitate an effective response;
- g. Provide support to any criminal investigation(s) relating to the incident.

3. Recovery

- a. Compile reports for local, State, and Federal agencies and officials;
- b. Identify potential and/or continuing hazards affecting public or environmental health;
- c. Continue public information and guidance activities;
- d. Initiate a financial reimbursement process, where available;
- e. Identify any remaining unmet needs;
- f. Assist in demobilization activities, as necessary;
- g. Conduct and participate in after action reviews to determine the effectiveness established plans and standard operating procedures. Document and disseminate any lessons learned.

4. Mitigation

- a. Coordinate and promote immunizations and family planning services;
- b. Conduct epidemic intelligence, evaluation, presentation, and detection of communicable diseases;
- c. Conduct normal public health surveillance activities;

- d. Promote public outreach and education of safety programs, including disaster situations and evacuation procedures.

2.09 ESF #9 SEARCH AND RESCUE

- A. PRIMARY AGENCY: Search and Rescue
- B. SUPPORT AGENCIES: Geographic Information Services
Office of Emergency Management
Sheriff's Office
Rural Fire District(s)
Municipal Fire Department(s)

C. PURPOSE

To provide Search and Rescue (SAR) resources and operations in response to emergency or disaster incidents.

D. SCOPE

This ESF is applicable to incidents within Ravalli County in which it becomes necessary to search for, rescue, and/or recover by means of ground, marine, or air activity any person who becomes lost, injured, or is deceased. This ESF serves as a guideline for coordination of SAR operations and should not be used as a prescribed action plan.

E. CONCEPT OF OPERATIONS

1. Search and Rescue units and their officers are under the operational control and supervision of the Sheriff, or his/her designee; 7-32-235, MCA;
2. Responding personnel and/or SAR units will not be assigned missions beyond the scope of current training and/or certification or where lack of appropriate equipment presents an unnecessary risk to any person;
3. Requests for additional resources including special skills, expertise, or equipment should be coordinated through the EOC, or per existing agreement or standard operating procedure;
4. During a large-scale incident, the primary agency will assist in the coordination of all Search and Rescue activities. Routine operations will be conducted as described in individual Search and Rescue standard operating procedures.

F. RESPONSIBILITIES

The following responsibilities are recommended for ESF 9. Each phase requires cooperation and collaboration between primary and

supporting agencies and the intended recipients of service. Coordination of specific agency roles responsibilities shall be done through the primary agency. Primary and support agency assignments do not imply or obligate respective agencies to any financial responsibility relating to this ESF.

1. Preparedness

- a. Identify required training and certification;
- b. Coordinate training and exercises for Search and Rescue Team members, support agencies, and other response organizations;
- c. Identify mutual aid procedures and resources for urban SAR, communications support, air support, and logistical support;
- d. Prepare and maintain standard operating procedures, resource inventories, and personnel rosters.

2. Response

- a. Coordinate with support agencies to support response activities, as needed;
- b. Coordinate with other ESF's represented at the EOC;
- c. Identify staging areas and check-in procedures;
- d. Establish command and initiate SAR operations.

3. Recovery

- a. Maintain liaison with the EOC in support of continuing operations;
- b. Coordinate demobilization and return of SAR resources.

4. Mitigation

- a. Provide education and outreach to the public;
- b. Identify and seek funds for upgrade of critical facilities and providing auxiliary power.

2.10 ESF #10 HAZARDOUS MATERIALS

- A. PRIMARY AGENCY: Rural Fire District(s)
Municipal Fire Department(s)
- B. SUPPORT AGENCIES: Environmental Health Department
Office of Emergency Management
Public Health Nursing Department
Regional HAZMAT Team
Sheriff's Office

C. PURPOSE

To provide Hazardous Materials (HAZMAT) resources and operations in support of response to emergency or disaster incidents.

D. SCOPE

This ESF is applicable to actual or potential releases of Hazardous Materials within Ravalli County. It includes activities to respond to, prevent, minimize, or mitigate a threat to public health, welfare, and the environment.

E. CONCEPT OF OPERATIONS

1. Generally, Ravalli County resources do not maintain the requisite training or equipment for a HAZMAT response. In most cases, it will be necessary to activate mutual aid through the Regional HAZMAT Team;
2. Responding personnel and/or teams will not be assigned missions beyond the scope of current training and/or certification or where lack of appropriate equipment presents an unnecessary risk to any person;
3. Requests for additional resources including the Regional HAZMAT Team, special skills, expertise, or equipment will be coordinated through the EOC and forwarded to the State DES Duty Officer;
4. Incident Command authority will remain with the District Fire Chief throughout the duration of an incident;
5. In a large-scale incident requiring State or Federal assistance, the primary agency will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

F. RESPONSIBILITIES

The following responsibilities are recommended for ESF 10. Each phase requires cooperation and collaboration between primary and supporting agencies and the intended recipients of service. Coordination of specific agency roles responsibilities shall be done through the primary agency. Primary and support agency assignments do not imply or obligate respective agencies to any financial responsibility relating to this ESF.

1. Preparedness

- a. Ensure primary agency personnel are trained in their responsibilities and duties relating to this ESF;
- b. Ensure notification and call-down lists are current;
- c. Participate in exercises relating to Hazardous Materials;
- d. Maintain liaison relationships with support agencies;
- e. Identify sources of Hazardous Materials that may exist in Ravalli County.

2. Response

- a. Activate mutual aid resources, as necessary;
- b. Implement applicable HAZMAT plans or standard operating procedures;
- c. Coordinate with other ESF's represented at the EOC;
- d. Identify staging areas and check-in procedures;
- e. Coordinate with the EOC and/or OEM to make appropriate notifications to State or Federal agencies;
- f. Maintain appropriate documentation of resources and requests.

3. Recovery

- a. Maintain liaison with the EOC in support of continuing operations;
- b. Assist in facilitating any necessary clean-up operations;

- c. Complete required documentation pursuant to applicable policies and laws;
- d. Provide support for requests of State or Federal assistance or reimbursement;
- e. Assist in demobilization activities, as necessary;
- f. Participate in after action briefings and develop after action reports.

4. Mitigation

- a. Participate in the Local Emergency Planning Committee and hazard identification process;
- b. Promote HAZMAT awareness programs for responders, the public, and private sector;
- c. Identify potential mitigation opportunities from current hazards or previous damage assessments.

2.13 ESF #13 PUBLIC SAFETY AND SECURITY

- A. PRIMARY AGENCIES: Sheriff's Office
Municipal Law Enforcement
- B. SUPPORT AGENCIES: 9-1-1 Dispatch Center
Information Technology Department
Missoula County Sheriff's Office
Montana Highway Patrol
Montana Fish, Wildlife, & Parks
Montana State ITSD
Ravalli County Attorney
Rocky Mountain Laboratories
U.S. Forest Service

C. PURPOSE

To integrate countywide public safety and security capabilities and resources supporting response to a large-scale incident.

D. SCOPE

This ESF applies to law enforcement activities required to effectively respond to a countywide emergency or disaster, including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety.

E. CONCEPT OF OPERATIONS

1. In most incident situations, local jurisdictions have primary authority and responsibility for law enforcement;
2. In an incident that exceeds the capabilities of local law enforcement, additional personnel may be provided through mutual aid agreements and/or requests from the Incident Commander;
3. The primary agency for ESF 13 is the local law enforcement agency of the jurisdiction in which the incident occurs. In an incident covering multiple jurisdictions within Ravalli County, the primary agency is the Sheriff's Office;
4. This ESF is activated when public safety and security capabilities and resources are needed to support incident operations. This includes pre- as well as post-incident situations;

5. Agencies and representatives assigned to ESF 13 will be alerted as deemed necessary and appropriate by the Incident Commander and/or Primary Agency.

F. RESPONSIBILITIES

The following responsibilities are recommended for ESF 13. Each phase requires cooperation and collaboration between primary and supporting agencies and the intended recipients of service. Coordination of specific agency roles responsibilities shall be done through the primary agency. Primary and support agency assignments do not imply or obligate respective agencies to any financial responsibility relating to this ESF.

1. Preparedness

- a. Develop and maintain standard operating procedures to support emergency law enforcement operations;
- b. Ensure primary agency personnel are trained in their responsibilities and duties relating to this ESF;
- c. Ensure notification and call-down lists are current;
- d. Maintain liaison relationships with support agencies.

2. Response

- a. Establish and maintain a system to support on-scene direction and control and coordination;
- b. Coordinate with other ESF's represented at the EOC;
- c. Implement evacuation and population protection operations, as necessary;
- d. Conduct specific response actions as dictated by the situation;
- e. Activate mutual aid agreements and coordinate activities with law enforcement agencies responding from outside the jurisdiction;
- f. Document and maintain appropriate records of costs incurred during an incident, including any lost or damaged equipment, any personnel or equipment accidents.

