

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



**PREPAREDNESS**

**MITIGATION**

**RESPONSE**

**RECOVERY**

City and County of Butte-Silver Bow



# **Comprehensive Emergency Management Plan (CEMP)**

*A Component of the Comprehensive Emergency Management Program*

*for the*

**THE CITY AND COUNTY OF  
BUTTE-SILVER BOW, MONTANA**

*How the City and County of Butte-Silver Bow  
plans to mitigate against, prepare for,  
respond to, and recover from disasters.*

**July 2011  
Updated May 2018**

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# FOREWORD

The Butte-Silver Bow Local Emergency Planning Committee, BSB Council of Commissioners and Chief Executive has reviewed and updated the Comprehensive Emergency Management Plan (CEMP). Many of the changes are editorial, but some reflect the community's changing emergency management environment based on the 2016 Pre-Disaster Mitigation Plan.

The purpose of the updated CEMP is to promote sound public policy designed to protect residents, critical facilities, infrastructure, private property, and the environment from natural or man-made hazards. The Plan will continue to utilize unified command and control structure for emergency response operations to ensure a coordinated and effective response. Also, the Plan incorporates the concepts and processes of the National Incident Management System as the standard for emergency response operations.

The Plan includes the four Core Capabilities of Emergency Management including Preparedness, Response, Recovery, and Mitigation. This framework allows for a continuous and sustained process of pre-incident, trans-incident, and post-incident activities.

The Plan will remain a dynamic and flexible instrument and will change and mature with each update. The Plan will be challenged and tested through real-world operations and local and regional training exercises. Each updated version will reflect the knowledge gained from our experiences. Users of this plan are encouraged to recommend changes that will improve the Plan.

The BSB LEPC, BSB Council of Commissioners and BSB Chief Executive have reviewed and approved the 2018 updated version of the CEMP. The Plan will continue to improve coordination efforts and strengthen our relationships with our community partners, the State of Montana, and the Federal Government.

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# Butte-Silver Bow Council of Commissioners Comprehensive Emergency Management Plan Update Approval



BUTTE-SILVER BOW  
OFFICE OF THE CHIEF EXECUTIVE

Courthouse, 155 W. Granite Street, Suite 106  
Butte, Montana 59701-9256

December 6, 2018

TO BUTTE-SILVER BOW OFFICIALS, EMPLOYEES, AND CITIZENS:

The City and County of Butte-Silver Bow, in accordance, with Title 10, Chapter, "Disaster and Emergency Services" of the Montana Code Annotated is required to plan and prepare for disaster and emergencies.

On October 3, 2018, the Butte-Silver Bow Council of Commissioners reviewed and updated the 2011 Comprehensive Emergency Management Plan (CEMP). The purpose of the updated CEMP is to promote sound public policy designed to protect residents, critical facilities, infrastructure, private property and the environment from natural or man-made hazards. The Plan will continue to utilize unified command and control structure for emergency response operations to ensure a coordinated and effective response. Also, the Plan incorporates the concepts and processes of the National Incident Management System as the standard for emergency response operations.

The CEMP will remain a dynamic and flexible instrument and will change and mature with each update. The Plan will be challenged and tested through real-world operations and local and regional training exercises. Each updated version will reflect the knowledge gained from our experiences.

On September 21, 2011, the Butte-Silver Bow Council of Commissioners adopted the CEMP through Resolution 11-34. On October 3, 2018, the Butte-Silver Bow Council of Commissioners approved the updates and revisions of the CEMP through Communication 19-469 and placed on file those updates and revisions.

Therefore, in recognition of the emergency management responsibilities of our local government and with the authority vested in me as the Chief Executive of the City and County of Butte-Silver Bow, Montana, I hereby approve the updates and revisions of the CEMP and affirm the CEMP as the official guidance for disaster preparedness and response.

Sincerely,  
  
Dave Palmer, Chief Executive.

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## **PLAN MAINTENANCE AND DISTRIBUTION**

The Butte Silver Bow Office of Emergency Management (BSBOEM) is responsible for developing, maintaining, and distributing the local Comprehensive Emergency Management Plan (CEMP). The plan will be reviewed periodically as required to incorporate new state or federal guidelines or directives and /or to address significant operational issues. As a minimum, the CEMP is significantly reviewed and updated every four years in accordance with the State of Montana requirements.

Changes will include additions of new or supplementary material or deletions of outdated information. No proposed change should contradict or override authorities or other plans contained in statute or regulation. All requests for changes will be submitted to BSBOEM for coordination, approval, and distribution.

Lead agencies for the emergency support functions are responsible for maintaining and updating their assigned functional annexes. Annexes should be reviewed, at least annually, or to address significant operational issues. Proposed changes or updates to the annexes will be coordinated with all other support agencies prior to submission to BSBOEM.

Any department or agency may propose and develop a change to the CEMP and is encouraged to do so. Prior to submitting change proposals to BSBOEM, the proposing agency should obtain the written approval from the appropriate agency director.

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## **NOTICE/RECORD OF CHANGES**

Notices of Change will be prepared and distributed by BSBOEM. The notice of change will include the effective date, the change number, subject, purpose, and action required by the departments and agencies. The notice of change will include revised pages for replacement within the CEMP.

Upon publication, the change will be considered as part of the CEMP.

BSBOEM is responsible for the distribution for the CEMP and approved notices of changes. Copies of the CEMP will be distributed to all city–county departments and agencies, the Montana Disaster and Emergency Services Division, and other partner organizations and agencies. Additional copies will be available from BSBOEM.

The CEMP is a controlled and numbered document, and revised versions will be the responsibility of the BSBOEM. Outdated versions of this plan should be destroyed according to proper security measures when a new version is published to prevent unauthorized, potentially sensitive information, from public circulation.





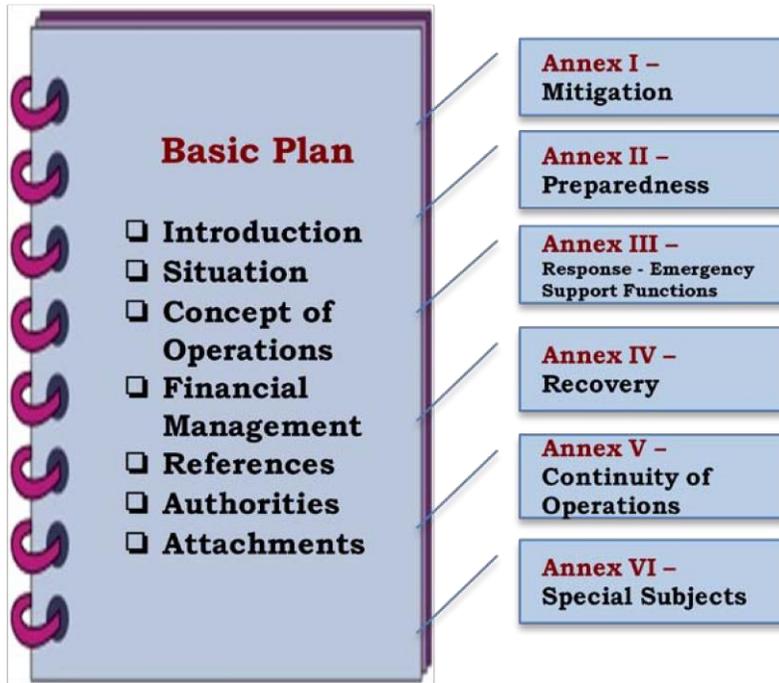


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# HOW TO USE THIS DOCUMENT

The City and County of Butte–Silver Bow has strategically structured this CEMP around its programs to protect the community from emergencies and disasters. The Comprehensive Emergency Management Program includes performing mitigation/ prevention, preparedness, response, and recovery activities. The CEMP major components include:

**Figure 1: Organization of the Butte-Silver Bow CEMP**



<b>CEMP Basic Plan</b>	Provides a general overview and summary of the purpose, responsibilities, and operational concepts of the Comprehensive Emergency Management Program.
<b>Annex I – Mitigation</b>	Addresses the emergency management mitigation/prevention phase. These include activities designed to reduce or eliminate risks to persons or property, or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident.
<b>Annex II – Preparedness</b>	Preparedness is any activity taken in advance of an emergency to develop, support, and embrace operational capabilities, to facilitate an effective and efficient response, and recover from a disaster. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, and outreach and education programs.

<p><b>Annex III – Response</b></p>	<p>Guides the City and County’s response to an emergency. The City and County of Butte–Silver Bow engages its staff and manages specific emergency activities through the Emergency Support Functions (ESFs) framework. All levels of government – federal, state and local – have adopted the ESF model. Under this model, the City and County has designated a primary department to coordinate certain emergency activities with other selected departments and the Emergency Operations Center staff. The CEMP also identifies other external departments and partners that support the primary departments. The CEMP outlines the roles that the ESF primary and support departments have in emergency response. While basic response and the concept of operations will always remain the same, the ESFs activated will depend on the type and scope of the emergency.</p>
<p><b>Annex IV – Recovery</b></p>	<p>Addresses the recovery phase. Recovery functions (RFs) identify critical recovery activities that may need to be activated and performed to restore the community back to normal after an emergency. A primary City–County department is designated to coordinate the emergency support functions as a part of the Emergency Operations Center staff. Support departments and partners outside City–County government are also identified along with likely tasks to be performed. While the concept of operations should always remain the same, the RFs activated will depend on the type and scope of the recovery efforts needed.</p>
<p><b>Annex V- Continuity of Operations</b></p>	<p>Addresses the coordinated effort of government to ensure the continued performance of agency-identified essential functions and operations during disasters. This includes the protection of essential facilities, equipment, vital records, and other assets.</p>
<p><b>Annex VI – Special Subjects</b></p>	<p>The Special Subject Annex consists of Support Annexes, Incident Specific Annexes and supplementary appendices.</p> <p>Support Annexes provide guidance and describe the functional processes and administrative requirements necessary to ensure effective implementation of incident management objectives. They address support elements common to most incidents or an expansion of necessary information not already addressed in the Base Plan.</p> <p>Incident Specific Annexes describe specialized or incident specific information. They outline unique authorities or policies pertinent to an incident; special actions or declarations that may result; unique coordination structures, teams, or resources needed and other special considerations. Appendices describe supplemental or complementary activities associated with the mission of the parent annex or ESF.</p>

**INSTRUCTIONS TO ALL BUTTE-SILVER BOW EMPLOYEES AND NON-GOVERNMENTAL ORGANIZATIONS WITH A ROLE IN THE CITY AND COUNTY OF BUTTE-SILVER BOW EMERGENCY MANAGEMENT:**

Please note, this plan refers to all City and County offices, agencies and departments universally as “departments.”

1. Read the Basic Plan, Section I through V. Note your department's responsibilities.
2. Each department or ESF Primary Agency with designated roles and responsibilities must develop and maintain Standard Operating Procedures (SOPs) in such detail as necessary that will result in successful activation and completion of their responsibilities as in this CEMP. Refer to the CEMP Basic Plan Section III, Concept of Operations, for additional information and guidance.

**Helpful Hint:** Make a list of your department’s general responsibilities (found in Basic Plan Section IV) and specific responsibilities (found in each ESF with which your department is involved). The list of your department’s responsibilities is the basis for developing internal, tactical SOPs and personnel action guides.



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# Comprehensive Emergency Management Plan (CEMP)

## Basic Plan



*Butte–Silver Bow Office of Emergency Management*

# **BASIC PLAN – I. INTRODUCTION**

## ***Why this Plan exists & what it covers.....***

### ***A. Introduction.***

1. This CEMP describes the basic strategies, assumptions and mechanisms through which Butte–Silver Bow will mobilize resources and conduct activities to guide, coordinate, and support local emergency management efforts. To facilitate effective intergovernmental operations, this Comprehensive Emergency Management Plan (CEMP) adopts a functional approach that groups the type of assistance that the City–County provides under Emergency Support Functions (ESFs). Each ESF is headed by a primary department, which the City–County has selected based on its authorities, resources, and capabilities in the functional area. ESFs are the primary mechanisms that manage assistance in an emergency.
2. Each department and non–governmental organization with a role or responsibility in the implementation of the CEMP must become familiar with this CEMP to ensure efficient and effective execution of emergency responsibilities. Each department and participating agency must develop and maintain departmental emergency plans and/or standard operating plans. By being prepared, the city–county can better serve the citizens of Butte Silver Bow.

### ***B. Purpose.***

To provide:

- √ Guidance in all phases of emergency management: mitigating/preventing, preparing for, responding to and recovering from emergencies that threaten life or property within the City and County of Butte–Silver–Bow.
- √ An organizational framework that will guide response and recovery actions.
- √ A mechanism for interagency and community–wide cooperation and coordination.

### ***C. Objectives.***

The objectives of the Butte–Silver Bow CEMP are to protect public health and safety and prevent loss of life, to preserve property and the environment, to assure continuity of government and government operations, to restore the community to normal, to mitigate/prevent the causes of damage, and prepare the City–County in advance of an emergency. Specifically, the City–County strives to:

1. **Protect Public Health and Safety and Prevent Loss of Life:** includes efforts to save human life, treat the injured, warn the public to avoid further casualties, evacuate people from impacted area, direct people to shelter and mass care, coordinate mass prophylaxis (prevention) if warranted, monitor and regulate safety of food and water.

2. **Preserve Property and the Environment:** includes measures to save property from destruction, prevent further loss, provide security for property, especially in evacuated areas, and, prevent contamination to the environment.
3. **Assure Continuity of Government and Government Operations:** provides for lines of succession for elected and appointed officials, and, assures that critical functions of government can be reconstituted and conducted with minimal interruption.
4. **Restore the Community to Pre-incident Conditions:** restore essential infrastructure, the social fabric, as well as the economic basis of the community.
5. **Mitigate/Prevent the Causes of Damage:** implement mitigation measures to prevent damage from a similar emergency that may occur in the future.
6. **Prepare the City-County in Advance of an Emergency:** includes developing action plans on how to respond to and recover from emergencies, training staff on how to perform the duties and responsibilities, exercising the plans and modifying the plans based on the experiences.