3. Recovery

- a. Maintain liaison with the EOC in support of continuing operations;
- b. Complete required documentation pursuant to applicable policies and laws;
- c. Provide support for requests of State or Federal assistance or reimbursement;
- d. Participate in after action briefings and develop after action reports.

4. Mitigation

- a. Identify required staffing and logistical support needs;
- b. Develop applicable contingency plans;
- c. Promote public outreach and education of safety programs, including disaster situations and evacuation procedures;
- d. Participate in the Local Emergency Planning Committee and hazard identification process.

2.14 ESF #14 RECOVERY

- A. PRIMARY AGENCY: Office of Emergency Management
- B. SUPPORT AGENCIES: Environmental Health Department
Montana State DES
Montana Department of Transportation
Municipal Public Works Departments
Municipal Government/CEO's
Planning Department
Ravalli County Commissioners
Ravalli County Attorney
Road and Bridge Department

C. PURPOSE

To provide a framework for local government, nongovernmental organizations, and the private sector to enable community recovery from the consequences of a large-scale incident.

D. SCOPE

This ESF applies to recovery and related activities from incidents that require assistance to address significant long-term impacts in the affected area. Related activities may include damage assessment, mitigation of losses, cost recovery, public assistance, and future preparedness and mitigation planning.

E. CONCEPT OF OPERATIONS

1. Immediate recovery tasks include the restoration of critical services such as communications, water, sewer, power, natural gas, public health, medical, and public safety;
2. Long-term recovery planning and execution should begin as soon as possible. Recovery operations may begin as soon as life safety and critical services objectives have been met. Consideration should be given to the resumption of economic activity;
3. State and Federal programs and agencies should be identified to support immediate and long-term recovery operations;
4. To ensure maximum cost recovery from State and Federal assistance programs, all disaster related costs should be carefully documented;

5. Unmet needs should be addressed on a case-by-case basis through appropriate department or agency heads or community-based sources;
6. Disaster recovery operations will generally be coordinated from the Emergency Operations Center.

F. RESPONSIBILITIES

The following responsibilities are recommended for ESF 14. Each phase requires cooperation and collaboration between primary and supporting agencies and the intended recipients of service. Coordination of specific agency roles responsibilities shall be done through the primary agency. Primary and support agency assignments do not imply or obligate respective agencies to any financial responsibility relating to this ESF.

1. Preparedness

- a. Identify critical facilities within Ravalli County;
- b. Maintain liaison relationships with public and private sector recovery agencies;
- c. Identify public information resources and dissemination strategies for recovery and public assistance programs.

2. Response

- a. Coordinate with the EOC and other ESF's for collection and documentation of damage assessments and reports;
- b. Submit damage assessments and situation reports to State and Federal agencies, as appropriate;
- c. Coordinate with other ESF's in the restoration of critical infrastructure and essential functions within Ravalli County;
- d. Provide assistance with Continuity of Operations activities, as necessary;
- e. Prepare action plans for recovery activities.

3. Recovery

- a. Coordinate with ESF 15 to disseminate information about specific local, State and Federal recovery and assistance programs for citizens and small businesses;
- b. Continue support of recovery and restoration of local government infrastructure and services;
- c. Collect information from local departments and agencies to assess the scope and magnitude of impacts from the affected area(s);
- d. Assist with coordination of any debris removal and disposition operations;
- e. Assist with coordination of logistical support needs;
- f. Submit applicable situation reports or other documentation to local, State, and Federal agencies;
- g. Respond to disaster recovery inquiries from citizens and the private sector;
- h. Participate in after action briefings and develop after action reports.

4. Mitigation

- a. Participate in the Local Emergency Planning Committee;
- b. Identify required staffing and logistical support needs;
- c. Promote public outreach and education of disaster recovery programs and pre-disaster mitigation programs.

2.15 ESF #15 PUBLIC INFORMATION

- A. PRIMARY AGENCIES: Sheriff's Office
Ravalli County Commissioners
Municipal Government/CEO's
- B. SUPPORT AGENCIES: Local Health Officer
National Weather Service
Office of Emergency Management
Public Health Nursing Department
Ravalli County Attorney

C. PURPOSE

To provide for timely and efficient gathering, management, and dissemination of public information and instructions through a Joint Information System (JIS) before, during, and after a large-scale incident.

D. SCOPE

This ESF applies to incidents occurring within Ravalli County which require expanded public affairs support to local incident management operations. This includes establishing and operating a Joint Information System/Joint Information Center.

E. CONCEPT OF OPERATIONS

1. The function of the Joint Information System is to coordinate information before its release to the public and the news media;
2. Departments, jurisdictions, and organizations that participate in the JIS retain their autonomy and do not forfeit their identities or responsibility for their own programs or policies;
3. Each department, jurisdiction, or organization participating in the JIS will designate a representative to the Joint Information Center (JIC);
4. If a JIC is activated, its location will be released to local media outlets. The location will be determined by the type of incident and available facilities;
5. If a JIC is activated, all emergency public information activities, including media inquiries, will be coordinated

through the JIC. If a JIC is not activated, PIO's will coordinate timely and accurate public information with the EOC;

6. Press release information must be approved by an authorized representative of the issuing agency or department.

F. RESPONSIBILITIES

The following responsibilities are recommended for ESF 15. Each phase requires cooperation and collaboration between primary and supporting agencies and the intended recipients of service. Coordination of specific agency roles responsibilities shall be done through the primary agency. Primary and support agency assignments do not imply or obligate respective agencies to any financial responsibility relating to this ESF.

1. Preparedness

- a. Collect and update media outlet (print, radio and TV) contact information, as necessary;
- b. Identify public information training opportunities for appropriate department and agency PIO's;
- c. Coordinate with and test emergency public information resources, including the Emergency Alert System (EAS), as necessary;
- d. Identify potential locations for the JIC;
- e. Encourage media involvement in emergency and disaster exercises and the Local Emergency Planning Committee.

2. Response

- a. Activate the JIC, as necessary;
- b. Prepare and release information and instructions;
- c. Schedule and coordinate briefings or news conferences for the media;
- d. Prepare recorded messages for the EOC hotline, as necessary;
- e. Prepare and release information on evacuations or advisory notices, restricted areas, as well as the process for reentry into an area after it has been declared safe;

- f. Identify and correct any conflicting or inaccurate information or rumors;
- g. Coordinate information with private sector organizations that may be involved in the response.

3. Recovery

- a. Continue all emergency public information activities based upon incident needs and recovery efforts;
- b. Coordinate with ESF 14 to provide information regarding available disaster recovery programs and resources to the media and the public;
- c. Demobilize JIC or other public information resources, as appropriate;
- d. Participate in after action briefings and develop after action reports.

4. Mitigation

- a. Promote disaster preparedness based on all-hazards planning to the public and media through community events, meetings, and public outreach activities;
- b. Establish contacts and develop working relationships with the media;
- c. Participate in the Local Emergency Planning Committee.

2.21 ESF #21 DOMESTICATED ANIMAL CARE

- A. PRIMARY AGENCY: Sheriff's Office
Municipal Law Enforcement
- B. SUPPORT AGENCIES: Bitter Root Humane Association
Office of Emergency Management
Public Health Nursing Department
Fairgrounds

C. PURPOSE

To provide guidance to agencies involved in the support or provision of care and protection for domesticated animals during and after disasters.

D. SCOPE

This ESF applies to activities and resources to support pet and livestock needs in the event of an emergency or disaster incident.

E. CONCEPT OF OPERATIONS

1. Animal protection during and following an incident presents unique challenges. Domesticated animals may become separated from their owners and require food, water, shelter, and medical attention;
2. It is the responsibility of animal owners to provide care to their animals. It is recommended that animal owners in areas vulnerable to disaster develop pre-plans and resources for relocation and care of their animals;
3. In a large-scale incident, this ESF will serve to seek and procure, plan, coordinate and direct the use of assets necessary to accomplish objectives;
4. This ESF does not guarantee that all animal care objectives and responsibilities will be met. Every effort will be made using resources available prior to, during, and after an incident;
5. Ravalli County currently has not established and staffed an Animal Control Department. At which time this occurs, primary agency responsibility will fall to the Animal Control Department;

6. Agencies and representatives assigned to ESF 21 will be alerted as deemed necessary and appropriate by the Incident Commander and/or Primary Agency.

F. RESPONSIBILITIES

The following responsibilities are recommended for ESF 21. Each phase requires cooperation and collaboration between primary and supporting agencies and the intended recipients of service. Coordination of specific agency roles responsibilities shall be done through the primary agency. Primary and support agency assignments do not imply or obligate respective agencies to any financial responsibility relating to this ESF.

1. Preparedness

- a. Promote the development of local animal protection response capabilities, including planning, training, and exercises;
- b. Identify local resources that can provide services, solutions, and options for residents and visitors with pets;
- c. Provide public information as appropriate.

2. Response

- a. Identify shelter options for animals whose owners will not evacuate without their pets;
- b. Assess affected area(s) to determine specific animal related needs and priorities. Coordinate with other ESF's represented at the EOC to provide support in resolving problems involving animals and their impact on relief efforts.