#### ***D. Methodology.***

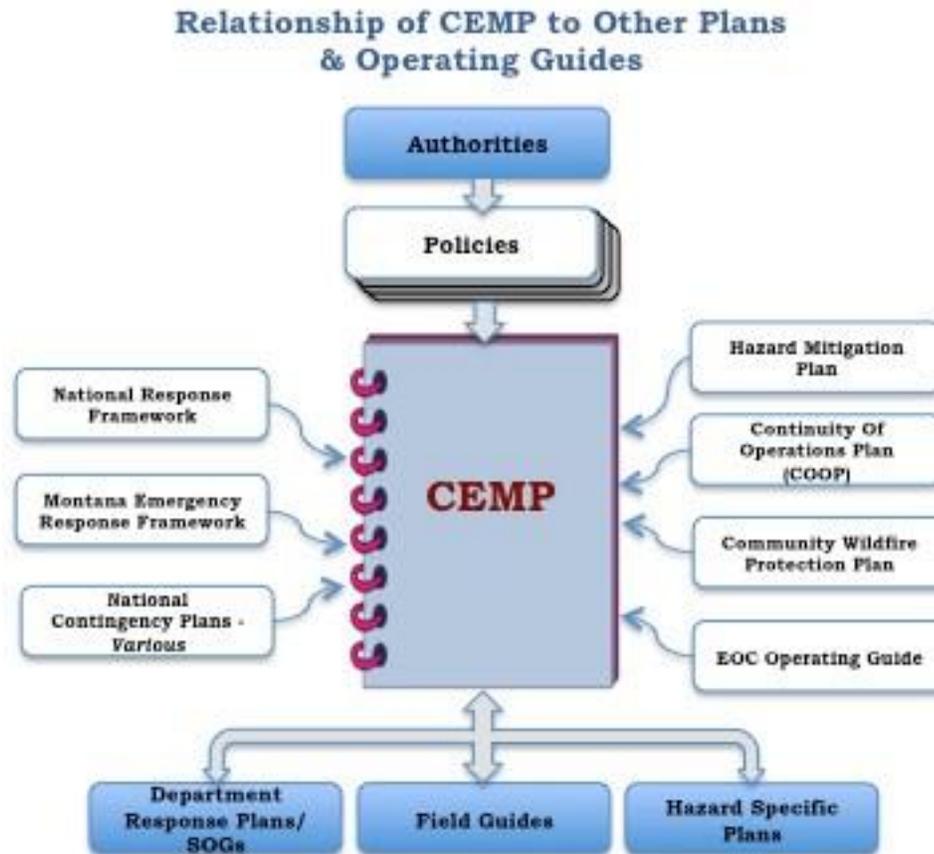
1. **Development:** This plan was developed by a collaborative planning process coordinated by the Butte-Silver Bow Office of Emergency Management (BSB OEM). The underlying principals used to develop the plan were:
  - Organization–The plan subdivisions must help users quickly find what they need. Single subdivisions should be able to be revised without forcing a substantial rewrite of the entire plan.
  - Progression–Each section and plan elements should coherently follow from the previous one. The reader should be able to understand the rationale for the plan sequencing.
  - Consistency–Each section of the plan should use the same logical progression of elements without forcing the reader to reorient himself or herself in each section.
  - Adaptability–The information in the plan should be developed so the plan may be used in varied and unanticipated situations.
  - Compatibility–The plan should promote coordination with local agency plans, jurisdictions, including the State and Federal government. Responsibility assignments, whenever possible, should reflect current agency functions.
2. **Authorization:** This CEMP is promulgated by authority of the Chief Executive of the City and County of Butte–Silver Bow and the Mayor of the Town of Walkerville as authorized by the respective legislative bodies and authorities of each jurisdiction.
3. **Revisions:** This plan will undergo revision whenever:
  - Information errors or omissions have been identified;

- New issues, requirements, or supplementary material have been identified which are not adequately addressed;
  - There has been a change in information, data, or assumptions from those on which the Plan was based;
  - The nature or magnitude of identified risks have changed;
  - There are implementation problems, such as technical, political, legal or coordination issues with other agencies;
  - Legislative changes affecting organizational structure of local or state agencies;
  - Incorporate new state or federal guidelines or directives and /or to address significant operational issues;
  - Exercises reveal deficiencies or shortfalls.
4. **Distribution:** Butte Silver–Bow OEM will maintain a formal distribution list of individuals and organizations who have copies of the plan. Those on the distribution list will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated to show where changes have been made.
5. **Letter of Promulgation:** The Letter of Promulgation signed by the Chief Executive of the City and County of Butte-Silver Bow and the Mayor of the Town of Walkerville are on file in the Butte-Silver Bow Office of Emergency Management.

### ***E. Relationship To Other Plans.***

1. The combined homeland security and emergency management authorities, policies, procedures, and resources of the City and County, regional and state partners, federal government, and other entities (e.g., voluntary disaster relief organization, the private sector) constitute an intergovernmental emergency response network for providing assistance following an emergency.
2. The CEMP may be implemented as the only response plan, or it may be used in conjunction with local partner operational plans developed under statutory authorities and/or Memoranda of Understanding (MOUs). It is also supported by tactical policies and procedures of City-County operational roles. However, the CEMP shall remain the official and primary plan to guide response and recovery activities for Butte-Silver Bow.
3. The structure of the CEMP is always in place and available for implementation. When a public emergency occurs, the framework of the CEMP is used to facilitate response of one or more Emergency Support Functions (ESF) as dictated by the requirements of the incident. The EOC may be activated and staffed with a partial or full team at the direction of the EOC Manager. Individual ESF and support agencies may be employed in the response as needed to respond to the emergency situation.

**Figure 2: Relationship of the CEMP to Other Plans**



#### 4. Local CEMP and Other Local, State or Federal Plans

- The CEMP may also be implemented concurrently with a number of local, state, federal and regional emergency operation plans without a state or Presidential Declaration. (See Figure 3: Relationship of the CEMP to Other Plans). Regardless, the response would be in accordance with the local CEMP, and in accordance with the senior state or federal official for the applicable plan.
- In certain circumstances, state and/or federal agencies have statutory responsibility and authority to respond directly to incidents without a formal request for assistance from the City-County. In all cases, however, those agencies should immediately establish contact with HSEMA and the local incident commander to coordinate the response and/or recovery efforts.

## 5. Local CEMP and the National Response Framework

- The NRF is built upon the premise that incidents are typically managed at the lowest jurisdictional level. The CEMP was designed to be compatible with the National Response Framework (NRF) based on the planning assumption that for major incidents, it is likely the Chief Executive would declare a state of emergency, followed by a request for specific types of assistance from the Governor and/or President under the Stafford Act.

## F. *Statement of Limitations.*

1. Not all emergency situations can be foreseen. The community emergency management system must be able to adapt rapidly to unique conditions. This may include multijurisdictional situations as well as simultaneous events.
2. The multijurisdictional and multidiscipline approach reflected in this Plan is a means of ensuring the best use of local response and recovery resources in time of community crisis. No attempt will be made in this document to specify all the possibilities and intricacies associated with every type of disaster that might conceivably develop.
3. Because the City–County Comprehensive Emergency Management Plan represents a corporate capability that is constantly altered by changes that occur in the law, public policy, organizations, program funding, systems, and the environment, it is impossible to create, maintain and promise the delivery of a perfect emergency management system.
4. City–County actions may also be constrained because hazards can create effects that may impair the availability and use of local government assets, along with other essential services provided by the private sector. The disaster response and relief activities of government may be limited by:
  - a. An inability of the general citizenry to survive on their own for more than three days without additional supplies of water, food, shelter and medical supplies.
  - b. A lack of law enforcement, fire, emergency medical services and public works and other response organizations due to damage to facilities, equipment and shortages of personnel.
  - c. The shortage of critical drugs and medicines at medical facilities.
  - d. The shortage of specialized response personnel and equipment needed to respond to a disaster.
  - e. Damage to or overload of lifelines, such as roads, utilities and communication networks.
  - f. The delay of arrival of outside assistance from either the state or federal level.
  - g. The limited number of public safety responders in a rural environment.

6. Despite these potentially unavoidable limitations, the City–County will endeavor to make every reasonable effort within its capabilities to respond to the dangers and hardships imposed by emergency or disaster events, i.e., based on the situation, the information available, and the resources at hand.
7. This Plan is adopted to protect and preserve the public peace, health, safety, and welfare. Its provisions shall be liberally construed for the accomplishment of these purposes. Moreover, nothing contained in this Plan is intended to be nor shall be construed to create or form the basis for any liability on the part of the City-County or its officers, employees or agents, for any injury or damage resulting from failure of any public official or employee to comply with the provisions of this Plan, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this Plan on the part of the City-County by any of its officers, employees or agents.
8. The Plan is not intended to limit or restrict initiative, judgment, or independent action required to provide an appropriate and effective emergency and disaster response.
9. It is expressly the purpose of this Plan to provide for and promote the health, safety and welfare of the general public. It is not intended to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by its provisions.

## **G. Policies.**

1. In order to protect lives and property and in cooperation with other elements of the community (e.g. business, volunteer sector, social organizations, etc.), it is the policy of Butte – Silver Bow, to strive to mitigate, prepare for, respond to and recover from all natural and man-caused emergencies and disasters.
2. It is the policy of Butte – Silver Bow that it will take appropriate action in accordance with this plan to mitigate any harm to the citizens or property in the City–County.
3. Because of the nature of emergencies and disasters (causing damages, interruptions and shortfalls to City–County resources), it is the policy of the City and County of Butte – Silver Bow that citizens are encouraged to be self-sufficient for a minimum of 72 hours should an emergency or disaster occur.
4. NON-DISCRIMINATION. It is the policy of Butte – Silver Bow that no services will be denied on the basis of race, color, national origin, religion, sex, age, or disability, and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of municipal services. City–County activities pursuant to the Federal /State Agreement for major disaster recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR), Section 205.16. —Non-discrimination. Federal disaster assistance is conditional on full compliance with this rule.

## **H. *Liability Immunity for Emergency Workers.***

### **1. 10-3-111. MCA. Personnel Immune from Liability.**

- (1) The state, a political subdivision of the state, or the agents or representatives of the state or a political subdivision of the state 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. This section does not affect the right of a person to receive benefits or compensation to which the person might otherwise be entitled under the workers' compensation law or a pension law or an act of congress.
- (2) The following individuals or entities are not liable for the death or injury of individuals or for damage to property as a result of an act or omission specifically arising out of activities undertaken in response to an incident, disaster, or emergency and while complying with or reasonably attempting to comply with parts 1 through 4 and 12 of this chapter or an order or rule promulgated under the provisions of parts 1 through 4 and 12 of this chapter:
  - (a) the state or a political subdivision of the state;
  - (b) except in cases of willful misconduct, gross negligence, or bad faith:
    - (i) the employees, agents, or representatives of the state or a political subdivision of the state; or
    - (ii) volunteer or auxiliary civilian defense or other response and recovery activity worker, a member of an agency engaged in civilian defense or other response and recovery activity, a volunteer professional, or the owners of facilities used for civil defense or other response and recovery shelters pursuant to a fallout shelter license or privilege agreement or pursuant to an ordinance relating to blackout or other precautionary measures enacted by a political subdivision of the state.

### **2. **The Volunteer Protection Act of 1997** (Public Law 105-19) provides that: No volunteer of a nonprofit organization or entity shall be liable for harm caused by an act or omission of the volunteer on behalf of the organization or the entity if –**

- (1) the volunteer was acting within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity at the time of the act or omission;
- (2) if appropriate or required, the volunteer was properly licensed, certified, or authorized by the appropriate authorities for the activities or practice in the State in which harm occurred, where the activities were or practice was undertaken within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity;
- (3) the harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer; and
- (4) the harm was not caused by the volunteer operating a motor vehicle, vessel, aircraft, or other vehicle for which the State requires the operator or the owner of the vehicle, craft, or vessel to – (A) possess an operator's license; or (B) maintain insurance.”



**BASIC PLAN –  
II. SITUATION**

***What are we planning for, and what conditions do we accept as accurate?***

***A. Statement of Cooperative Intent.***

1. It is the intent of the City and County of Butte–Silver Bow, as a governmental enterprise duly instituted under the laws of the State of Montana, to exercise due diligence in assuring and preserving the health, safety and welfare of its citizens, when threatened by attack, natural and technological hazards.
2. Pursuant to its powers and duties, the City and County of Butte–Silver Bow will stand ready to deploy its forces and capital resources – with full faith and commitment – to attempt the mitigation or prevention of loss of property to its residents, and to support the mutual-aid pacts with surrounding municipalities.
3. Furthermore, it is the City and County of Butte–Silver Bow's intention to assist other County's emergency management operations by performing Butte–Silver Bow's obligations to its citizens and supporting surrounding municipalities during emergencies and other hazards. It is the desire of the City and County of Butte– Silver Bow to be a “full partner” with both the State of Montana and adjacent jurisdictions in meeting terrorism threats, natural, and technological hazards.

***B. Potential Emergency Conditions.***

1. A major natural, technological or terrorism related emergency may overwhelm the capabilities of the City and County of Butte–Silver Bow to provide prompt and effective emergency response and emergency short-term recovery measures. Transportation infrastructure may be damaged and local transportation services could be disrupted. There is the potential for widespread damage to commercial telecommunications facilities which would impair the ability of governmental response and emergency response agencies to communicate.
2. Homes, public buildings, and other critical facilities and equipment may be destroyed or severely damaged. Debris may make streets and highways impassable. The movement of emergency supplies and resources could be seriously impeded. Public utilities may be damaged and either fully or partially inoperable. Some City and County emergency personnel would be victims of the emergency, preventing them from performing their assigned emergency duties. Numerous separate hazardous conditions as a result of the major event can be anticipated.
3. Thousands of emergency victims may be forced from their homes and large numbers of dead and injured could be expected. Many victims will be in life-threatening situations requiring immediate rescue and medical care. There could be shortages of a wide variety of supplies necessary for emergency survival. Hospitals, nursing homes, pharmacies and other

health/medical facilities may be severely damaged or destroyed. Medical and health care facilities that remain in operation will be overwhelmed by the number of victims requiring medical attention. Medical supplies and equipment will be in short supply.

4. Damage to fixed facilities which generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment. Food processing and distribution capabilities may be severely damaged or destroyed. There could be minimal to total disruption of energy sources and prolonged electric power failure.

### **C. Hazard Analysis.**

1. The Butte–Silver Bow “Hazard Vulnerability Analysis (HVA)” is published separately in the City-County Hazard Mitigation Plan. It describes the potential threats to Butte–Silver Bow, identifies hazard impacts, and proposes mitigation strategies.
2. Hazard Overview:
  - Due to its location and geological features, the City and County of Butte–Silver Bow is vulnerable to the damaging effects of certain hazards. A list of these hazards is found in Table 1 – Hazards Affecting Butte–Silver Bow.
3. Disaster response efforts are often hampered by equipment and facility damage, communication failures, inclement weather, responder injury and death, and many other limiting factors. In the event of an emergency or disaster that exceeds the available resources, the public should expect and be prepared for a minimum 72-hour delay for emergency response services.

**Table 1 – Hazards Affecting Butte–Silver Bow**

<b>Hazards Affecting Butte Silver Bow</b> <b>(Bold = Most Significant as per Butte – Silver Bow Hazard Mitigation Plan)</b>		
<b>Natural</b>	<b>Technological</b>	<b>Human/Societal</b>
<ul style="list-style-type: none"> <li>• Avalanche</li> <li>• <b>Drought</b></li> <li>• <b>Earthquake</b></li> <li>• <b>Communicable Disease</b></li> <li>• <b>Flooding</b></li> <li>• Heat, Extreme</li> <li>• Landslide</li> <li>• Search/Rescue (lost persons, aircraft)</li> <li>• <b>Severe Weather</b></li> <li>• Volcanic Eruption</li> <li>• <b>Wildland and Rangeland Fire</b></li> </ul>	<ul style="list-style-type: none"> <li>• Communication Failure</li> <li>• Energy Emergency,</li> <li>• Fuel/Resource Shortage</li> <li>• Fire, Explosion</li> <li>• Fire, Structural</li> <li>• <b>Hazardous Materials,</b></li> <li>• <b>Fixed Facility</b></li> <li>• <b>Hazardous Materials,</b></li> <li>• <b>Transportation</b></li> <li>• Power/Utility Failure</li> <li>• Transportation Accident,</li> <li>• Aircraft, Motor Vehicle,</li> <li>• Railroad (mass casualty)</li> </ul>	<ul style="list-style-type: none"> <li>• Protest, Illegal Assembly</li> <li>• Hostage Situation</li> <li>• Military Conflict Strike</li> <li>• <b>Terrorism, Violence, Civil Unrest,</b></li> <li>• Nuclear</li> <li>• Terrorism: Bomb Blast,</li> <li>• Incendiary, Sabotage,</li> <li>• Prolonged/Multiple Hostage</li> <li>• Workplace violence</li> </ul>

**D. Vulnerability Analysis.**

1. City and County of Butte–Silver Bow has a population estimated at approximately 34,680 people (2014 Census). Butte–Silver Bow could experience a loss of life and property of catastrophic proportion from a series of potential hazards. Specific hazard impacts to people, property, the economy and environment are detailed in the City and County of Butte–Silver Bow Hazard Mitigation Plan.

**E. Persons With Access and Functional Needs.**

1. The City-County recognizes the need to undertake additional and reasonable efforts to protect and assist people with access and functional needs at the time of emergencies and disasters, and especially during evacuations, sheltering and reentry operations.

**F. Emergency Management Critical Facilities.**

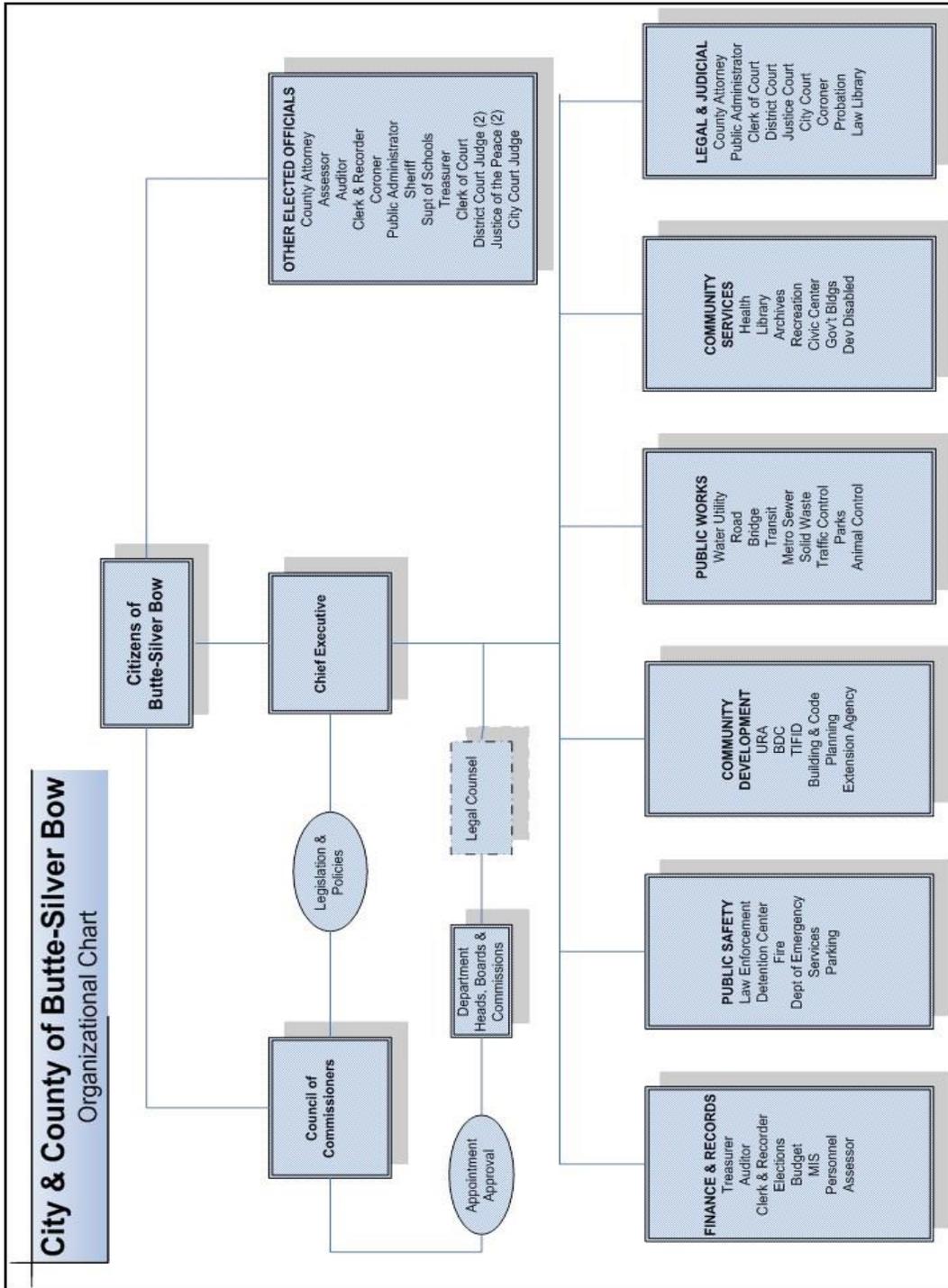
1. The elements listed on the “Essential Services, Critical Facilities and Infrastructure” in Table 2, comprise the likely available emergency management support facilities or systems. Butte–Silver Bow has identified certain “critical facilities” that may be either emergency incident sites due to disaster impacts, or could be used as emergency management support facilities given that they are not impacted. Butte–Silver Bow will strive to maintain certain “essential services” and maintain/restore the community's “infrastructure” during times of disaster.

2. This chart provides a “situation summary” of the Butte–Silver Bow's essential services, critical facilities and infrastructure. These are defined as follows:
- a **Essential Services:** Community services normally determined to be lifesaving/preserving and those critical to the immediate economy of the region that need to be maintained or restored immediately. Each of these services are dependent upon certain critical facilities and infrastructure. Butte–Silver Bow will also strive to provide these services during disasters through activation of Emergency Support Functions (ESFs) as appropriate.
  - b **Critical Facilities:** Specific Butte–Silver Bow public and private facilities essential for the delivery of vital services and for the protection of the community. The American Society of Engineers classifies critical facilities in the following categories:
    - **Category I** includes buildings and other structures whose failure would represent a low hazard to human life, such as storage facilities.
    - **Category II** includes all buildings not specifically included in other categories.
    - **Category III** includes buildings and other structures that represent a substantial hazard to human life in the event of failure. They include buildings with higher concentrations of occupants, special population facilities, or special community events.
    - **Category IV** includes essential facilities such as hospitals, fire and police stations, rescue and other emergency service facilities, power stations, water supply facilities, aviation facilities, and other buildings critical for the national and civil defense.
  - c **Infrastructure:** “*Systems*” upon which critical facilities, and hence, essential services are dependent.

**Table 2: Essential Services, Critical Facilities and Infrastructure.**

<b>ESSENTIAL SERVICES, CRITICAL FACILITIES AND INFRASTRUCTURE</b>	
<b>Essential Services</b>	<b>Critical Facilities</b>
<ul style="list-style-type: none"> <li>• Alert and Warning</li> <li>• Commodities Distribution</li> <li>• Communications</li> <li>• Community EOC</li> <li>• Continuity of Government Services</li> <li>• Emergency Medical Services</li> <li>• Emergency Public Information</li> <li>• Energy; Utilities</li> <li>• Financial Services</li> <li>• Fire</li> <li>• Food; Water Distribution</li> <li>• Health</li> <li>• Law Enforcement</li> <li>• Mass Care</li> <li>• Public Works; Engineering</li> <li>• Search and Rescue</li> <li>• Shelter</li> <li>• Support to Special Populations or High Occupancy Structures, Facilities, Special Events</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Banks; ATMs; Credit Unions</li> <li>• Bridges</li> <li>• Business Establishments</li> <li>• Parks; Recreation Areas</li> <li>• Computer Data Bases; Service Centers</li> <li>• Emergency Operations Center (EOC)</li> <li>• Fire Stations</li> <li>• Food Storage Facilities</li> <li>• Fuel Storage</li> <li>• Government Offices</li> <li>• High Occupancy Structures</li> <li>• Hospitals</li> <li>• Clinics; Pharmacies</li> <li>• Hotels; Motels; Resort Complexes</li> <li>• Microwave Towers; Satellite Ground Terminals</li> <li>• Public Assembly Areas: Civic Center</li> <li>• TV Station</li> <li>• Detention Center; Dispatch Center</li> <li>• Power Plant; Sub Stations</li> <li>• Restaurants</li> <li>• Schools</li> <li>• Shopping Areas</li> <li>• Telephone Switching; Relay Stations</li> <li>• Pumping Stations</li> </ul>
<b>Infrastructure</b>	
<ul style="list-style-type: none"> <li>• Computer and Electrical Systems</li> <li>• Natural Gas</li> <li>• Radio; TV; Print Media</li> <li>• Roads; Highways</li> <li>• Telephone Systems</li> <li>• Water Supplies; Sewer</li> </ul>	

# CITY-COUNTY DAILY OPERATING ORGANIZATIONAL CHART



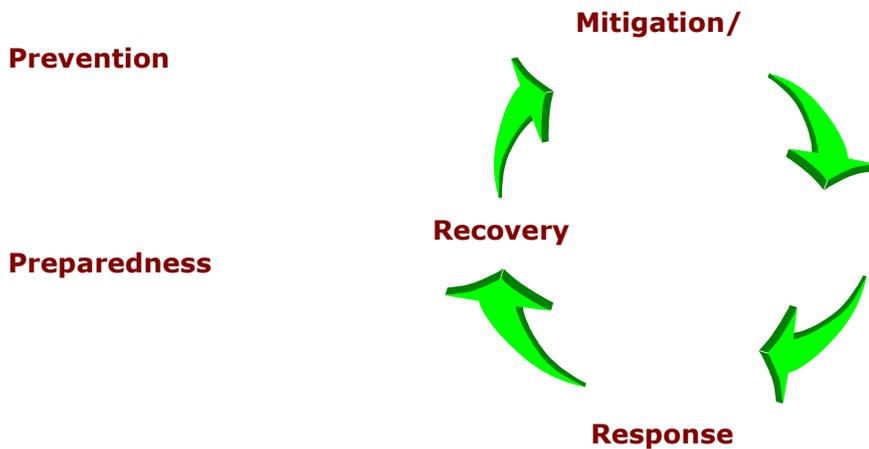
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## BASIC PLAN – III. CONCEPT OF OPERATIONS

*How do we intend to work together before, during & after an emergency?*

### **A. Emergency Management Program Phases.**

Emergency management will be a comprehensive effort that will require City-County departments to work and cooperate effectively with many other governmental, nongovernmental, and private organizations. Butte–Silver Bow will meet its responsibility for protecting life and property from the effects of emergency events by acting within each of the following four phases of emergency management.



#### **1. Phase 1: Mitigation/Prevention.**

- Mitigation is any action that prevents an emergency from occurring or reduces the impact of an emergency on people, property and the environment. Mitigation efforts include adopting and enforcing building codes, land use planning, training and education of the public on the need for mitigation, and implementing structural and non-structural safety measures.
- Prevention helps protect lives and property before an emergency occurs. Prevention measures help avoid emergencies, or they can intervene to stop an emergency from occurring. Measures involve applying intelligence and other analysis to a range of activities, such as heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance; immunizations, isolation or quarantine; and, specific law enforcement operations aimed at deterring or preempting illegal activity.

- All Butte–Silver Bow departments are expected to actively participate in recommending to the Chief Executive mitigation/prevention strategies intended to improve the emergency resilience of Butte–Silver Bow.
- Butte–Silver Bow departments will carry out mitigation/prevention duties in response to a threat. Annex I: Mitigation and Prevention Program of the CEMP addresses mitigation and prevention in more detail.

## 2. **Phase 2: Preparedness.**

- Preparedness activities consist of almost any pre–emergency action that will improve the safety or effectiveness of emergency response. Preparedness activities have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent emergency response.
- Butte–Silver Bow departments will prepare for emergencies by maintaining emergency plans and procedures to accomplish the tasks expected of them. Plans and procedures will allow departments to integrate their individual capabilities into the county–wide emergency response and recovery effort. Butte– Silver Bow departments will ensure that their employees are trained to implement emergency procedures. Departments will validate their readiness for an emergency through internal training drills and participation in exercises. Other governmental jurisdictions, private, and non-profit organization within and outside Butte–Silver Bow boundaries may also be encouraged to participate in these exercises. Exercise results will be documented and recommendations implemented to improve the City–County’s preparedness for an emergency. Butte–Silver Bow OEM will revise the CEMP based on continuous planning and exercising. See Annex II: Preparedness Programs of this CEMP addresses preparedness in more detail.