3. Recovery

Provide continued care of sheltered animals, provide an extended network for the adoption of unclaimed animals, and assist in the relocation of sick and injured animals to permanent facilities until a return to normal operations.

4. Mitigation

Develop and deliver guidance for animal owners on measures that can be taken to reduce losses from emergency and disaster incidents.

APPENDIX A: ESF CHART

(Ravalli County offices/departments unless otherwise noted)

OFFICE/DEPARTMENT/ AGENCY	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 13	ESF 14	ESF 15	ESF 21
9-1-1 Dispatch Center	P			S						S			
Amateur Radio Operators	S			S									
American Red Cross					P	S	S						
Bitter Root Disposal		S											
Bitter Root Humane Association													S
CenturyLink	S												
Environmental Health Department		S					S		S		S		
Fairgrounds													S
Finance/Administration Department						S							
Geographic Information Services				S				S					
H.E.A.R.T. Ministries					S	S							
Human Resources						S							
Information Technology Department	S			S						S			
Local Health Officer							S					S	
Marcus Daly Memorial Hospital			S				S						
Missoula County 9-1-1 Center	S												
Missoula County Sheriff's Office	S									S			
Montana Fish, Wildlife & Parks										S			
Montana Highway Patrol										S			
Montana State DES				S		S					S		
Montana State DNRC			S										
Montana State DOT		S									S		
Montana State DPHHS							S						
Montana State ITSD										S			
Municipal Government/CEO's											S	P	
Municipal Fire Departments			P					S	P				
Municipal Law Enforcement	S									P			P
Municipal Public Works Dept's.		P									S		
National Weather Service				S								S	
North Western Energy		S											
Office of Emergency Management	S			P	S	P		S	S		P	S	S
Planning Department		S									S		
Public Health Nursing Dep't.					S		P		S			S	S
Public School Districts				S									
Ravalli County Attorney										S	S	S	
Ravalli County Commissioners				S		S					S	P	
Ravalli County Electric Cooperative		S											
Regional HAZMAT Team									S				
Retired Senior Volunteer Program				S									
Road and Bridge Department		P									S		
Rocky Mountain Laboratories										S			
Rural Fire Districts			P					S	P				
Search and Rescue								P					
Sheriff/Coroner's Office	S		S				S	S	S	P		P	P
U.S. Fish & Wildlife Service			S										
U.S. Forest Service			S							S			
Wireless Telephone Companies	S												

INCIDENT

ANNEXES

3.01 MAJOR FIRE

A. PURPOSE

To facilitate quick response and containment of fires involving structures, vehicles and wildland.

B. DEFINITIONS

1. Major fire: A fire that, in the judgment of the Incident Commander, requires activating mutual aid agreements and the policies and procedures of this Guideline.
2. Local Health Officer: A County health officer appointed by the Ravalli County Board of Health and approved by the BCC.

C. CONCEPT OF OPERATIONS

1. Operations of any incident will be handled in conjunction with established standard operating procedures of the district(s) and/or department(s) involved.
2. The Incident Command System / National Incident Management System shall serve as the management structure for response to all incidents.

D. INCIDENT COMMAND

The Chief of the fire district or department in whose jurisdiction the incident occurs.

E. PROCEDURES

1. The authority and responsibility to select specific response actions to contain and control a major fire rest with the Incident Commander.
2. Aspects of the fire which have, or could, result in pollution of the air, surface water or ground water may be subject to the control and authority of the Local Health Officer.
3. If mutual aid is initiated, Incident Command will remain with the fire district/department in whose jurisdiction the incident occurs. Resources from other jurisdictions will be controlled by the procedures outlined in mutual aid agreements. The Incident Commander will adapt the management structure to reflect the needs and complexity of the incident. In the event

that multiple jurisdictions are affected a unified command structure will be established by those jurisdictions.

F. COORDINATION OF FIRE PREVENTION

1. During the summer wildland fire and wildfire season, Federal, State and local fire agencies and partners usually establish an ad hoc committee to review fire danger, prevention programs, public information and mutual cooperation procedures.
2. The OEM Director will participate in and support said committee's efforts.
3. The Ravalli County Fire Council President or the OEM Director, upon the recommendation of the ad hoc committee, may recommend establishing a fire season and/or activity restrictions to the BCC. 7-33-2205, 7-33-2212, MCA.

G. CLOSURE OF FORESTS

1. The Governor and the Forest Supervisor are the authorities to close State or USFS forests. 10-3-104, MCA, 36CFR261.53.
2. Procedures for the local governing body to request the Governor to close public lands are set forth under Section 87-3-106 MCA.

3.02 SEVERE WEATHER

A. PURPOSE

To establish procedures, services and response actions to be used by local agencies during severe weather.

B. DEFINITIONS

1. **Blizzard Warning:** When the following conditions are expected to prevail for 3 hours or longer: sustained winds or gusts to 35 mph or more AND considerable falling or blowing snow, reducing visibilities frequently to less than 1/4 mile.
2. **Heavy Snow Warning:** A snowfall of at least 6 inches in 12 hours or 8 inches in 24 hours is expected.
3. **High Wind Warning:** Sustained winds of at least 40 mph with gusts up to 50 mph or higher are expected to last for at least 1 hour.
4. **Ice Storm Warning:** A 1/4 inch accumulation of ice, and when significant and potentially damaging ice accumulation is expected. Freezing rain or drizzle means precipitation is expected to freeze when it hits exposed surfaces.
5. **Severe Weather:** Blizzards, high wind, winter and ice storms, periods of extreme cold, severe thunderstorm: large hail 1 inch or greater, wind gusts of 58 mph or higher, and tornado.
6. **Winter Storm Warning:** Heavy Snow criteria along with any one or more of the following:
 - Significant blowing and/or drifting of snow
 - Sustained and/or frequent wind gusts between 20 and 35 mph
 - Wind chills of -20 degrees Fahrenheit or lower
 - Freezing rain or sleet.
7. **Winter Storm Watch:** Severe winter weather conditions may affect the area.

C. CONCEPT OF OPERATIONS

1. Severe weather will usually not require an Emergency Proclamation or a Disaster Declaration. In the absence of such declaration, the authority of the Incident Commander and the extent of response action are restricted to the following:
 - a. Collecting and distributing information;

- b. Issuing advisories; and
 - c. Coordinating the response and recovery actions of supporting agencies through authority independent of this Guideline.
2. In extreme situations, where an emergency has been proclaimed by the Chairperson of the BCC or the Governor, the Incident Commander shall have the authority to activate such elements of this Guideline as may be necessary to protect lives, health, and property.

D. INCIDENT COMMAND

The Ravalli County Sheriff.

E. PROCEDURES

1. The National Weather Service makes initial notification to the 911 Center of severe weather conditions.
2. The 911 Center shall notify the Sheriff, OEM Director and Road Supervisor.
3. The OEM Director will contact the National Weather Service as necessary to track the current and forecasted weather conditions.
4. Public information and instruction shall be given as necessary and appropriate.
5. Requests for assistance from volunteer organizations shall be submitted through the OEM Director.
6. Decisions regarding operation of schools are the responsibility of the Superintendent of the respective school districts. Recommendations, as approved by the Incident Commander, may be released to assist administrators in reaching a decision on closures.

3.03 FLOOD/DAM INCIDENT

A. PURPOSE

To safeguard lives and reduce property damage in the event of high water, flooding, or failure of a dam within Ravalli County.

B. DEFINITIONS

1. Winter flood: Winter floods may be caused by rainstorms or unseasonably warm temperatures causing snow melt at lower elevations. Floods may have extreme magnitude and short duration. Ice jams occur frequently. There may be little or no time for advance preparation.
2. Flash flood: Flash floods are caused by locally intense rain storms. Floods will have extreme magnitude and short duration on small drainage areas. There will be no time for advance preparation.
3. Annual flooding: Annual floods occur normally during May-June. Magnitude and duration are determined by accumulated snow, temperature and precipitation. Attention to these factors will allow a fairly accurate determination of flood potential and allow for advance preparation.
4. Flood watch: Conditions in which a flood or high water event has increased significantly, but its occurrence, location, and/or timing is still uncertain.
5. Flood warning: Issued when a flood or high water event is occurring or has a very high probability of occurrence. Warnings advise of a threat to life or property.

C. CONCEPT OF OPERATIONS

1. The County of Ravalli, with the exception of the Town of Stevensville, has qualified the jurisdiction for Federal flood insurance. Because this insurance is available at moderate expense to all property owners, the County does not provide programmed assistance to protect private property. However, emergency service agencies are free to follow their own policies and provide limited assistance in critical situations.
2. It is the responsibility of private property owners to be familiar with the history and future potential of flooding and/or high water at their respective properties. Information

is available through Ravalli County and other resources to accomplish this.

3. Generally, time is available to conduct "watch" and "warning" activities in preparation for a flood or dam incident. Timely public information and warnings shall be given in such circumstances.
4. Limited or no preparation time will be available in situations including flash floods, winter floods, or a catastrophic dam breach.

D. INCIDENT COMMAND

The Ravalli County Sheriff; Unified Command may be indicated.

E. PROCEDURES

1. The 911 Center and OEM Director will receive watch and warning notifications of flooding and/or high water from the National Weather Service.
2. Notification of a potential dam incident will be made to the 911 Center according to procedures described in the Emergency Action Plan for a particular dam.
3. An attempt should be made to identify the intensity and severity of the incident. This information should be evaluated to determine:
 - Potential inundation areas;
 - Warning and evacuation requirements;
 - Resources required;
 - Potential safety zones and shelter locations.
4. If conditions warrant or at the request of the Incident Commander or the Sheriff, the OEM Director shall activate the EOC.
5. Public information and instruction shall be given as necessary and appropriate.
6. If necessary evacuation and population protection measures should be implemented. Section 4.07.
7. If necessary the Continuity of Operations Plan should be implemented. Section 4.04.

8. The Incident Commander shall maintain control of the incident until such time that it becomes appropriate to transfer control to the agency responsible for continued operations or clean up and recovery.

3.04 EARTHQUAKE

A. PURPOSE

To provide a framework for mitigation, response, operations, and mutual aid to a minor or catastrophic seismic incident.

B. DEFINITIONS

1. Richter Magnitude Scale (ML): a logarithmic scale that assigns a single number to quantify the amount of seismic energy released by an earthquake.
2. Mercalli Intensity Scale (MM): A scale used for measuring the intensity of an earthquake that quantifies the effects of an earthquake on the Earth's surface, humans, objects of nature, and man-made structures.
3. Epicenter: The location on the Earth's surface that is directly above the point where an earthquake originates.

C. SITUATION

1. Montana's earthquake activity is concentrated mostly in the western third of the State which lies within a seismic zone that also includes southeastern Idaho, western Wyoming, and central Utah. Ravalli County is considered vulnerable to a major earthquake.
2. Minor earthquakes (up to 3.9 ML), although occurring more frequently, are unlikely to cause significant damage.
3. Severe or catastrophic earthquakes (4.0 and above ML) may cause serious damage to areas up to several hundred miles across. A severe earthquake with an epicenter outside of Ravalli County may also cause damage within Ravalli County.

D. CONCEPT OF OPERATIONS

1. There is currently no scientifically acceptable method to predict the time of occurrence and/or magnitude of an earthquake. This fact precludes conducting "watch" and "warning" activities. Generally a seismic incident will occur as a "no-notice event".
2. The major goal of response actions taken immediately after an earthquake are saving lives, alleviating suffering, and preventing further damage, injury, or loss of life.

3. Mutual aid resources may not be immediately available, depending on the magnitude and location of the earthquake.
4. If necessary, Continuity of Operations plans should be implemented.

E. INCIDENT COMMAND

The Ravalli County Sheriff; Unified Command may be indicated.

F. PROCEDURES

1. The initial notification will originate from the 911 Center. The Center should attempt to obtain situation reports from emergency responders and/or citizen reports.
2. The 911 Center shall notify the Sheriff and OEM Director.
3. An attempt should be made to verify the initial level of damage.
4. Immediately following a severe earthquake, public information and instructions shall be given; it may be necessary to utilize alternative public information resources and methods.
5. Upon the request of the Incident Commander the department and agency heads shall report to the primary or alternate EOC.
6. The Incident Commander shall determine response priorities based on damage assessments and consultation with the Incident Command Team and representatives of departments and agencies.
7. Incident Commander and or O.E.M Director shall provide a situation report and attempt to coordinate resources or other requests with the State EOC and bordering counties.
8. Requests for assistance from volunteer organizations shall be submitted through the OEM Director.

3.05 HAZARDOUS MATERIALS

A. PURPOSE

To provide for a coordinated response by local agencies, minimizing the adverse effects on life and the environment resulting from an uncontrolled release or exposure to hazardous materials.

B. DEFINITIONS

1. Hazardous Material (HAZMAT): Any material that, because of its quantity, concentration, or physical or chemical characteristics, may result in adverse effects to human health or the environment.
2. Chemical Transportation Emergency Center (CHEMTREC): A public service created by the Chemical Manufacturers Association to provide 24 hour information to persons responding to emergencies involving chemicals.
3. Emergency Response Guidebook (ERG): A guide to aid first responders in quickly identifying the classification of the material(s) involved in a HAZMAT incident and protecting themselves and the public during the initial response.
4. Local Emergency Planning Committee (LEPC): A quasi-governmental body at the County level whose role is to anticipate and plan the initial response and resources for foreseeable disasters in the jurisdiction.

C. CONCEPT OF OPERATIONS

1. Hazardous materials are found in many facilities in the community; in addition, hazardous materials are routinely transported within Ravalli County by truck, rail, and common carrier.
2. Facilities identified under the Emergency Planning and Community Right-to-Know Act of 1986 should provide Material Safety Data Sheets and Tier II reports to the District Fire Chief and the LEPC.
3. Transportation of hazardous materials should be in accordance with applicable laws and regulations.
4. Local hazardous materials capabilities are generally limited to recognition and first-step protection measures. Mutual Aid

response and/or technical assistance should be requested through regional teams for continued operations and cleanup.

5. The Fire Chief of the appropriate district or department is responsible for developing standard operating procedures for initial response to a hazardous material incident.
6. The responsibility for containment and subsequent cleanup of a hazardous material incident rests with the owners or shippers of the material. They will bear the costs for cleanup and recovery operations related to the incident.

D. INCIDENT COMMAND

The Chief of the fire district or department in whose jurisdiction the incident occurs.

E. PROCEDURES

1. The 911 Center will page out the Fire District/Department and notify the OEM Director.
2. The 911 Center shall attempt to obtain from the reporting party a description of the material including type quantity and any identifying placards or markings.
3. First responders should perform scene assessment and notify the 911 center and or the OEM Director of any mutual aid needs.
4. The OEM Director shall notify the State DES Duty Officer.
5. In cases of a hazardous materials release in which mutual aid will be necessary, first responders are generally restricted to preliminary scene assessment, isolation of the danger area, denying entry to unnecessary personnel, localized evacuation, and requesting the appropriate assistance before performing any rescue or medical treatment.
6. If proximity to or movement of the material in the air or water has a potential to endanger life, livestock, or property, the Incident Commander shall coordinate notification or evacuation of the affected areas with the Sheriff.
7. If conditions warrant or at the request of the Incident Commander, Sheriff, or OEM Director, the OEM Director shall activate the EOC.

8. If necessary, continued response and/or recovery operations should be coordinated through a regional mutual aid team.

3.06 AIRCRAFT ACCIDENT OR CRASH

A. PURPOSE

To formulate a comprehensive action of rescue, medical and firefighting operations to combat the effects of an air crash disaster that might occur.

B. DEFINITIONS

1. Inner Perimeter: The area designated by the Incident Commander that encloses the immediate wreckage and response activities.
2. Outer Perimeter: The area(s) designated by the Incident Commander that extends beyond the inner perimeter including any ancillary debris as needed to carry out operations.
3. Automated Flight Service Station (AFSS): A contracted agency of the FAA providing preflight and inflight weather briefings to civil and military aircraft, as well as process flight plans, provide emergency services communications and relay air traffic control clearances.

C. CONCEPT OF OPERATIONS

1. Depending on the type and ownership of the aircraft involved, accidents may require close coordination among a variety of agencies that, by law, have control over some aspect of the incident.
2. An aircraft incident may occur at or near an established aviation facility or an unrelated location.
3. On scene operations shall be carried out per department standard operating procedures.
4. Notwithstanding the authority of other officials and agencies, the Incident Commander shall have absolute control over all activities in, and entrance to, the inner perimeter until:
 - a. Fires and other hazards are suppressed; and
 - b. Control of the inner perimeter is transferred to the appropriate agency or representative who shall then control the remaining incident or investigation.

D. INCIDENT COMMAND

The Fire Chief of the district or department in whose jurisdiction the incident occurs. For an actual or suspected terrorist incident, the Sheriff in a Unified Command with the Fire Chief.

E. PROCEDURES

1. Alert and dispatch shall be carried out under existing department policies, procedures and mutual aid agreements.
2. If the 911 Center is notified of an arriving aircraft experiencing major difficulty, the Center will notify the District Fire Chief, the Sheriff and the OEM Director.
3. Departments alerted to an impending aircraft incident may dispatch personnel and equipment to pre-determined standby areas.
4. Initial responders on scene will make a preliminary assessment and notify the 911 Center of all available information.
5. Notwithstanding immediate safety or hazardous material concerns, the rescue of aircraft occupants and other related accident victims takes precedence over other operations.
6. Inner and outer perimeters should be designated by the Incident Commander and secured as necessary.
7. Notifications and a situation report shall be given to the State DES Duty Officer, the AFSS, FAA, and NTSB as appropriate.
8. At which time control of the accident scene is transferred to the agency responsible for conducting the accident investigation, additional mutual aid and resource needs should be coordinated with a representative of said agency.