## 3. **Phase 3: Response.**

- Response is the use of resources to address the immediate and short–term effects of an emergency. Emergency response efforts can minimize suffering, loss of life, and property damage, as well as maintain or hasten the restoration of essential government services. More information on the restoration of City– County functions can be found in the City–County’s Continuity of Operations Plan in Section 5 of this document.
- When initiating the response operation, Butte–Silver Bow will conduct an initial assessment of the situation, determine the need to alert others, and take appropriate actions to reduce the risks and potential impacts of the emergency.
- Annex III: Response Program and individual departmental plans describe detailed emergency response activities. Actions may involve activating the Emergency Operations Center (EOC) for coordination of support.
- Butte–Silver Bow departments may assist with issuing and transmitting emergency alert and warnings, supporting first responder efforts to protect lives and property, maintaining or restoring essential services, and protecting vital resources and the environment. Annex III: Response of this CEMP guides responses to declared emergencies.

4. **Phase 4: Recovery.**

- Recovery activities return Butte–Silver Bow to a pre–emergency state. Examples of recovery efforts, which may include a continuation of ESFs, include conducting detailed damage assessments, removing debris, restoring essential services, critical facilities and infrastructure, rebuilding homes and providing assistance to businesses.
- There is not a definitive point after the emergency occurs where the response phase ends and the recovery phase begins. In general, most recovery and mitigation efforts occur after the deactivation of the EOC and when Butte–Silver Bow departments return to normal operations. Many long–term recovery programs will be integrated into the day–to–day project activities of the departments, rather than be managed from the EOC. Annex IV: Recovery of this CEMP provides more information on recovery roles and responsibilities.

<b>Table 3</b>			
<b>Butte–Silver Bow Comprehensive Emergency Management Program</b>			
<b>Preparedness</b>	<b>Response</b>	<b>Recovery</b>	<b>Mitigation</b>
<ul style="list-style-type: none"> <li>• All hazards planning</li> <li>• Public Information and Warning</li> <li>• Operational Coordination</li> <li>• Forensics and Attribution</li> <li>• Intelligence and Information Sharing</li> <li>• Interdiction and Disruption</li> <li>• Screening, Search and Detection</li> <li>• Access Control and Identity Verification</li> <li>• Cybersecurity</li> <li>• Physical Protective Measures</li> <li>• Risk Management and Protection Programs and Activities</li> <li>• Supply Chain Integrity and Security</li> </ul>	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Public Information and Warning</li> <li>• Operational Coordination</li> <li>• Critical Transportation</li> <li>• Environmental Response/Health and Safety</li> <li>• Fatality Management Services</li> <li>• Infrastructure Systems</li> <li>• Mass Care Services</li> <li>• Mass Search and Rescue Operations</li> <li>• On-Scene Security and Protection</li> <li>• Operational Communications</li> <li>• Public and Private Services and Resources</li> <li>• Public Health and Medical Services</li> <li>• Situational Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Public Information and Warning</li> <li>• Operational Coordination</li> <li>• Economic Recovery</li> <li>• Health and Social Services</li> <li>• Housing</li> <li>• Infrastructure Systems</li> <li>• Natural and Cultural Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Public Information and Warning</li> <li>• Operational Coordination</li> <li>• Community Resilience</li> <li>• Long-Term Vulnerability Reduction</li> <li>• Risk and Disaster Resilience Assessment</li> <li>• Threats and Hazard Identification</li> </ul>

## ***B. National Incident Management System (NIMS).***

1. Butte–Silver Bow has formally adopted and uses the National Incident Management System (NIMS). NIMS provides a consistent national approach for federal, state, and local governments and non–governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, and local capabilities, NIMS includes a core set of concepts, principles, terminology, and technologies covering the incident command system; multi–agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.
2. NIMS provides Butte–Silver Bow a framework for interoperability and compatibility, and maintains a balance between flexibility and standardization. NIMS is flexible because the system can be adjusted to manage all types of incidents, and is applicable to any incident regardless of cause, size, or complexity. NIMS provides standardization by using established organization structures (Incident Command System [ICS], Multi–agency Coordination System [MAC], Public Information System) and consistent terminology. The ICS component of NIMS is a toolbox from which incident managers may choose all or some applicable tools necessary to fulfill their functional roles in a full range of events. The flexibility and standardization within NIMS is realized during an incident when Butte–Silver Bow departments have previously trained and practiced using these tools.
3. NIMS Components. The NIMS components were not designed to stand alone. The components work together as a system to provide the national framework for incident management. The NIMS does not yield optimal results when one of its components is absent.
4. The National Incident Management System (NIMS) is designed so that local jurisdictional authorities retain command, control and authority over responses. Adhering to the NIMS will allow local agencies to better utilize requested state and federal resources.
5. Incident Command System (ICS). This plan formalizes the NIMS incident command organization and structure as mandatory for all response activities by all departments identified in this plan.

## **C. Butte–Silver Bow Emergency Management Organization.**

1. Emergency Management Organization.
  - a. This plan establishes the Butte–Silver Bow comprehensive emergency management program. Upon promulgation of this plan all officers and employees of Butte–Silver Bow are deemed part of the emergency preparedness and response organization.
  - b. The emergency management plan is always in effect and available for implementation, and works to ensure the City-County is continually ready to coordinate response activities without formal activation. However, it should be recognized that an order or proclamation of a local state of emergency or disaster by the Chief Executive or designee may activate special components of the emergency management plan when deemed necessary.
  - c. The Chief Executive is the ultimate authority for disaster preparedness and response and the BSBOEM Director has the responsibility for coordinating the entire emergency management program on behalf of the Chief Executive.
  - d. The Butte–Silver Bow OEM implements, manages and reports on all actions authorized and taken pertinent to any emergency measures pursuant to this plan.
  - e. The BSBOEM duties include the ongoing planning for and coordination of actions necessary to prepare for and manage all four phases of the emergency management program. The BSBOEM Director also assures there is a duty officer available, on-call, 24 hours a day to oversee the emergency management response program.
  - f. The BSBOEM duties shall include the ongoing planning for and coordination of those actions necessary for the creation and maintenance of an effective emergency response capability to prepare for and manage emergency conditions.
  - g. Departments with legal authority and jurisdiction, in accordance with Butte– Silver Bow Municipal Code or State of Montana Code respond to and manage the normal, day-to-day emergencies.
  - h. By Municipal Ordinance and Montana Code Annotated, the Chief Executive is delegated executive authority for all emergency operations and powers of emergency management.
  - i. The line of succession for the Chief Executive’s emergency authorities is:
    - (1) Chief Executive;
    - (2) Director of the BSBOEM;
    - (3) Deputy–Director of the BSBOEM.
  - j. The Chief Executive or his/her designee may order special, temporary personnel assignments that require individuals to work outside their regular department or job classifications.

## ***D. Emergency Authorities.***

1. County, State, Federal.
  - a. In the event of a county-wide emergency or disaster, the corporate resources of the county-city will work together for the mutual good of of Butte-Silver Bow. The statutory authority for emergency and disaster management is authorized by Butte-Silver Bow Municipal Code Title 7 "Emergency Provisions" and in Montana Code Annotated, Title 10, Chapter 3.
  - b. The state is responsible for supporting local government in these endeavors under Montana Code Annotated, Title 10, Chapter 3.
  - c. The federal government is responsible for support to both the state and local government in accordance with the Robert T. Stafford Act.
2. In the event of an emergency/disaster affecting Butte-Silver Bow, the Chief Executive, or designee/successor, may issue an emergency or disaster declaration and may assume direct operational control over all or any part of the emergency management functions within the City-County, delegating emergency authorities as he/she may deem prudent.
  - a. The Chief Executive or designee may issue an order or proclamation declaring a local state of emergency or disaster if he/she finds an emergency affecting the City-County has occurred or that the occurrence or the threat of an emergency affecting the City-County is imminent.
  - b. During exigent circumstances the BSBOEM Director, or designee, is granted authority to make emergency declarations and evacuation decisions but should seek confirmation of the Chief Executive as expeditiously as possible.
3. The Chief Executive's emergency authorities during a declaration may include any or all of the following without limitation as authorized under Montana Code and local ordinances:
  - a. Suspend the provisions of any regulatory ordinance or resolution prescribing the procedures for conduct of City-County business or the orders or rules of any City-County agency or department, if strict compliance with the provisions of any such ordinance, resolution, order or rule would in any way prevent, hinder, or delay necessary action in coping with the emergency.
  - b. Utilize all available resources of the City-County and of each department or agency, as reasonably necessary to manage the emergency.
  - c. Transfer the direction, personnel, or functions of City-County departments or agencies or units thereof for the purpose of performing or facilitating emergency services.
  - d. Subject to applicable requirements for compensation under law, commandeer or utilize private property if the Chief Executive or designee finds this necessary for emergency essential purposes.

- e. Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the City–County if the Chief Executive or designee deems this action necessary for the preservation of life or other emergency mitigation, response or recovery.
  - f. Prescribe routes, modes of transportation, and destinations in connection with evacuation.
  - g. Control ingress and egress to and from an emergency area, the movement of persons within the area, and the occupancy of premises therein.
  - h. Make provisions for the availability and use of temporary housing.
  - i. Take effective measures for limiting or suspending lighting devices, gas and water mains, electric power distribution, and all other utility services in the general public interest.
  - j. Take measures concerning the conduct of civilians, the movement and cessation of movement of pedestrian and vehicular traffic prior to, during, and subsequent to drills and actual or threatened emergencies, the calling of public meetings and gatherings, and the evacuation and reception of civilian population, as provided by any emergency management plan of Butte–Silver Bow, the state of Montana, and the federal government.
  - k. Authorize the use of resources already mobilized as the result of an executive order, proclamation, or rule to assist the citizens of the city–county in cleanup and recovery operations during emergencies when lawful permission to enter onto or into private property has been obtained from the property owner.
4. A declaration of state of emergency may terminate with a disaster declaration or when the Chief Executive, or designee/successor, determines that the emergency no longer exists.

## ***E. Emergency Support Functions (ESFs).***

1. Emergency Support Functions (ESFs) represent groupings of types of assistance activities that Butte–Silver Bow citizens are likely to need in times of emergency or disaster. During emergencies, the BSBOEM and/or EOC manager determine which ESFs are activated to meet the disaster response needs. See Annex III: Response, for further details.
2. The State emergency management plans and the National Response Framework are organized by related emergency functions, commonly known as “emergency support functions (ESFs).” The state and federal governments will respond to Butte–Silver Bow requests for assistance through the ESF structure. Within the state emergency Within the state emergency coordination center (ECC) requests for assistance will be tasked to the particular ESF(s) for completion. A lead agency/department for each ESF is indicated, and will be responsible for coordinating the delivery of that ESF to the emergency area. The lead agency/department will be responsible for identifying the resources within the ESF that will accomplish the mission, and will coordinate the resource delivery. State and federal efforts will be in “support” of Butte–Silver Bow.
3. This plan is based upon the concept that the ESFs for the various Butte–Silver Bow organizations involved in emergency operations will generally parallel their normal day to day functions. To the extent possible, the same personnel and material resources will be deployed. The day–to–day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency.
4. A Butte–Silver Bow department or agency is normally designated as “the lead or co– lead” for an ESF due to a statutory responsibility to perform that function, or through its programmatic or regulatory responsibilities. In some agencies a portion of the agency’s mission is very similar to the mission of the ESF, therefore, the skills to respond in a disaster can be immediately translated from the daily business of that agency. The “lead” agency also has the necessary contacts and expertise to coordinate the activities of that support function.
5. Upon activation of the Butte–Silver Bow EOC, the activated ESF lead agencies will designate representatives in the EOC to coordinate their ESF(s).
6. The lead agency for the ESF will be responsible for obtaining all information relating to ESF activities and requirements needed for the emergency and disaster response.
7. Butte–Silver Bow will respond to requests for assistance through the ESF process. Within the EOC, requests for assistance will be tasked to the appropriate ESF’s for completion. The lead agencies will be responsible for coordinating the delivery of that assistance.
  - a. With concurrence from the Butte–Silver Bow EOC Manager, ESF # 5 will issue mission assignments to the lead agency(s) for each ESF.
  - b. The lead agency(s) for the tasked ESF’s will be responsible for identifying and tasking the particular resource(s) and will coordinate the delivery of that resource(s).

## ***F. Crisis Monitoring, Crisis Action Team (CAT).***

1. The Butte–Silver Bow OEM is responsible for monitoring and analyzing any situation that may threaten general public safety. As emergency situations threaten or occur, the BSBOEM may convene a “Crisis Action Team (CAT).”
  - *The 911 Communications center is the county primary warning point and assists with crisis monitoring and notifying the BSBOEM of emergency events.*
2. The Crisis Action Team (CAT) is an organizational unit that will have responsibility for assisting with Crisis Monitoring and Emergency and Continuity of Operations Plan (COOP) implementation.

The CAT is a central operational organization led by BSBOEM, composed of departmental leaders or liaison officers of all organizations that are engaged or have potential roles in coordinating the response to an emergency.

3. Members of the CAT are responsible for monitoring and analyzing any situation that may threaten public safety, Butte–Silver Bow property or issues of critical significance. As emergency situations threaten or occur, the BSBOEM Duty Officer may convene the CAT to facilitate the process of incident evaluation and planning, and possible activation of the EOC and implementation of Emergency Support Functions and resources. The CAT may also be used to support Incident Commanders in forward or field command posts.
4. The CAT is a flexible, supporting/coordinating service that could be:
  - One person at home facilitating the coordination of personnel and resources to an incident scene;
  - Several people convening to review an evolving threat; or,
  - Personnel in the Emergency Operations Center (EOC) or on–scene to assist the Incident Commander as needed.
5. Core members of the CAT are drawn from the departments who provide primary support to Emergency Support Functions (see primary support matrix.) However, any Butte–Silver Bow department could be called upon to provide a representative to the CAT. Exactly who is called and ultimately how many people will serve on the CAT is dependent upon the situation and the functions that will be activated.
6. During EOC operations, CAT members can be integrated into the EOC organization or retained as a separate unit. Selective CAT members may serve in a policy role, providing policy guidance and direction to the EOC and Incident Managers.