3.07 CRIMINAL ACTIVITY

A. PURPOSE

To establish policies and procedures to be used in support of response to selected criminal activity.

B. CONCEPT OF OPERATIONS

In order to ensure the safety and welfare of the public, criminal activity including, but not limited to hostage, bomb, or sniper incidents, may require the use of powers and resources established by this Guideline.

C. INCIDENT COMMAND

The chief law enforcement officer of the jurisdiction in which the incident occurs.

D. PROCEDURES

1. Specific response actions will be determined by the Incident Commander.
2. Each Department involved in response operations will maintain and follow their individual chains of command as established in each department's standard operating procedures.
3. The EOC may be activated upon the request of the Incident Commander or OEM Director.
4. Requests for resources may be submitted through existing agreements or through the EOC.

3.08 NUCLEAR OR RADIATION INCIDENT

A. PURPOSE

To establish procedures to be used by local agencies responding to a nuclear and/or radiation incident.

B. DEFINITIONS

1. **Fallout:** The slow descent of minute particles of radioactive debris in the atmosphere following a nuclear explosion or release.
2. **Nuclear:** The energy released by the nucleus of an atom as the result of a nuclear reaction, such as nuclear fission, nuclear fusion, or radioactive decay.
3. **Nuclear Regulatory Commission (NRC):** The Federal agency tasked with oversight and regulation for all domestic nuclear devices, plant processes and construction.
4. **Radiation:** High-energy alpha or beta particles or gamma rays that are emitted by an atom, as the substance undergoes radioactive decay.

C. CONCEPT OF OPERATIONS

1. Radioactive materials are commonly used in a variety of commercial and industrial settings, including various locations within Ravalli County. The materials needed for these applications are transported via special and common carrier on the road, air, rail and water.
2. While it is generally accepted that the probability of a nuclear attack against the United States at any time in the near future is quite low, other nations continue to develop their capabilities for waging nuclear war.
3. A capability for protecting the population in-place is not maintained or available. If sufficient notice and time is available for protective actions to be taken, temporary evacuation of residents from probable target areas to safer locations is the recommended alternative.
4. A nuclear or radiation incident, and particularly a nuclear attack, would require activating many response procedures and resources described in this Guideline that may be necessary to protect lives, health, and property.

D. INCIDENT COMMAND

The Ravalli County Sheriff; Unified Command may be indicated.

E. PROCEDURES

1. Initial notification will be given through the 911 Center to the Sheriff and the OEM Director. The OEM Director will inform the BCC and the state DES Duty Officer.
2. Initial responders should attempt to set up an isolation perimeter according to guidelines contained in the Emergency Response Guidebook or from other authoritative sources.
3. Further response actions should be coordinated through the State EOC.
4. All responders that might have been exposed to radiation or contamination should be documented.
5. Public information and instruction shall be given as necessary and appropriate.
6. The Incident Commander shall maintain control of the incident until such time that it becomes appropriate to transfer control to the agency responsible for continued operations or clean up and recovery.

3.09 VOLCANIC ASH

A. PURPOSE

To outline the procedures, services, and response actions to be used by local agencies during a volcanic ash incident.

B. DEFINITIONS

Volcanic Ash: Small bits of pulverized rock, glass, and gases created by volcanic eruptions.

C. CONCEPT OF OPERATIONS

1. Volcanic and seismic activity at locations such as Yellowstone National Park, Mt. St. Helens, and Mt. Hood have the potential to cause a sizeable amount of ash to fall in the Ravalli County area.
2. Volcanic ash can lead to respiratory and other health problems, malfunctions in machinery, delays in flight operations nationwide, and substantial damage to aircraft.
3. Time may be available to conduct "watch" and "warning" activities in preparation for a volcanic ash incident. Timely public information and warnings shall be given in such circumstances.
4. Although other ancillary effects may be experienced, volcanic ash will be treated as primarily a public health incident.

D. INCIDENT COMMAND

The Ravalli County Local Health Officer.

E. PROCEDURES

1. Initial notification of a volcanic and/or seismic incident will probably be received through the State EOC or via wide-area communications services.
2. The OEM Director shall inform and coordinate information with the BCC, Public Health Nurse or Local Health Officer, and the Sheriff.
3. Initial preparation and response actions should be coordinated through the State EOC.

4. The Local Health Officer shall convene a meeting of the HEAT.
5. Public information and instruction shall be given as necessary and appropriate.
6. The Incident Commander shall maintain control of the incident until such time that it becomes appropriate to transfer control to the agency responsible for continued operations or clean up and recovery.

3.10 DISEASE OR PANDEMIC

A. PURPOSE

To establish procedures, services, and response actions to be used by local agencies in preparation for and/or during a disease or pandemic incident.

B. DEFINITIONS

1. Disease: A pathological condition of a part, organ, or system of an organism resulting from various causes, such as infection, genetic defect, or environmental stress, and characterized by an identifiable group of signs or symptoms.
2. Pandemic: An outbreak of a contagious disease over a wide geographic area and affecting a large proportion of the population.

C. CONCEPT OF OPERATIONS

1. Novel influenza viruses may periodically emerge to cause pandemics. Such viruses circumvent normal immune defenses and cause morbidity and mortality at higher rates than seasonal influenza strains.
2. Government at all levels will likely be overwhelmed in a pandemic. Local resources will work to fully support response to the threat of a pandemic.
3. Widespread illness throughout the County and State increases the likelihood of significant shortages of healthcare workers and other first responders who provide critical community services.
4. The U.S. Department of Health and Human Services conducts extensive disease surveillance and monitoring through the Centers for Disease Control (CDC). Additionally, the Montana State Department of Public Health and Human Services utilizes several disease surveillance networks that actively collect and analyze information to determine an outbreak of a disease, including pandemic.
5. Response begins when there is a real or perceived threat. Initial notification of pandemic cases may be communicated via Federal or State agencies and will be quickly disseminated throughout the State of Montana.

6. In the early stages of a pandemic, the primary goal of the public health response is prevention of transmission of the virus from infected persons to noninfected persons.
7. The nature of a pandemic is such that the event will not likely conclude within a set period of time. Unlike other disasters, a pandemic will likely come in waves, causing resurgence in the response until immunity is developed or vaccine has been widely distributed.
8. Pre-pandemic planning is essential if pandemic influenza-related morbidity, mortality, and social disruption are to be minimized. Local standard operating procedures and contingency plans should be documented and ready to implement.

D. INCIDENT COMMAND

The Ravalli County Local Health Officer.

E. PROCEDURES

1. Upon initial notification, the Local Health Officer, in consultation with the HEAT, will determine whether it is necessary to activate applicable plans and procedures, including this Guideline.
2. Response will be activated if a disease or pandemic event is suspected or appears imminent in Ravalli County.
3. Public information and instruction shall be given as necessary and appropriate.
4. The EOC may be activated upon the request of the Incident Commander or the OEM Director.
5. If necessary the Continuity of Operations Plan should be implemented. Section 4.04.
6. Updated Federal and State guidance should be continually disseminated to local healthcare facilities and partners.
7. Requests for volunteers and mutual aid support needs shall be coordinated through the EOC.
8. Vaccine, if and when available, shall be distributed according to procedures identified in the Pandemic Influenza Plan and Suggested Protocol for Mass Prophylaxis (PHN File).

Prioritization schedules provided by CDC and/or DPHHS will be adhered to as appropriate, and modified as necessary.

9. The Incident Commander shall coordinate with local health care providers to identify an appropriate response to surge and capacity issues.
10. Continued post-pandemic and recovery activities shall be coordinated through the EOC.
11. The Incident Commander shall maintain control of the incident until such time that it becomes appropriate to discontinue response and/or recovery operations or when control is transferred to the agency responsible for continued recovery operations.

SUPPORT

ANNEXES

4.01 LOCAL MUTUAL AID/MULTI-AGENCY COORDINATION

A. PURPOSE

To establish guidelines and procedures to support disaster operations in affected areas through mutual aid and multi-agency coordination (MAC).

B. SCOPE

This annex applies to emergency or disaster incidents within Ravalli County in which mutual aid or other coordination assistance becomes required from resources within or outside of the County.

C. CONCEPT OF OPERATIONS

1. Ravalli County and its political subdivisions are participants in the Montana intrastate mutual aid system; 10-3-906, MCA;
2. Mutual aid is indicated at such time that there is full commitment of resources by the requesting jurisdiction or agency prior to the initiation of the mutual aid request. This does not require actual exhaustion of all resources, but it does anticipate full mobilization and commitment to the incident;
3. Mutual aid is requested and provided because it is needed to respond to an emergency, not because it is anticipated that local government will be reimbursed by State or Federal disaster funds;
4. Multi agency coordination is a process that allows all levels of government and all disciplines and jurisdictions to work together more efficiently and effectively.

D. POLICIES

1. This annex can be activated for small incidents affecting a single-jurisdiction or political subdivision, or large-scale disasters involving multiple jurisdictions;
2. The EOC is the designated location for support of the on-scene response by providing external coordination and securing of additional resources;
3. Agencies and departments involved in response to an incident may assign a representative to respond to the EOC and/or participate in the MAC group;

4. The EOC and/or MAC groups do not command the on-scene level of an incident, but rather support the Incident Commander's coordination and management efforts;
5. Requests for mutual aid and/or resources must be submitted through established or required procedures in order to ensure appropriate payment or reimbursement, if applicable. These include, but are not limited to the OEM, State DES Duty Officer, or the State Emergency Coordination Center (SECC);
6. In situations in which mutual aid costs may be reimbursable, agencies or departments providing mutual aid are responsible for maintaining their own logs, time sheets, travel claims, and other necessary documentation for reimbursement;
7. Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination;
8. Multi-agency coordination is indicated when a regional emergency situation significantly impacts or involves multiple agencies, facilities and/or political subdivisions and requires interagency and inter-jurisdictional coordination;
9. A MAC group can confer with one or more of the other representatives by assembling at a predetermined location or by conference call and brief each other on the current status of the situation;
10. The decision to activate a MAC group will occur by an agency, facility or jurisdictional representative when requests exceed, or will soon exceed, available critical resources and/or there is an obvious regional interagency need to coordinate resources and operations.

4.02 VOLUNTEER AND DONATION MANAGEMENT

A. PURPOSE

To establish a process by which Ravalli County can access and manage volunteer resources and donations for community-wide disaster response, relief and recovery efforts. When managed appropriately, volunteers and service programs provide valuable and cost-effective resources to the community.

B. DEFINITIONS

1. Volunteer: An individual who willingly provides his or her services without receiving financial compensation.
2. Spontaneous Volunteer: An individual who comes forward following a disaster to assist a governmental agency or NGO with disaster-related activities during the response or recovery phase without pay or other consideration. By definition, spontaneous volunteers are not initially affiliated or registered with a response or relief agency. However, they may possess training, skills and experience that can be useful in the relief effort.
3. Affiliated Volunteer: An individual who is affiliated with either a governmental agency or non-governmental organization (NGO) and who has been trained for a specific role or function in disaster relief or response prior to their volunteer service.

C. SCOPE

1. This Annex is designed for use by the Emergency Operations Center and other Ravalli County departments during the response and recovery phases of emergency management for all hazards;
2. This Annex does not apply to volunteer programs and recruitment for day-to-day activities;
3. Federal, State, municipal, and NGO's are responsible for implementing their own respective volunteer and/or donation policies. However, such organizations are free to incorporate concepts from this Annex into any plans.

D. SITUATION

Volunteers represent a potential resource to a community affected by a disaster, whether of natural or man-made origin. Affiliated

volunteer programs exist in many governmental and NGO's in Ravalli County and have benefitted the community in the past during times of disaster and emergency. However, volunteers who respond spontaneously and without appropriate training and qualifications can easily overwhelm the capabilities of local government and other agencies. With a system in place for mobilizing affiliated volunteers and receiving and referring spontaneous volunteers, local government agencies and relief organizations can capture this valuable resource and thus provide more efficient and cost-effective service to the community.

E. CONCEPT OF OPERATIONS

1. The OEM and/or the EOC may delegate some of its volunteer coordination responsibilities an ad-hoc volunteer coordinator or other organization in the planning process or during response and recovery operations;
2. Effective coordination of volunteer resources requires a cooperative effort with local voluntary and community based organizations. Such organizations must designate a point of contact with the EOC. The EOC volunteer coordinator must also have a working process to receive, assign, and account for volunteers and volunteer organizations;
3. Volunteers and service program members that have pre-disaster training and are affiliated with a government agency or NGO such as the American Red Cross will report to their respective agency or organization at the time of a disaster as previously arranged;
4. Volunteers, other than those who are organized, trained and equipped prior to an emergency or disaster, shall generally not be used in any capacity;
5. Spontaneous volunteers may be directed to NGO's participating in disaster response or registered with the EOC volunteer coordinator, as appropriate;
6. The EOC will accept and maintain a log of individuals and private organizations desiring to donate items in support of disaster response and recovery, and a description of the items. The EOC will assist in coordinating delivery of said items to appropriate recipients. The EOC, Ravalli County, and other response organizations generally are not able to store and/or distribute donated items.

F. POLICIES

1. Interested individuals will be encouraged to affiliate with a recognized volunteer organization or other organized group of their choice to facilitate response and recovery efforts;
2. Volunteers of any kind should be discouraged from going directly to any disaster sites;
3. Solicitations for volunteer resources and appropriate organization contact information should be coordinated through the EOC and JIC or PIO;
4. Donors will be discouraged from sending unsolicited donations or items directly to the disaster site;
5. Donors offering cash donations will be encouraged to contribute to a charitable organization. Cash donations will not be accepted through the EOC;
6. Solicitations for items and/or unmet needs from responding organizations, departments, or agencies should be coordinated through the EOC and JIC or PIO;
7. Inquiries concerning donations for a specified organization will be referred to that organization;
8. An organization accepting or receiving designated donations shall do so in accordance with its own internal policies;
9. The EOC shall maintain a log of volunteers working in or assigned through the EOC. In addition, any donated items received by or distributed through the EOC shall be documented. Other responding organizations receiving donations or volunteer services are encouraged to do the same.

4.03 WORKER SAFETY AND HEALTH

A. PURPOSE

To provide guidelines to ensure that threats to responder safety and health are anticipated, recognized, evaluated, and controlled in order to protect responders during emergency or disaster operations.

B. SCOPE

This annex applies to operations during a large-scale emergency or disaster incident. It does not replace, nor should it be used in lieu of any existing department or agency safety or health policies. This annex addresses incident safety management activities, and does not apply to public health and safety.

C. ORGANIZATION

1. Safety and health activities during an emergency or disaster incident should be managed according to Incident Command System guidelines;
2. An Incident Safety Officer should be appointed by the Incident Commander to recommend specific policies, monitor safety and health conditions, and take action to correct any unsafe conditions;
3. If no Safety Officer is appointed, the responsibility falls to the Incident Commander.

D. POLICIES

1. This annex does not replace the primary responsibilities of public and private sector employers; rather, it promotes planning and preparation in a consistent manner with respect to responder safety;
2. Worker health and safety assistance and coordination may be requested during the course of an incident, through mutual aid or private sector sources, if specific needs are identified;
3. Private sector employers are responsible for the safety and health of their own employees;
4. Several Federal and State agencies have oversight authority for health and safety issues. While these agencies retain their authorities, they are expected to work with local, State,

Federal and private sector organizations prior to and during incident operations to ensure adequate protection of all workers;

5. Responders, other incident workers, and/or volunteers shall not be given assignments where a lack of experience, training, equipment, or supervision presents an unnecessary risk to any person or property;
6. The Safety Officer has the right to exercise emergency authority to stop and prevent any unsafe acts, as well as investigate any accidents that have occurred within the incident area;
7. The Safety Officer and/or Incident Commander should prepare and disseminate updated incident safety plans and advisories, as appropriate;
8. Injuries to persons or other unsafe conditions occurring during incident operations should be reported to the Safety Officer, Incident Commander, or documented according to individual department or agency procedures;
9. Ravalli County, and its political subdivisions, are not liable for personal injury or property damage sustained by a person appointed or acting as a volunteer civilian defense or other response and recovery activity worker, a volunteer professional, or a member of an agency engaged in civilian defense or other response and recovery activity during an incident, disaster, or emergency; 10-3-111, MCA;
10. Claims arising from injuries or for workers compensation should be submitted through individual departments or agencies, as described in respective personnel policies.

4.04 CONTINUITY OF OPERATIONS

A. PURPOSE

To provide guidance for maintaining essential functions of local government in the event that an emergency or disaster incident threatens or incapacitates operations.

B. POLICY

It is the policy of Ravalli County to respond quickly in the event of an emergency or threat resulting from human, technological, natural, or other causes, and to support contingency planning and facilities for continuation of essential functions.

C. CONCEPT OF OPERATIONS

1. Any actions taken in carrying out this Continuity of Operations Plan shall be consistent with The Continuity in Government Act; Title 10, Chapter 3, Part 6, MCA;
2. This plan may be activated to begin three potential phases of operations:
 - a. Activation and Relocation;
 - b. Alternate Facility Operations;
 - c. Reconstitution.

D. ALERT, NOTIFICATION, AND IMPLEMENTATION

If time allows due to the nature of the event, the Chairperson of the BCC shall call a meeting and detail the COOP activation plans. If activation becomes necessary after hours or a meeting is not practical or possible, each member of the BCC will be notified by phone or other means. Elected officials and department heads will be notified as necessary.