**Figure 4: Emergency Support Function Matrix**

<b>Emergency Support Function</b>	<b>ESF Lead Agency</b>	<b>EOC Functional Area</b>
<b>ESF 1 Transportation</b>	<b>B-SB Transit Division</b>	<b>Logistics Section</b>
<b>ESF 2 Communications and Information Technology</b>	<b>B-SB MIS/911 Communications Co-Lead</b>	<b>Logistics Section</b>
<b>ESF 3 Public Works and Engineering</b>	<b>B-SB Public Works Department</b>	<b>Operations: Infrastructure Branch</b>
<b>ESF 4 Firefighting</b>	<b>B-SB Fire Department</b>	<b>Operations: Emergency Services Branch</b>
<b>ESF 5 Emergency Management (Information, Analysis &amp; Planning)</b>	<b>B-SB Office of Emergency Management</b>	<b>EOC Management/ Planning Section</b>
<b>ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services</b>	<b>B-SB Office of Emergency Management/ American Red Cross</b>	<b>Operations: Human Services Branch</b>
<b>ESF 7 Resource Support</b>	<b>B-SB Homeland Security and Emergency Management</b>	<b>Logistics Section</b>
<b>ESF 8 Public Health, Hospital and Medical Services</b>	<b>B-SB Public Health Department, St.James Healthcare, and A-1 Ambulance</b>	<b>Operations: Human Services Branch</b>
<b>ESF 9 Search and Rescue</b>	<b>B-SB Law Enforcement Department</b>	<b>Operations: Emergency Services Branch</b>
<b>ESF 10 Hazardous Materials</b>	<b>B-SB Fire Department</b>	<b>Operations: Emergency Services Branch</b>
<b>ESF 11 Energy and Utilities</b>	<b>B-SB Public Works Department</b>	<b>Operations: Infrastructure Branch</b>
<b>ESF 12 Law Enforcement and Security</b>	<b>B-SB Law Enforcement Department</b>	<b>Operations: Emergency Services Branch</b>
<b>ESF 13 Public Protection: Alert and Warning</b>	<b>B-SB Office of Emergency Management</b>	<b>Operations: Emergency Services Branch</b>
<b>ESF 14 Emergency Public Information</b>	<b>B-SB Office of Emergency Management</b>	<b>EOC Management</b>
<b>ESF 15 Volunteer &amp; Donation Management</b>	<b>B-SB Office of Emergency Management</b>	<b>Logistics Section</b>
<b>ESF 16 Animal &amp; Veterinary Services</b>	<b>B-SB Animal Services Department</b>	<b>Logistics Section</b>
<b>ESF 19 Life Safety &amp; Damage Assessments</b>	<b>B-SB Planning Department</b>	<b>Planning Section</b>
<b>ESF 18 Access and Functional Needs</b>	<b>B-SB Developmental Disabilities</b>	<b>Operations: Human Services Branch</b>
<b>ESF 19 Fatality Management</b>	<b>B-SB Coroner's Office</b>	<b>Operations: Emergency Services Branch</b>

7. CAT members should be at the supervisory or management level of the primary departments. Each department should appoint a primary member and two alternates who can act in the absence of the primary member.
8. Instantaneous events may cause immediate and full EOC activation and preclude the CAT activation process.

## **G. Incident Command System (ICS).**

1. Butte–Silver Bow’s on–scene response to emergencies follows the concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS).
2. The person managing the incident site is the Incident Commander who is responsible for ensuring each agency on scene can carry out its responsibilities.
3. Butte–Silver Bow emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.
4. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual.
5. Upon arriving at an incident scene, the Incident Commander should:
  - Establish an incident command post, and direct the on–scene response.
  - Isolate the scene.
  - Assess the situation and identify hazards.
  - Make initial notifications of larger emergency events (non–routine) via 911 communication center to the BSBOEM duty officer.
  - Warn the population in the area of the incident; provide emergency instructions.
  - Determine and implement protective measures (in–place or evacuation sheltering) for the population in the immediate area of the incident.
  - Implementing traffic control arrangements in and around the incident scene.
  - Develop objectives (tasks to be done).
  - Ensure appropriate safety and personnel protective measures.
  - Develop an action plan and priorities.

- Determine the need to activate the CAT and/or EOC to support field operations.
  - In coordination with the CAT and/or EOC, contact appropriate agencies or personnel with expertise and capability to carry out the incident action plan.
  - Coordinate, as appropriate, with other first responder agencies.
  - Request additional resources from the EOC.
6. When more than one agency is involved at an incident scene, the agency having jurisdiction and other responding agencies shall work together to ensure that each agency's objectives are identified and coordinated.
  7. Team problem solving should facilitate effective response. Other agency personnel working in support of the Incident Command system will maintain their normal chain of command, but will work under the direction of the Incident Commander.
  8. The Butte–Silver Bow Incident Commander may designate a Public Information Officer (PIO) to coordinate with the news media at an incident. This may include coordinating agency media releases and arranging contacts between the media and response agencies. If additional support is needed, the EOC may be activated.
  9. During widespread emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. Incident command will be established at each site. When this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC. Incident Command Post(s) will link to the EOC via radio, telephone or cell phone.
  10. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command (UC) structure. Principles of Area Command or Multi–Agency Coordinated Systems (MAC) may also apply. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

## ***H. Incident Response Levels (Levels of Disaster).***

**Graduated Response.** Most disasters will require a graduated response involving only those persons necessary to manage the situation. The City-County has adopted five levels of operation to classify the estimated impacts of an emergency event on the operations of the local government.

To determine an operation level, the incident commander or HSEMA duty officer may make an initial determination of the event impact and classify the incident. As information about an incident is gathered, the level may be modified. Classification of an incident assists in determining resources, scheduling personnel, and making logistical forecasts.

<b>Level 5</b>	<b>Minor Response or Monitoring Status</b>
<b>Level 4</b>	<b>Limited Response</b>
<b>Level 3</b>	<b>Moderate Response</b>
<b>Level 2</b>	<b>Major Response</b>
<b>Level 1</b>	<b>Extreme or Catastrophic Event</b>

**Figure 5: Incident Response Levels**

Level 5	<p><b><u>Limited Incident-</u> within Capability of Local Government: Day to Day Activity.</b></p> <p>This is typically a “monitoring” phase and standby for higher activations if indicated. Level 5 reflects a continuation of normal operations and an ongoing awareness of the potential for emergencies to arise. The responsibility for control of any incident rests with Butte–Silver Bow’s responding department/division. The Emergency Operations Center (EOC) is at normal monitoring condition. Notification will be made to those agencies and Emergency Support Functions (ESF’s) who would need to take action as part of their everyday responsibilities.</p>
Level 4	<p><b><u>Minor Response Activity</u>–Requires Local Government Resources</b></p> <p>A limited division/department emergency response team activation. Primary or lead ESF’s are notified as needed. The EOC will be staffed by Emergency Management personnel, key staff and selected ESF personnel as needed, potentially requiring 24 hour a day staffing. Contact is made with state ECC. A declaration of a local state of emergency probably not in effect.</p>
Level 3	<p><b><u>Moderate Response Activity</u>-May Require Additional Government Resources (Neighboring Counties/State/Federal Resources)</b></p> <p>Potential for full activation of all ESFs with 24 hour a day staffing at the EOC and all other operational facilities. A declaration of a local state of emergency may be in effect or anticipated. At this level of activation, representatives of federal, state and/or county agencies may report to the local EOC to provide assistance. May require partial activation of the State Emergency Coordination Center (SECC).</p>
Level 2	<p><b><u>Major Response Event</u>; Requires a County or State Declaration for Major Local Government Emergency Incident</b></p> <p>Full activation of all Butte–Silver Bow ESF’s with 24 hour a day staffing at the EOC and all other operational facilities. A declaration of a local state of emergency may be in effect or anticipated.</p> <p>At this level of activation, representatives of federal, state and/or county agencies may report to the local EOC to provide assistance.</p>
Level 1	<p><b><u>Extreme Response Event</u>; state or federal declaration; multiple local government emergency incidents.</b></p> <p>Major county or regional emergency incident; three or more departments with heavy resource involvement; mutual aid resources may not be available for 24 hours or more; long duration incident, several days to weeks.</p> <p>Full activation of all Butte–Silver Bow ESF’s with 24 hour a day staffing at the EOC and all other operational facilities. A declaration of a local state of emergency is in effect. At this level of activation, representatives of federal, state and/or county agencies may report to the local EOC to provide assistance.</p>

## ***I. Direction And Control.***

### **1. General.**

- a. Butte–Silver Bow retains decision making authority and control during emergencies. The local responsibility for disaster management cannot be relinquished. Field Incident Commanders exercise this authority in their role as Butte–Silver Bow officials. Butte–Silver Bow officials operating in the Emergency Operations Center (EOC) retain the coordination and commitment authority for local resources and deploy those resources as appropriate.
- b. When an emergency is confined to a single location within Butte–Silver Bow, the Butte–Silver Bow department(s) with legal authority will exercise command. The department(s) representative(s) will serve as the on–scene incident commander (or Unified Command if applicable) responsible for the operation. Field Incident Commander(s), assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site(s).
- c. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and allocated equipment will carry out mission assignments directed by the Incident Commander or EOC Manager. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as a common communications protocol, may be adopted to facilitate coordinated effort.

### **2. Role of the Emergency Operations Center.**

- a. Once activated as a command entity, the Butte–Silver Bow EOC directs and coordinates the City–County’s overall response to emergency events. Individual field departmental supervisors retain tactical control of resources assigned to incidents.
- b. The EOC may be partially activated to coordinate support for field Incident Commander(s) without activating the full EOC organization.
- c. The BSBOEM is responsible for the proper functioning of the EOC and will also serve as a liaison with state and federal emergency agencies and neighboring jurisdictions. The BSBOEM will advise other emergency officials on courses of action available for major decisions.

### **3. Role of the State.**

- a. The State ECC may serve as the liaison and coordinating agency between Butte– Silver Bow, other local governments, state private not–for–profit (PNP) agencies, state government and federal government.
- b. If state and/or federal resources are made available to Butte–Silver Bow, they will be under the operational management of the Chief Executive and Incident Commanders.

## ***J. Emergency Operations Center – Activation.***

### **1. General.**

- a. The EOC may be activated as either a “Command” entity or as a “Coordination” entity.
  - For pre-incident or for special events management the EOC may serve as a single command element for the management of operations.
  - Where incidents occur across political jurisdictions, or there is more than one responding agency with incident jurisdiction, the EOC may be activated as a “Command” entity, usually using a “Unified Command” element to direct operations. As a unified command, the EOC may serve as the “Area Command”.
  - In its “Coordination” role it acts as a Multi-Agency Coordination Center; it supports incident management policies and priorities established by the on-scene command element.

The EOC may be activated at any time there is an existing or potential threat or any event deemed an Incident of Critical Significance by the Chief Executive or the BSBOEM Director. Plan stakeholders should plan on staffing the EOC to the requested scale as soon as possible, but within one hour of notification.

### **b. Scheduled Activations.**

A scheduled activation is a predetermined activation in response to various meteorological, geophysical, or planned events. Planned events may include, but are not limited to, protest/demonstrations, political events, festivals parades, and holiday celebrations. The Command or Management components that are designated to staff the EOC will be expected to report to the EOC as soon as possible, but no longer than one hour. Notifications will be made according to established policies and protocols. The type and severity of the event will dictate to which level the EOC is activated and which functions and components should staff the EOC. Predetermined activation events, levels and components are delineated in the EOC Operating Guide.

### **c. Unscheduled Activations.**

The EOC may also activate as a response to unanticipated events. Depending upon the incident, the appropriate ESFs, Command or Management components will be notified to staff the EOC as soon as possible but no longer than one hour from notification. BSBOEM staff will cease conducting their daily activities and report to the EOC and prepare it for activation and operation. BSBOEM or 911 Communication Center will make appropriate notifications.

Initial notification of an unscheduled event may come from several sources such as an on-scene source, media, or the County Warning Point. The County Warning Point will contact the BSBOEM on-call Duty Officer for incidents that meet or may escalate to the level requiring an EOC activation. If required, the Duty Officer will take appropriate action to implement EOC activation procedures. The Duty Officer may activate the EOC when an event is of such magnitude that the need for activation of the EOC is self-evident.

## **EOC: Authority to Activate.**

- d. The Emergency Operations Center (EOC) is an essential facility for successful response and recovery operations. With decision and policy makers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished, minimizing duplication of efforts.
- e. Depending upon the severity and magnitude of the disaster, activation of the EOC may not be necessary, may only be partially required, or may require full activation. Partial activation would be dictated by the characteristics of the disaster and would involve only those persons needing to interact in providing Butte–Silver Bow’s coordinated response.
  - EOC activation levels will generally follow the “emergency levels” as described in Paragraph H in this section.
- f. The following individuals are authorized to activate the EOC for unscheduled events during situations where the need for EOC-level coordination is evident:
  - (1) Chief Executive or designee
  - (2) BSBOEM Director
  - (3) Deputy BSBOEM Director
    - a) Any agency director, partner organization leader, or Incident Commander may request EOC activation to coordinate or support emergencies, or for planned events, being managed by their organization or in anticipation of an emergency event.
    - b) The Incident Commander/agency director should notify the BSBOEM Duty Officer when:
      - Needs exceed authority;
      - Incidents involving mass fatalities or casualties;
      - Incidents involving severe environmental damage;
      - Incidents pertaining to reportable hazardous materials;
      - Resource needs are greater than what is available;
      - Actions have produced deleterious unanticipated results;
      - Whenever circumstances are such that the Incident Commander believes EOC assistance is advantageous.

Once notified, the Duty Officer and the Incident Commander will make an assessment to determine what services the BSBOEM and/or EOC can provide.

- c) Any town manager, County Administrator, or designee, from a jurisdiction adjacent to Butte-Silver Bow may request the EOC be activated to support an emergency occurring in or affecting their jurisdiction.
- d) When the decision is made to activate the EOC, the BSBOEM will notify the appropriate staff members to report to the EOC. The EOC Management staff will take action to notify and mobilize the appropriate organizations and operations centers that they are responsible for coordinating.

- e) Notifications are also made to the state emergency duty officer or SECC.
- f) When the EOC is activated, it is essential to establish a division of responsibilities between the Incident Command Post(s) and the EOC for emergency operations. Common EOC tasks include:
  - **EOC/ICS Interface Management:** Coordination of on-scene to EOC interaction.
  - **Situational Awareness and Reports:** Assemble accurate information and intelligence on the emergency situation and current resource data to allow officials to make informed decisions.
  - **Incident Prioritization:** Collaborate with representatives of emergency service agencies, determine and prioritize required response actions and coordinate their implementation.
  - **Policy Establishment:**
    - Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
  - **Public Protection Measures:**
    - Organize and implement large-scale evacuation.
    - Organize and implement shelter and mass arrangements for evacuees. – Coordinate traffic control for large-scale evacuations.
  - **Resource Management:** Provide resource support for the incident command operations.
    - Acquire and Request;
    - Allocate and Prioritize;
    - Cost control analysis measures.
  - **Emergency Public Warning:** Issue community-wide warnings.
  - **Record Keeping:** Gather, process, analyze, and store incident records.
  - **Emergency Public Information:** Issue emergency instructions; provide information to the general public and Joint Information Center Management.
  - **Liaison Coordination:** Request and coordinate assistance from the state and other external sources.

### 3. Graduated EOC Activation.

- Butte–Silver Bow responds to emergencies in a predictable and flexible manner to meet the demands of the incident. The response to the emergency may require a graduated EOC activation, involving only those personnel and departments necessary to manage the situation. This graduated EOC activation provides a process whereby Butte–Silver Bow can react, moving from normal operations to an emergency activation level appropriate to an emergency’s scope and magnitude, while not overreacting and disrupting normal operations unnecessarily.
- (1) **Normal Operations.** This phase is business-as-usual, where Butte–Silver Bow personnel are always on stand-by for higher activations when indicated. Butte–Silver Bow personnel monitor situations in this phase, reflecting a continuation of normal operations and an ongoing awareness of the potential for emergencies to arise.
  - The responsibility for control of normal, day-to-day emergency events rests with individual responding departments. Citizens usually detect these emergency events and notify departments who need to take action as part of their everyday

responsibilities (such as a water main break, fire, medical emergency or criminal activity).

- Under this phase, the EOC is not activated, and BSBOEM staff members are at their normal workplace monitoring conditions and engaging in mitigation/prevention, preparedness or recovery activities.
  - As hazardous or emergency situations arise, the 911 Communications Center notifies the BSBOEM Duty Officer who will determine if a Crisis Action Team or EOC activation is warranted.

(2) **Initial EOC Activation.** When the BSBOEM Duty Officer determines that an event has occurred that warrants a more detailed situation assessment or increased monitoring, s/he initiates the activation and assumes command of the Crisis Action Team or EOC, and mobilizes staff. The Duty Officer utilizes established communications methods to:

- Send regular progress reports to the Crisis Action Team until a decision is reached to expand the EOC activation or to end the activation, or
- Communicates EOC expanded activation and requests the assembly of agency members in the EOC.

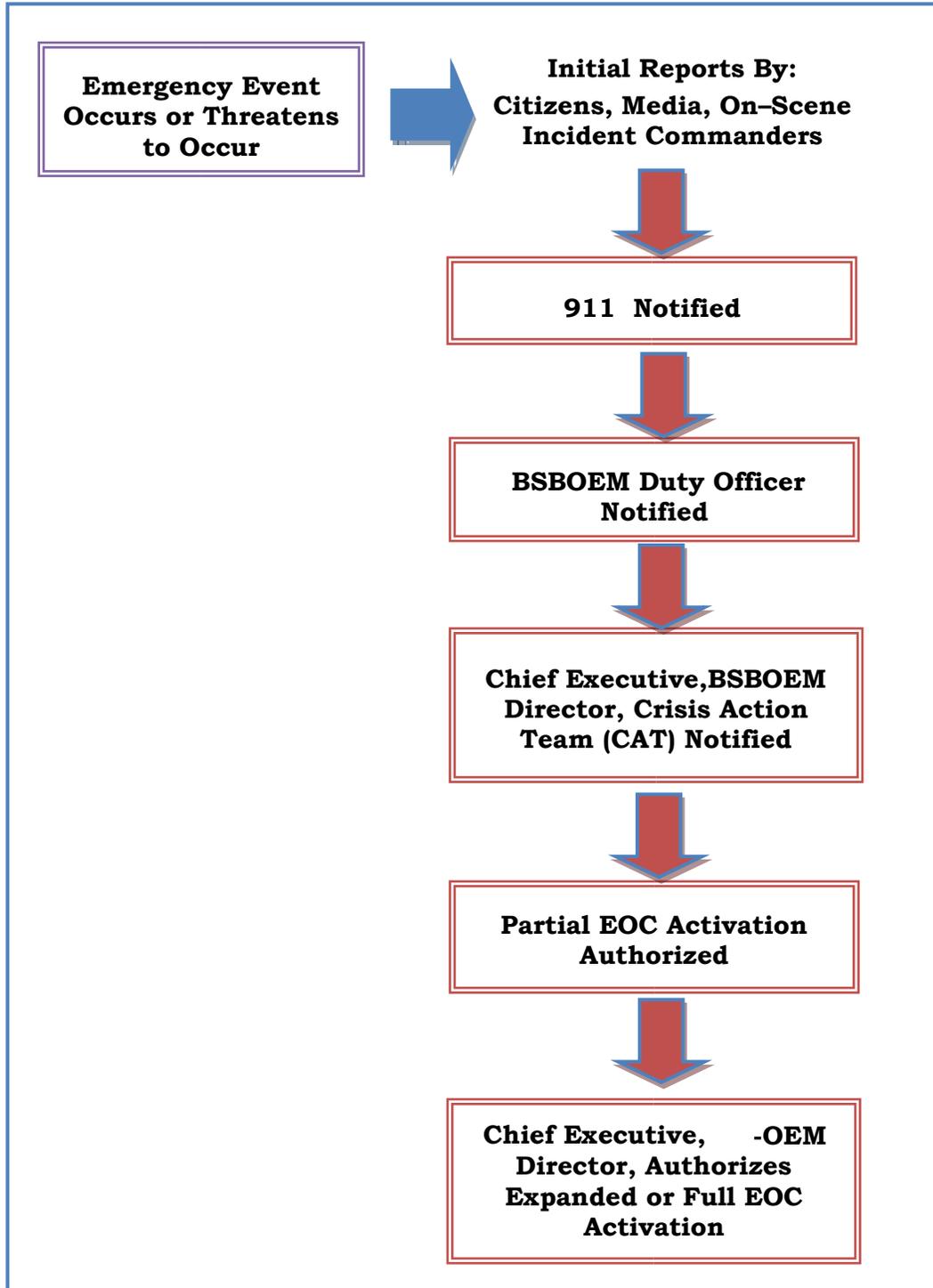
(3) **Expanded EOC Activation.** The BSBOEM Duty Officer briefs the Crisis Action Team on the situation of the emerging event and, as necessary, authorizes the activation of the EOC.

- The Duty Officer notifies all pertinent department heads of the emergency and assures the EOC is staffed by emergency management personnel and by selected emergency support function (ESF) personnel, as needed to support field operations.
- A declaration of a local emergency may not yet be in effect, but the Duty Officer will evaluate the need continuously and recommend a declaration, if necessary.

(4) **Full EOC Activation.**

- The EOC Manager has activated most or all ESF's. Personnel are staffing the EOC and other operational facilities 24 hours a day.
- A declaration of a local emergency may be in effect or is anticipated. A Governor's declaration of a state of emergency may already exist or is anticipated.
- Full activation is initiated in anticipation of a regional or major emergency or after the impact of an event with no warning. This level is maintained throughout the response and into the recovery operations until the EOC Manager downgrades the activation to a partial activation.
- At Full EOC Activation, representatives of federal and state agencies may report to the Butte–Silver Bow EOC to provide assistance. Figure 6 illustrates the process of EOC activation.

**Figure 6: EOC Activation Process**



**Figure 7: Disaster Impact Level Assessment Matrix**

<b>Event Level Category</b>	<b>Normal Ops</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<b>Event Numerical Level</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Level of risk to persons and/or property</b>	None to limited threats	Minor threat to life or property	Significant threat	Exceptional threat	Extraordinary threat: Community's essential functions prevented
<b>Population Affected</b>	None to Few	Minor	Limited	Widespread	Extensive
<b>Event Magnitude</b>	Isolated with an ordinary threat to life or property	Single event with enhanced threat to life or property	Single or multiple events, possible associated hazards	Single or multiple events, with other complicating factors	Single or multiple event with many additional complicating events
<b>Geographic Impact</b>	Defined small scale	Defined-controlled boundaries	Defined to Expanding boundaries	Expanding boundaries	Widespread
<b>RESPONSE</b>	<b>RESPONSE</b>	<b>RESPONSE</b>	<b>RESPONSE</b>	<b>RESPONSE</b>	<b>RESPONSE</b>
<b>EOC Activation Level</b>	Monitoring	Alert to Partial	Partial	Partial to Full Activation	Full Activation
<b>State of Emergency</b>	None	Not Declared	Potential Declaration	Probable Declaration	Declaration
<b>Duration</b>	Short measured in hours	Short measured in hours	Short to Moderate measured in hours to days	Prolonged multiple days	Prolonged multiple days
<b>Command/Coordination Decisions</b>	On scene	On scene	Combined	All coordination through EOC	All coordination through EOC
<b>EOC Activation/Staffing</b>	Monitoring	Alert to Partial	Partial	Partial to Full Activation	Full Activation
<b>Public Health Pandemic Categories</b>	Alert Phase 1	Phase 2- 3	Phase 3-4	Phase 4-5	Phase 5-6
<b>Color Condition Advisory Guide</b>	<b>Condition Green</b>	<b>Condition Blue</b>	<b>Condition Yellow</b>	<b>Condition Orange</b>	<b>Condition Red</b>

The Incident Command System describes incident complexity as the combination of many factors that affect the probability of impact and control of an incident. Incident complexity is considered when making management level, staffing, and safety decisions.

The Disaster Impact Level Matrix has been developed to help define on-scene response personnel and resource requirements; in addition, this will influence EOC activation and staffing needs. The factors listed above will be considered in analyzing incident complexity and possible impact on

response requirements. The 911 Communications Center and the EOC will use these determinations to define a common operating picture.

## ***K. Emergency Operations Center (EOC): Organization, Operations and Staffing.***

**Note:** The “EOC Operations Manual” provides comprehensive details on EOC operations such as detailed job descriptions and checklists of tasks. The EOC Operations Manual is published separately.

### **1. Overview.**

- a. The EOC management structure is intended to be flexible and should be modified by the Chief Executive, the EOC Manager and the EOC Section Chiefs, to meet the demands of any particular situation.
- b. The Chief Executive through the EOC Manager will implement policy directives and will have overall management responsibility for the incident.
- c. The EOC Manager directs EOC response actions to save lives and protect property and recommends/implements population protective actions. Within the framework of the Crisis Action Team (CAT) or Emergency Operations Center (EOC), all available resources are identified and mobilized as necessary. Tasks are prioritized and resources used within this priority framework.
- d. Departments will document appointments and work assignments in an emergency situation. They submit a complete emergency action plan on staffing allocation, equipment distribution, and other emergency-related needs as requested by the EOC Manager. A department carries out its emergency duties as described in the CEMP concurrently with its essential functions as described in its Continuity of Operations Plan (COOP).
- e. All Butte-Silver Bow officers and employees are part of Butte-Silver Bow’s emergency management organization and may be called on to perform emergency management functions during an emergency.

### **2. Use of the National Incident Management System (NIMS) and Incident Command System (ICS).**

- a. The EOC utilizes a modified organizational structure of the National Incident Management System (NIMS)/ Incident Command System (ICS) in the context of both pre-incident, post-incident and recovery activities. The EOC organization adapts to the magnitude and complexity of the situation at hand, and incorporates the NIMS principles regarding span of control and standard organizational structure.
- b. Although the EOC uses a modified ICS structure, the EOC does not generally directly manage on-scene operations. Instead, the EOC focuses on policy decisions, providing multi-agency support to on-scene efforts, develops situational awareness for the entire county, and conducting broader operational management for activities such as mass shelter, catastrophic evacuation, and public information activities.