E. ESSENTIAL FUNCTIONS

Essential functions are categorized as follows:

1. Mission Critical: Services that must remain operational at all times. Only those functions required to support emergency actions, conduct survival operations, and account for personnel and dependants should be considered during this phase;

2. Immediate Post-Incident: Services that must be reconstituted, or brought back online, as soon as possible and preferably no later than twelve hours after an incident occurs;
3. Normal Services: Services that need not be restored in full until the incident has passed and services listed under 1 and 2 above are operational.

F. ALTERNATE FACILITY

1. Relocation of the seat of local government will be carried out pursuant to 10-3-608, MCA;
2. The alternate facility has been designated at the First Interstate Building, Ravalli County Fairgrounds, Hamilton, Montana;
3. If the alternate facility cannot be occupied, a separate location will be determined by the BCC.

G. LEADERSHIP AND ORDERS OF SUCCESSION

1. Succession and/or vacancies of the BCC will be carried out pursuant to 10-3-603, MCA;
2. Succession and/or vacancies of municipal governing bodies or executive head will be carried out pursuant to 10-3-604 and 10-3-605, MCA;
3. Succession and/or vacancies of elected offices of local government will be carried out pursuant to applicable Montana statutes;
4. Vacancies or interim appointments of department heads of County offices under the direct control of the BCC will be carried out pursuant to applicable County policy or as determined by the BCC;
5. If, following an enemy attack, any state or local government council, board, or commission is unable to assemble a quorum as defined by the constitution of Montana or by statute, the quorum requirements are suspended under 10-3-606, MCA and the specified proportion of those members available for duty shall be sufficient to make decisions on operations.

4.05 SPECIAL NEEDS

A. PURPOSE

To provide guidance for care of special needs persons during an emergency or disaster.

B. DEFINITIONS

Special Needs Population: Populations whose members may have additional needs before, during, and after an incident in functional areas including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care.

C. SITUATION AND ASSUMPTIONS

Special needs persons will need the help of local agencies to provide transportation, shelters, and other assistance in time of disaster.

D. CONCEPT OF OPERATIONS

1. Each facility/agency serving special needs populations should develop and have in place a plan to respond to emergency and disaster situations;
2. Ravalli County OEM, through the EOC, will coordinate with the managers of facilities and/or agencies for the evacuation of special needs persons during and emergency or disaster incident with assistance of the Ravalli County Public Health Nursing Department.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Each facility is responsible for maintaining their facility emergency plan. Coordination with facilities is provided by the OEM with the assistance of the Public Health Nursing Department following the responsibilities set forth in the Ravalli County Public Health Nursing Department At-Risk/Special Needs Populations Annex.

F. REFERENCES

1. Ravalli County Public Health Nursing Department At-Risk/Special Needs Populations Annex;

2. Individual emergency/disaster plans from private facilities and agencies that serve special needs persons.

4.06 MASS FATALITY/MASS CASUALTY

A. PURPOSE

To ensure a coordinated and efficient response to a mass casualty (MCI) or mass fatality (MFI) incident within or affecting Ravalli County.

B. DEFINITIONS

1. **Mass Casualty Incident:** A situation in which the total number of patients from a single incident, or a combination of incidents exceeds the capabilities of the local EMS response agency(s).
2. **Mass Fatality Incident:** A situation in which the total number of fatalities from a single incident, or a combination of incidents exceeds the capabilities of local resources.

C. SCOPE

This annex applies to incidents that occur within or outside of Ravalli County that may create a MCI or MFI situation inside the County.

D. CONCEPT OF OPERATIONS

1. Mass casualties or fatalities may occur as a result of a separate incident, or may be a standalone incident;
2. Response operations should be accomplished according to established guidelines relating to the specific incident type and among departments and agencies having legal responsibilities to the incident. These may include, but are not limited to, EMS, Coroner, and Local Health Officer;
3. The nature of an MCI/MFI can vary from response operations being completed in one day or less to an impact over a large geographic area and a prolonged period of time;
4. State and/or Federal resources may be required to augment local response efforts;
5. Other effects coinciding with a MCI/MFI may include environmental impacts (chemical, biological, or radiological contamination) that present unique challenges to the response and recovery operations;

6. This annex does not replace, nor should it be used in lieu of any existing department or agency policies, procedures, or statutory obligations. Standard Operating Procedures and other applicable policies should be developed by each department and agency that may respond to an MCI/MFI.

E. POLICIES

1. Initial response notification will be made by the 911 Center and should include a location, brief summary of the incident, any reported hazards, and an estimated number of injuries or persons affected;
2. Initial response efforts should be focused on life saving actions. Disturbance of the incident scene should be limited to those activities critical to the removal of living victims;
3. Entry into the scene and/or removal of items must be handled in accordance with responder safety protocols, investigative needs for identification of the victims, determination of cause and manner of death, notification of next of kin, and further investigation into the cause of the incident;
4. Mutual aid, including State and Federal resources, may become necessary. Mutual aid and multi-agency coordination shall be accomplished according to guidelines set forth in Section 4.01;
5. On-scene triage information should be coordinated with area medical care facilities to determine treatment priorities and the number of patients that individual facilities can accommodate;
6. Receiving medical facilities may activate their internal disaster plans, as determined by their own protocols;
7. The Coroner shall be notified as soon as it is determined that one or more fatalities may have occurred as a result of the incident;
8. Public information activities shall be coordinated according to guidelines set forth in Section 2.15;
9. The Office of Emergency Management Director shall be notified of any HAZMAT effects that arise during the incident. Notifications will be made to the State DES Duty Officer to activate HAZMAT resources, as appropriate;

10. Continued operations and/or demobilization should be conducted according to available resources and incident needs.

4.07 EVACUATION

A. PURPOSE

To ensure that Ravalli County and its political subdivisions can preserve life, health, and safety through the implementation of quick and efficient evacuation and population protection operations.

B. DEFINITIONS

Shelter: A facility designated and operated by volunteer organizations (Red Cross or the Salvation Army) to receive evacuees, at which food, shelter, and client casework may be provided.

C. OBJECTIVE

To inform persons in specified areas that a severe threat to health or safety exists and provide evacuation information to affected public.

D. AUTHORITY

1. If the Incident Commander decides in the course of a disaster that an evacuation MAY be necessary, he/she shall declare this conclusion to the Sheriff as soon as possible. Lead-time is preferable to select evacuation routes, arrange transportation, identify shelters and brief residents.
2. The decision to evacuate is made by the Sheriff or his/her designee.
3. Evacuations are ADVISORY ONLY, except in the following situations where evacuations may be ordered and compelled:
 - a. Isolated incidents where persons are directly exposed to a clear and present danger to health and safety, including, but not limited to hazardous material, wildland or house fire, wreckage, crime scene, etc;
 - b. Broader incidents where danger is imminent and the Chairperson of the BCC or the Principal Executive Officer has issued an Emergency Proclamation or a Disaster Declaration.

E. OPERATIONS

1. Based on the best information available from the Incident Commander and other sources, the Sheriff shall carry out activities to inform and advise potential evacuees of incident dangers and, if necessary, shall carry out evacuation.
2. As a general rule, time and resources should not be wasted in attempts to arrest or convince persons who refuse to evacuate.

F. NOTIFICATION TO EVACUATE

1. If circumstances permit, notifying residents to prepare for possible evacuation is advisable.
2. Unless prohibited by circumstances, door-to-door contact shall be used. See Attachment 1.
3. If door-to-door contact is not possible, mobile public address units shall be used. See Attachment 2.

G. PROCEDURES

1. Use Evacuation Control Kit. See Attachment 3.
2. It may be assumed that two-thirds of evacuees will go to motels or the homes of family or friends, providing that such facilities are available and accessible.
3. Notify the Red Cross and/or Salvation Army of need to evacuate and request they prepare to set up Evacuation Shelter(s). Advise of incident location, evacuation routes and number to be evacuated. Request confirmation of the location of Evacuation Shelter(s) as soon as possible.
4. Secure evacuation transportation as needed.
5. Contact residents door-to-door and either:
 - a. Advise (order) their evacuation; or
 - b. Advise of the incident's status and brief on procedures implemented should evacuation become necessary.
6. Give each resident an Evacuation Form (See Attachment 4) and mark their residence with a long piece of ribbon from the Evacuation Control Kit. See Attachment 3.
7. If door-to-door contact is not possible, use emergency equipment (lights and siren may be used to gain attention) and

mobile PA systems. Distribute Evacuation Form as residents leave. See Attachment 2.

8. Collect the Evacuation Form as residents evacuate.
9. If time permits, decisions to evacuate because of toxic gases (non-explosive) or some other extreme degradation of air quality shall be coordinated with the Public Health Nurse or Local Health Officer and the National Weather Service.
10. Establish 24-hour roadblocks at points of entry to evacuated area and a security patrol of evacuated area.
11. Evacuated area(s) shall be closed to all unauthorized persons.
12. Immediately commence planning for allowing residents to permanently return to evacuated area.