### 3. **EOC Positions.**

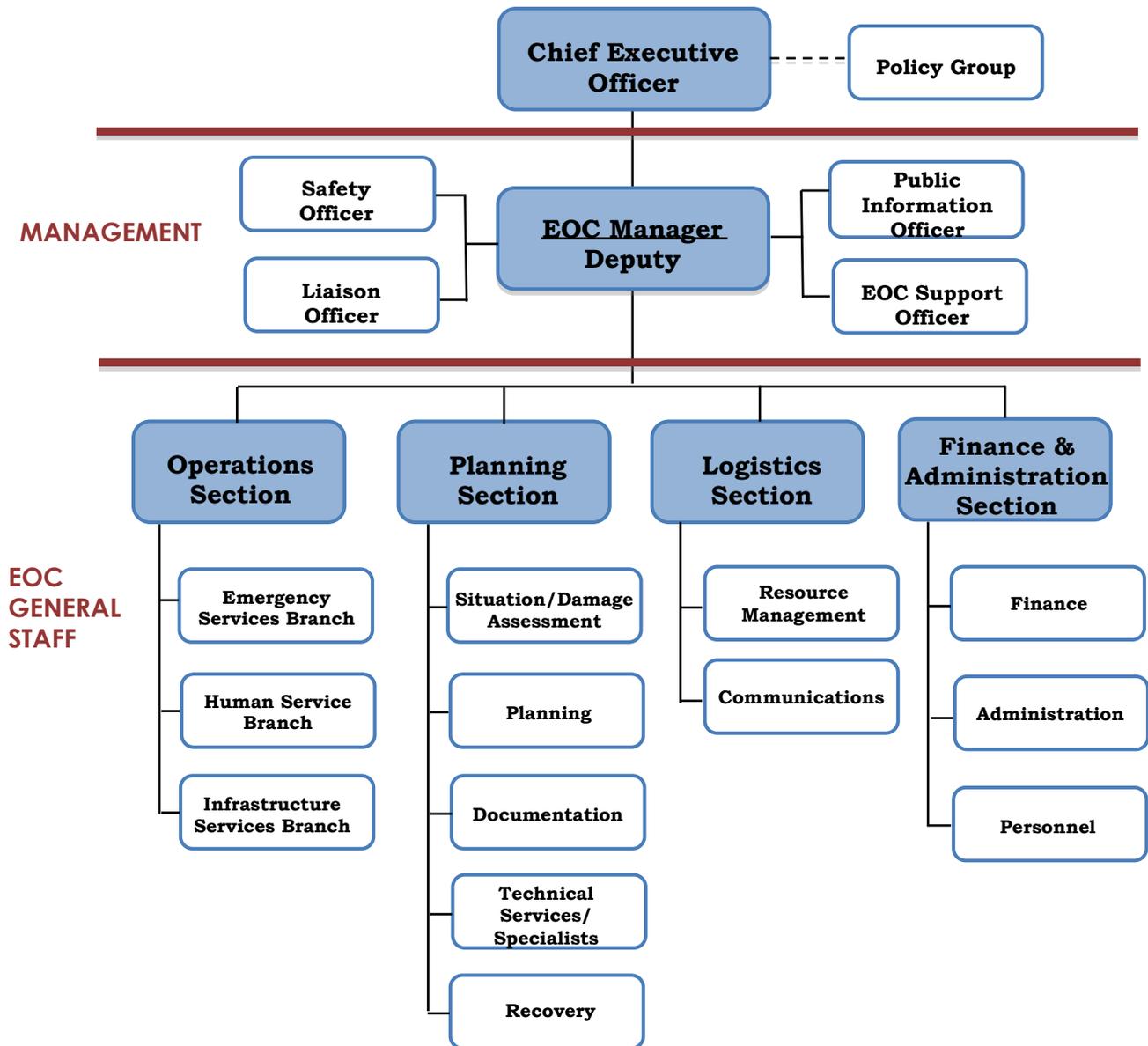
- a. **The Chief Executive** provides overall direction and control, and is responsible for making decisions necessary to meet the emergency/disaster impacts to include management of incident activities, development and implementation of strategic decisions, and approving the ordering and releasing of resources.
- b. **Policy Group.** The Policy Group is comprised of department leaders who provide strategic advice and policy recommendations to the Chief Executive. This group meets as needed and is chaired by the EOC Manager.
- c. **EOC Manager.** The “EOC Manager” reports to the Chief Executive.
  - The EOC Manager ensures that the EOC is adequately staffed and that appropriate ESFs are activated to meet the emergency tasks and demands.
  - The EOC Manager implements the Chief Executive's decisions through the EOC process and ensures that the EOC is structured to meet the event demands.
  - The EOC Manager supervises the Management Staff and Section Chiefs.
- d. **Public Information Officer.** The “Public Information Officer (PIO)” reports to the EOC Manager and is in charge of implementing ESF # 15: Public Information. The PIO Section includes various units to manage: Rumor Control; Public Enquiries; Media Enquiries; Social Media monitoring, and Public Warnings, Information and Instruction.
- e. **Safety Officer.** The “Safety Officer” reports to and advises the EOC Manager on EOC and operational safety issues.
- f. **Liaison Officer.** The “Liaison Officer” (staffed or assigned by the EOC Manager or BSBOEM Director is the point of contact with other agencies, and:
  - Coordinates Agency Representatives assigned to the EOC as well as requests from other agencies for sending liaison personnel to other EOCs.
  - Functions as a central location for incoming Agency Representatives, and will provide workspace and arrange for support as necessary.
- g. **EOC Support Officer.** The “EOC Support Officer” maintains the EOC readiness, proper staffing by Emergency Management personnel, and provides/coordinates the EOC administrative, logistical, and communication support required during EOC operations.
- h. **EOC Section Chiefs.**
  - There are four EOC Sections: Operations; Planning; Logistics; Administration & Finance.
  - Each of these sections will have branches or units that will be functionally oriented. The size and functions within this organization will be dictated by the magnitude and nature of the emergency.

- i. **EOC Operations Section.** The EOC Operations Section is responsible for all tactical command support and coordination of incident response assets.
  - The Operations Chief position is staffed by the situational needs of the emergency, i.e. Fire, Law Enforcement, Public Works, etc.
  - The Operation Section consists of the following branches: Emergency Services, Human Services and Infrastructure Services.
- j. **EOC Planning Section.** The EOC Planning Section collects, evaluates, disseminates, and documents information about the incident, status of resources, develops the Incident Action Plans, compiles damage assessment, and develops recovery plans.
  - The Planning Section consists of the following units: Situation/Damage, Planning, Documentation, and Technical Services/Specialists.
- k. **EOC Logistics Section.** The EOC Logistics Section is responsible for providing all support needs to emergency incident sites, and will order all resources, and provide facilities, supplies, and services.
- l. **Finance and Administration Section.** The EOC Administration and Finance Section is responsible for monetary, financial, and administrative functions.
  - *See the EOC Organization Chart on the following page.*

#### 4. **Extended Operations.**

- a. The EOC may be required to operate on a 24 hour basis for the duration of an emergency. During a 24 hour operation, shifts will normally last 12 hours, but may be adjusted based on the needs created by the emergency.
- b. Each position in the EOC must have a total of, at minimum, two people designated to cover shift staffing during a 24 hour period.
- c. Extended operation details are broadly described in the EOC Operating Manual.

**Figure 8: Butte-Silver Bow Emergency Operations Center Organizational Structure**



## ***L. Facilities.***

### **1. Incident Command Post (ICP).**

- The tactical level, on-scene incident command and management organization is located at the ICP. When multiple command authorities are involved, the ICP may be led by a Unified Command, comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The Unified Command provides direct, on-scene control of tactical operations and utilizes a NIMS ICS incident management team organization.
- The ICP is usually located at or in the immediate vicinity of the incident site. The location is selected by the agency having primary jurisdictional authority for managing the incident at this level. Generally, there is one ICP established for each incident. Depending on the number and location of incidents, there may be multiple ICPs.

### **2. Emergency Operations Center (EOC).**

- The City -County EOC is located at 3619 Wynne Ave, Butte, Montana.
- A secondary or alternate EOC will be selected by the EOC Manager if required.
- A Mobile Command Vehicle, provided and maintained by BSBOEM is available for deployment as an incident command center or on-scene EOC.
- The is responsible for the readiness and support of the EOC.
- All departments are responsible to ensure that communication systems are in place between EOC representatives and their departments.
- Land based phones will be provided to agency representatives at the EOC; redundant telecommunications is facilitated by satellite telephone.
- Communications to the general public will be through the media, Emergency Alert System, and internet or telephone based notification systems and are coordinated by the on-scene Public Information Officers (PIOs) and/or the EOC Information Officer.
- A PUBLIC INQUIRY CENTER ('disaster hotline') located in or near the EOC may also be used to respond to public requests for information.
- RACES/ARES (Amateur) Radio is utilized during emergency/disaster situations where normal governmental communication systems have sustained damage or when additional communications are required. A RACES /ARES station is located in the EOC and serves as a primary backup means of communication.

### **3. Department Operating Locations.**

- Each Butte-Silver Bow Department will be directed by the EOC to establish a primary location and alternate location from which to establish direction and control of its

respective activities in an emergency or disaster. This may be from the EOC, or other location, depending upon the circumstances.

4. **Butte–Silver Bow 911 Communications.** (See Annex III: ESF # 2)

- Fire and Law Enforcement responders involved in disaster operations will maintain operations through the 911 Communications Center until advised to communicate directly through the EOC.
- Any department operating from another location other than the EOC will maintain contact with the EOC through direct redundant communications, such as telephone, radio and fax.

5. **Joint Field Office (JFO).**

- The JFO is a federal multi–agency coordination center established locally. It provides a central location for coordination of federal, state, local, nongovernmental, and private sector organizations with responsibility for response and incident support.

6. **Joint Information Center (JIC).**

- The JIC is a location where public affairs professionals from organizations involved in incident management activities work together to provide critical emergency information, crisis communications, and public affairs support. The JIC serves as a focal point for the coordination and dissemination of information to the public and media. This may also include a Public Inquiry Center which is responsible for receiving and responding to public inquiries regarding the disaster. It is normally established and managed by the EOC.

7. **Disaster Recovery Center (DRC).**

- When established in coordination with state and local jurisdictions, a DRC is a federally established central facility where individuals affected by a disaster can obtain information on disaster recovery assistance programs from various federal, state, local, private sector, and voluntary organizations.

8. **Point of Distribution**

- A Point of Distribution (POD) is a centralized location for the receipt of resources and supplies being provided in support of disaster operations. It is at this location that incoming resources will be received, sorted and distributed.

## ***M. Alert And Warning.***

### **1. Overview of the Butte–Silver Bow Warning System.**

- a. The Butte–Silver Bow warning system is comprised of multiple communications systems and methods that include telephone, radio, internet, email 'blast' lists, conference calls, emergency meetings, web page, radio station and cable TV station.
- b. The 911 Public Safety Communications Center is Butte–Silver Bow’s Primary Warning Point and provides alerts and warnings to key officials and the public.
- c. The Public is alerted by the Emergency Alert System (EAS) broadcasts, telephonic community notification systems, door–to–door notification, emergency information packets, mobile sirens and public address systems, weather alert radios, radio station, cable TV, web page or various media outlets.
  - The EAS is accessed and authorized through the 911 Communications Center and/or the EOC.
- d. In the event of an imminent or actual disaster, Butte–Silver Bow will initiate actions to warn local residents and visitors by all means available. See Annex III: ESF # 14: Public Protection for details.

### **2. Notification.**

- a. Butte–Silver Bow may receive initial warnings of a disaster, potential disaster, or other Incidents of Critical Significance, from Butte–Silver Bow departments, the National Warning System, neighboring jurisdictions, the state ECC, the National Weather Service, the news media, or the general public.
- b. ***Incidents of Critical Significance*** are those high-impact events that require a coordinated and effective response by an appropriate combination of City County, private-sector, and nongovernmental entities in order to manage an emergency event. Incidents of Critical Significance which requires notification to BSBOEM may include, but are not limited to the following:
  - Any incident which may require a substantial evacuation and/or temporary displacement of multiple persons (>15) or where assistance in coordinating temporary sheltering or providing transportation assistance.
  - Any event posing a potential or actual threat for a mass casualty incident of level 2 or greater (>11 victims).
  - Have significant impact and/or require significant information sharing, resource coordination, and/or assistance.
  - Attract a sizable influx of independent, spontaneous volunteers.
  - Overwhelm capabilities of government, and infrastructure owners and operators.
  - Any incidents pertaining to significant hazardous material releases.

- Events which create substantial media attention that may significantly impact Butte-Silver Bow’s corporate reputation.
- Any severe weather related warning or phenomena indicating or involving serious injury or property damage.
- Any incident which close or significantly block major thoroughfares within Butte–Silver Bow for an extended time period due to emergency events.
- Any prolonged outage of public utilities:
  - Electrical: sustained electrical outage resulting in loss of power in excess of six hours;
  - Natural gas: line breaks requiring evacuation of a significant number of the general public and/or closing of a major roadway; or loss of natural gas capacity in excess of six hours for a significant number of residents.
  - Sewer: any spill involving flow rate in excess of 100 gallons per minute or any spill in excess of 500 gallons into any major body of water; Water: any line break lowering pressure to a point requiring a “boil water” order or an outage predicted to exceed six hours.
- Wildland fires at or near the urban areas that threaten residential structures, utilities, or cause extended road closures.
- Any incident where public resources within Butte–Silver Bow are depleted, being deployed out of the county (except for emergency services mutual aid) or any event posing a major environmental threat.

c. Upon the receipt of notification of any significant event, as defined in standard operating procedures, the 911 Communications Center will:

- Notify BSBOEM duty officer;
- Notify county and state warning points as necessary;
- Notify appropriate response agencies;
- Notify public.

### 3. **Watch, Standby Procedures.**

a. A watch/standby designation is an elevated advisory or response condition in order to make advance emergency preparations. The Chief Executive or BSBOEM may issue a watch/standby order if a pending disaster has the potential of affecting Butte–Silver Bow. When issued, Butte–Silver Bow departments and partner agencies will take the following actions:

- Review this document.
- Notify employees.
- Review agency specific emergency plans.

- Insure that department vehicles and equipment are serviced and ready.
  - Inventory existing communication equipment. Be prepared to collect and redistribute radios, portable telephones, chargers, batteries, etc.
  - Obtain maps, drawings, and other emergency aids.
  - Continue to provide routine service to the public, but plan to change to emergency procedures upon warning notification.
- b. Recall procedures vary by agency, and each agency has the responsibility to inform employees of proper recall procedures. Employees who are recalled are expected to secure their families and homes, and report promptly to their assigned positions.
- c. Employees who are recalled should realize that the emergency may be several days or longer in duration. Each employee should report to his/her emergency assignment with personal items necessary for 72 hours (e.g. personal articles, toiletries, change of clothing, medications, special non-refrigerated dietary foods, blankets/sleeping bag, etc.)
- d. The public will be notified that Butte–Silver Bow is in a watch/standby situation and will be advised to take appropriate preparedness measures.
- e. Butte–Silver Bow Essential Employees Information.
- Essential employees are designated by Department Directors. Lists will be provided to and are maintained by the BSBOEM.
  - All essential employees shall report to designated area, at the time specified by the Chief Executive for further instructions.
  - Essential employees should come to the designated area prepared for an extended stay of at least 24 hours, perhaps lasting as long as several weeks. Essential employees should come equipped to the designated area with the necessary supplies.

#### 4. **Warning.**

- a. In the event of an imminent or actual disaster the 911 Communications Center will:
- Notify BSBOEM duty officer.
  - Notify county and state warning points.
  - Notify appropriate response agencies.
  - Notify public.
- b. Butte–Silver Bow will initiate actions to warn citizens and visitors by all means available. See Annex III: ESF 14: Public Protection for details.
- c. Upon notification of a warning (imminent or spontaneous event), each department will initiate internal notification actions to:
- Alert employees assigned to emergency duties.
  - As appropriate to the situation or specific instructions:

- Suspend or curtail normal business activities.
- Recall essential off duty employees.
- Send non- critical employees home.
- Secure and evacuate the department's facilities.
- If requested, augment Butte–Silver Bow’s effort to warn the public.

d. Access and Functional Needs groups may receive information by:

- Door-to-door warnings for handicapped, visually and hearing impaired.
- Foreign language media messages.
- Closed-caption television messages.
- Telephonic community notification systems (e.g., EPNS, NIXLE).
- Personal contact.
- Email.
- Butte–Silver Bow web site.