H. DECISION FACTORS

Factors to be considered for an evacuation advisory or directive are as follows:

1. Evacuation areas should be described in terms of known and readily identifiable boundaries;
2. When time permits, residents should be individually briefed on the incident and given instruction on evacuation procedures;
3. When an evacuation is announced for a specific area, it should be expected that residents who are nearby, but still outside this area, may also evacuate;
4. Citizens should be allowed to return to their homes as soon as possible, even if conditions are less than perfect. Planning for the logistics of returning evacuees to their homes should begin as soon as an evacuation begins.

I. EVACUATION SHELTERS

1. The Evacuation Shelter(s) shall be opened, as requested, by the Red Cross, Salvation Army, or other applicable volunteer organization.
2. Second and third copies of Evacuation Forms should be collected and third copies should be forwarded to the EOC.

3. If there has been a rapid evacuation without time for distribution or completion of the Evacuation Form, names/addresses of those staying at the Shelter and intended location of those who do not wish to stay at the Shelter should be collected and forwarded to the EOC.
4. Amateur radio operators may be requested, as necessary, for supplementary communications and third-party messaging for evacuees. Such requests shall be submitted to the OEM Director.

ATTACHMENT 1 TO SECTION 4.07

DOOR-TO-DOOR CONTACT CHECKLIST

- _____ 1. Identify yourself and briefly explain the nature of the emergency.
- _____ 2. Advise or order occupant to evacuate or to be prepared for evacuation. Tell them what the signal will be if evacuation becomes necessary.
- _____ 3. If time permits, have occupant complete Evacuee Information Form (See Attachment 4). If time does not permit, tell occupant to complete the Form at the Evacuation Center.
- _____ 4. Inquire if occupant has transportation or if anyone needs special assistance. Advise to take pets and prescription drugs.
- _____ 5. Instruct occupant on routes to use, precautions, and the location of the Evacuation Center.
- _____ 6. If no one answers the door, ask neighbors for information. Obtain approval for forced entry if necessary to aid children, bedridden, handicapped, or elderly.
- _____ 7. Complete Evacuation Refusal Form (See Attachment 5) for persons refusing to evacuate. Log name and address of homes where no one answers. Report these names and addresses to your supervisor.
- _____ 8. Mark evacuated residence with long strip of ribbon from Evacuation Kit.
- _____ 9. Mark area with WARNING - AREA EVACUATED notices from the Evacuation Kit.
- _____ 10. Maintain log of residents and addresses contacted. See Attachment 7.

ATTACHMENT 2 TO SECTION 4.07

PUBLIC ADDRESS CONTACT CHECKLIST - WHEN DOOR-TO-DOOR CONTACT IS **NOT** POSSIBLE.

- _____ 1. Incident Commander shall approve the message before use. Content will vary with circumstances. Keep it short and to the point.
- _____ 2. Select a broadcast spot for good coverage. Consider wind direction and PA carrying distance.
- _____ 3. Stop the vehicle and give a steady siren for 10 to 15 seconds. Wait 10 to 15 seconds.
- _____ 4. Give the message TWICE. Use a slow command voice. Do not shout for amplification.
- _____ 5. Sample: "YOUR ATTENTION PLEASE. YOUR ATTENTION PLEASE. THE RAVALLI COUNTY SHERIFF HAS ADVISED/ORDERED THAT THIS NEIGHBORHOOD BE EVACUATED IMMEDIATELY BECAUSE OF EXTREME DANGER FROM _____ . LOCK YOUR HOMES AND PROCEED ON _____ (routes and direction) TO _____ (Evacuation Center) PLEASE EVACUATE NOW."
- _____ 6. Have teams patrol neighborhoods to maintain order and provide assistance to those with no transportation.
- _____ 7. Hand out Evacuee Information Forms as residents leave the area. See Attachment 4.
- _____ 8. Mark each residence known to be evacuated with a long piece (approx. 36") of ribbon. See Attachment 3.
- _____ 9. Mark area with WARNING - AREA EVACUATED notice from the Evacuation Kit.

ATTACHMENT 3 TO SECTION 4.07

EVACUATION CONTROL KITS

The Sheriff's Office maintains Evacuation Control Kits. Each kit contains 50 Evacuee Information Forms (see Attachment 4), 20 Evacuation Refusal forms (see Attachment 5), 50 Population Protection Guidelines handout (see Attachment 6), 10 rolls of 1" fluorescent ribbon, adhesive tape (to affix warning notices) 1 felt tip permanent pen and 25 one-gallon zip-lock bags.

The Evacuee Information Form is to be completed by the residents during door-to-door briefing visits by law enforcement. If possible, the form is to be completed and collected during this visit.

If time does not permit door-to-door visits, the Evacuation Control Form is to be handed to evacuees as they leave the area.

Each residence visited (or known to be evacuated) is to be marked with a long piece (approx. 36") of ribbon from the kit.

The warning notice (Attachment 4), printed on fluorescent paper, is to be posted in visible spot once the area is evacuated.

WARNING

THIS AREA MAY BE EVACUATED

because of: _____

by order of the Ravalli County Sheriff date: _____ time: _____

EVACUATION CENTER _____

PERSONS ENTERING WITHOUT PERMISSION MAY BE SUBJECT TO ARREST.

EVACUEE INFORMATION FORM NO. _____

COMPLETE THE FOLLOWING (please PRINT):

NAME: _____

ADDRESS: _____

NUMBER IN FAMILY: _____

WHEN EVACUATED, GO TO: _____

EVEN IF YOU INTEND TO STAY ELSEWHERE, PLEASE CHECK IN AT THE NEAREST EVACUATION CENTER. IF YOU DO NOT INTEND TO STAY AT THE CENTER, PLEASE COMPLETE THE FOLLOWING:

WE WILL BE STAYING AT: _____
(NAME/PHYSICAL ADDRESS)

CITY, STATE: _____ PHONE: _____

In the case of an actual evacuation, return this completed form to the nearest road block so we are assured of your safety. If you decide to pre-evacuate, please return this form to the Ravalli County Sheriff's Office or call _____ and provide the above information.

There are 3 stages in the evacuation process. Personnel from the Sheriff's Office or _____ (agency assisting with evacuation process) will attempt to contact you and keep you informed as to the current stage of evacuation in your area.

**Ravalli County Sheriff's Office
EVACUATION REFUSAL**

I have been advised by the Ravalli County Sheriff's Office to **EVACUATE** this property/location, due to the **EXTREME DANGER** that is evident. I refuse to evacuate this property/location and acknowledge that I know and understand that an **EXTREME DANGER EXISTS**. I hold the Ravalli County Sheriff's Office (and any other agency assisting with this evacuation) harmless.

Person REFUSING to evacuate

PRINT Name: _____
Physical Address: _____
City, State: _____
Date of Birth: _____ **Social Security:** _____

Next of Kin Information

PRINT Name: _____
Address: _____
City, State: _____
Phone Number: _____
Area code Phone number

Signature of person REFUSING to evacuate Date

Signature of WITNESS Date

Time

Population Protection Guidelines
EVACUATION INFORMATION FOR LOCAL CITIZENS

Ravalli County Sheriff's Office is preparing a Population Protection Guideline for the citizens in this vicinity. The guideline is a contingency preparedness measure in the event evacuations are necessary in this area. The information on this sheet is being provided to you to inform you of the steps in the evacuation process and what may be necessary for you to do **IF** an evacuation occurs.

THREE STAGES OF EVACUATION

STAGE 1 - Alert & Warning:

There is a high probability of the need to evacuate. Law enforcement personnel/representatives will attempt to make personal visits to each residence and business in the threatened area. Residents are responsible to make arrangements to move property and livestock. Some residents, primarily those with special health needs or other concerns, should relocate during this stage of evacuation.

STAGE 2 - Request / Order and Security:

Evacuation is necessary in order to protect the lives of area occupants and emergency personnel responding to the incident. Law enforcement personnel shall attempt to convey this order / request to citizens door to door, however if this is not practical or possible this information may be delivered via a Public Address System from a patrol vehicle. Should the latter method be employed the personnel will activate the emergency lights and siren on the vehicle.

Roadblocks and 24-hour patrols by law enforcement will be instituted to protect property within the evacuated area

STAGE 3 - Return:

Occupants are allowed to return as soon as it is safe.

Evacuation Routes and Centers: A Staging Area has been established at: _____.

In the event of evacuation, you should report to this center and check-in to let officials know that you have made it safely out of the affected area. Following check-in you have the choice of staying at the center or going elsewhere for accommodations (i.e. friends, relatives or hotels). If the road is blocked travel in the opposite direction and call the Sheriff's Office (**375-4060**) as soon as possible. Please provide the name and phone number of the place to which you are relocating. We will need a point of contact and phone number.

Keep Informed. The success of this guideline requires the cooperation and assistance of informed occupants. Stay tuned to the local media outlets for updates. Listen and ask questions when an emergency service representative contacts you.

Plan Ahead. Preplanning can help you avoid last minute frustrations. Plan where you will go and **WHAT YOU WILL TAKE** when you evacuate.