## 5. **Emergency Public Information.**

- a. Rapid dissemination of information is essential and vital for health and safety protection during and after emergencies and disasters. The primary means to do this is by direct contact with the media through prepared statements by BSBOEM in coordination with the Chief Executive using press releases, public service announcements, and telephonic or social media networking applications. See Annex III: ESF # 15: Emergency Public Information for further details.
- b. Citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. Butte–Silver Bow will assist citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
- b. In the event an incident requires comprehensive public information, the Emergency Operations Center may establish a Joint Information Center (JIC). The JIC serves as the location representing various organizations from local, state, or federal jurisdictions to coordinate the dissemination of emergency public information. In coordinating timely and consistent information, the JIC serves to reduce information gaps, misinformation and rumors during an emergency.

## **N. Emergency Proclamation, Request for Assistance And Resource Requests**

Definitions:

**Incident:** *An incident is an emergency situation that is limited in scope, scale, and potential effects. Normally managed successfully through departmental standard operating procedures.*

**Emergency:** *An event or occurrence requiring action by emergency personnel to prevent or minimize loss of life or damage to property or natural resources. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.*

**Disaster:** *The occurrence or imminent threat of widespread or severe damage, injury, loss of life or property resulting from any natural or man-made cause. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to manage with its traditional resources.*

### **1. Emergency Proclamation.**

a. A local “Emergency Proclamation” is the legal method which authorizes extraordinary measures to meet emergencies and/or solve disaster problems. A proclamation allows for the emergency appropriation of monies, emergency use of resources, the by-passing of time consuming requirements such as hearings and the competitive bid process, and activates extraordinary measures as outlined in this plan. A proclamation is usually a prerequisite for state and/or federal assistance and made at the onset of a disaster to allow Butte-Silver Bow to do as much as possible to help itself.

An emergency proclamation is a prerequisite to the following actions:

- Allow the Chief Executive to issue emergency orders and provide for the expeditious mobilization of City-County resources in responding to an emergency event to ensure the safety of life, protect property, the environment, and allow economic survival of the community;
- Request the Governor to enact specific emergency powers;
- Use of the two-mill emergency levy authorization;
- Request use of money from the State Emergency and Disaster Fund; • Request state or federal assistance.

b. A written or verbal proclamation may be issued, however, after a verbal proclamation is declared, it must be followed by a written declaration and filed with the Butte-Silver Bow Clerk and Recorder for official documentation as soon as the emergency conditions allow.

c. In preparing a proclamation, a description of the event and the necessary emergency authorizations need to be documented. The State ECC should be informed, and the public informed as soon as possible when an Emergency Proclamation is declared and/or signed.

d. The Chief Executive may declare a Local State of Emergency to expedite access to local resources needed to cope with the incident. If the needed response exceeds these local

capabilities, a disaster has occurred. The Chief Executive may further ask for a gubernatorial declaration and state and federal assistance.

- e. If the Chief Executive is not available or in exigent circumstances, the BSBOEM Director, or designee, is authorized to proclaim a local state of emergency.
- f. For more detailed information and samples, see Disaster Declaration and Assistance Appendix in Special Subjects Support appendices.

## **2. Disaster Declaration.**

- a. A local “Disaster Declaration” is the legal method which authorizes extraordinary measures to meet emergencies and/or solve the consequences of a disaster. A disaster declaration is normally issued when, in the judgment of the Chief Executive, the threat or actual occurrence of an emergency is of sufficient severity and magnitude that local resources are insufficient to meet the needs of the event.
- b. A Disaster Declaration, with or without a previous State of Emergency Proclamation, is a prerequisite to the following actions:
  - Allow the Chief Executive to issue emergency orders and provide for the expeditious mobilization of City-County resources in responding to an emergency event to ensure the safety of life, protect property, the environment, and allow economic survival of the community;
  - Request the Governor to enact specific emergency powers;
  - Use of the two-mill emergency levy authorization;
  - Request use of money from the State Emergency and Disaster Fund;
  - Request state or federal assistance.

## **3. Request for Assistance.**

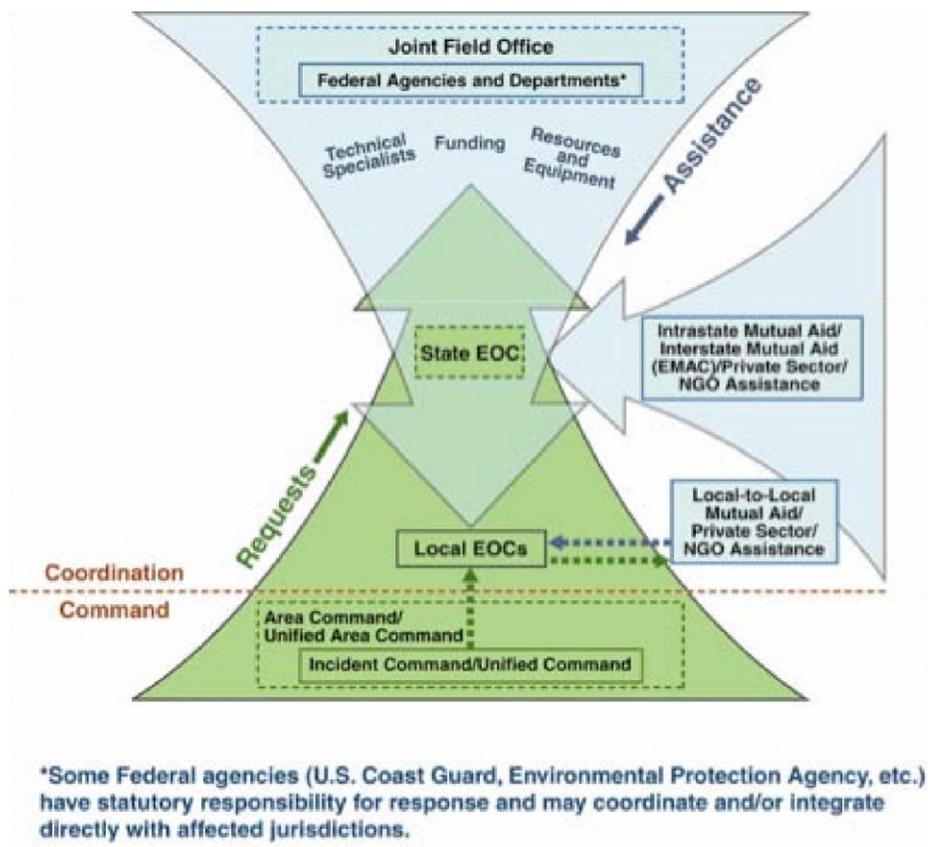
- a. If the situation is beyond local capability, a request for state assistance, and/or federal assistance may be in the original proclamation or included in a second proclamation presented to the Governor through the State ECC. The “Local Proclamation” and the “Request for Assistance” are two separate actions, although they may be combined. Part of this proclamation includes the Chief Executive proclaiming Butte–Silver Bow “a disaster area.”
- b. At the state level, decision making authority and commitment of state resources is retained at the state ECC (SECC). Mission assignments coordinated by the state, are tracked in the SECC by staff reporting to the ECC manager.
- c. Should federal assistance be granted, a State Coordinating Officer (SCO) will be appointed to interface directly with the federal government and to coordinate federal ESFs mobilized to support local emergency operations.
- d. A Federal Coordinating Officer (FCO) works with the SCO to identify requirements. A Joint Field Office (JFO) may be established to coordinate federal resources. A Principal Federal

Officer (PFO) may be designated to coordinate federal interagency incident management efforts.

### 3. Resource Requests.

- a. The Butte–Silver Bow EOC must validate and approve all Butte–Silver Bow resource requests and verify that local resources have been exhausted, and that resources are not available from the local private sector. The decision making and resource allocation process is illustrated on the following page.
- b. The Butte–Silver Bow EOC will attempt to support all requests for resource support from locally or regionally available resources until these have been exhausted. Unmet resource requests will be consolidated and forwarded to the State. Resource/mission requests from the Butte–Silver Bow EOC to the State ECC are coordinated by the EOC Logistics Section.

**Figure 9: Emergency Management Resource Assistance Structure**



## ***O. Public Protection: Evacuation and Shelter***

### **1. Evacuation.**

- a. The purpose of evacuation is to move people, and where appropriate other living creatures, away from an actual or potential danger to a safer place. For this to happen safely there needs to be plans not just for alerting people and moving them, but also plans to shelter and support them through to their eventual return and recovery.
- b. The overall objectives of emergency evacuation operations and notifications are to:
  - Expedite the movement of persons from hazardous areas;
  - Institute access control measures to prevent unauthorized persons from entering vacated, or partially vacated areas;
  - Provide for evacuation to appropriate transportation points, evacuation points, and shelters;
  - Provide adequate means of transportation for persons with disabilities, the elderly, other persons with special needs, and persons without vehicles;
  - Provide for the procurement, allocation, and use of necessary transportation and law enforcement resources by means of mutual aid or other agreements;
  - Control evacuation traffic;
  - Account for the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency;
  - Provide initial notification, ongoing, and re-entry communications to the public through the Joint Information Center; and
  - Assure the safe re-entry of the evacuated persons.
- c. Government must be prepared to manage an evacuation on a range of scales. There are no precise parameters regarding evacuation scale, however for planning purposes, it is helpful to describe evacuations on four levels.
  - (1) **Site Evacuation:** Is a small-scale, localized operation which may be needed as a result of a severe weather event, hazardous material incident, major fire, bomb threat or civil disturbance. Site evacuation involves a small number of people. This typically includes workers at the site and people from adjacent occupancies or areas. Evacuation holding times are typically short, generally less than an hour or two, and citizens are permitted to return to their businesses or homes.
  - (2) **Intermediate Level Evacuation:** involves a larger number of citizens and a larger area may be necessary if the event impacts a larger geographic area. This level affects off-site homes and businesses and normally affects fewer than 100 people. People may remain out of the area for two to four hours or more. Collecting, documenting and managing the evacuees becomes more difficult. Off-site collection sites or shelter areas will need to be determined and managed.
  - (3) **Large Scale Evacuation:** could be required in the event of a significant natural or technological disaster or a local terrorist threat or attack. Thousands of people could be evacuated. Evacuees may be out of their homes and businesses for many hours if not days. Evacuation completion time frames will be extended. Evacuation shelters will need to be located, opened and managed. Documentation and tracking of evacuees becomes

more important as well as more difficult. Site and evacuation perimeters become extended and require much more resources to maintain. Security of the evacuated area will be a significant concern.

(4) **Mass Evacuation:** could be required due to an event that may cause or has caused a major disaster. The situation may require the implementation of a regional, multi-jurisdictional evacuation and sheltering operations. Many thousands of people may need to be evacuated for an extended period of time. Large-scale reception operations would be required and sheltering needs would be regional in nature. Local resources would most likely be exhausted and significant state and federal assistance would be required to support the evacuation and sheltering operation.

- Evacuations, other than limited site or intermediate evacuations ordered by authorized response agencies to protect lives will be initiated following an evacuation order from the Chief Executive or HSEMA designee.
- A number of Butte–Silver Bow citizens will require special assistance during the evacuation and recovery phases of a disaster. This population will be encouraged to notify appropriate shelters, family, Butte–Silver Bow agencies and transportation representatives of their needs.
- Butte-Silver Bow OEM and the Law Enforcement Department have lead responsibility for organizing and mobilizing evacuation operations.
- In the event of a multi–jurisdictional or regional evacuation, the Chief Executive may issue a declaration of a state of emergency and an evacuation order. This decision will be made following consultation with the Chief Executive, the BSBOEM, and representatives of the jurisdictions involved or other coordinating entity.
- All assistance and support of such actions will be coordinated from the Butte–Silver Bow EOC. Decisions on issues, such as: deploying and re– deploying personnel; determining evacuation routes; directing people trapped on evacuation routes to safe shelter; ensuring the sufficiency of fuel, and addressing any matters relative to the ordered protective actions will be made by the EOC Management Team in coordination with the State ECC.
- Businesses. In the event of incidents requiring regional evacuation orders, consideration will be given to designating a specific time for businesses within an evacuation zone to close and evacuate personnel. This time should be subsequent to the issuance of a general evacuation order. It is the policy of Butte–Silver Bow to refrain from issuing a mandatory evacuation order for businesses until absolutely necessary in an effort to maximize the available resources to the general public prior to the incident or disaster.
- The Emergency Support Function structure promulgated in this plan will be used as appropriate to support evacuation operations.

d. Security and Access Control.

- There will be a need to control access, ingress, and egress to the affected areas in order to limit the security risk to the damaged locations, and to minimize the impact on emergency response and recovery operations.

e. Re-entry into Emergency Areas

- Emergency operations such as search and rescue, damage assessments, preliminary debris removal, and other tasks will need to be performed in order to assure some degree of stability and safety. Premature permanent re-entry of the general public into evacuated areas could complicate emergency response operations and leave the returning population vulnerable due to a lack of support services or safety issues.

f. Re-entry into evacuated areas shall be restricted until sufficient levels of safety, services and infrastructure are available for the returning population. The incident commander or EOC Policy Group, depending on the incident, will permit re-entry into an area according to the following guidelines:

- (1) **No damages reported:** Upon cancellation of all warnings/watches for the local jurisdiction, and when no damage has been reported, re-entry will be authorized.
- (2) **Substantial damages and/or injuries:** After a local emergency which has resulted in substantial injuries or harm to the population or substantial damage or loss of property, the evacuation order within those areas will be rescinded to the degree appropriate. An orderly return may be implemented in accordance with the categories and in order of priority as established below:
  - **Category One:** Search and Rescue Teams operating under ESF 9, fire personnel operating under ESF 4, law enforcement operating under ESF 13, transportation crews operating under ESF 1, utilities personnel operating under ESF 3 and 12, and Public Health officials under ESF 8.
  - **Category Two:** Damage assessment teams and elected officials dispatched by the EOC under ESF 18, and Recovery operations for the purpose of developing preliminary damage, accessibility and safety hazard assessments.
  - **Category Three:** Clean-up teams operating under ESFs listed above for the purpose of clearing and repairing roads, restoring utilities, and eliminating safety hazards to the degree necessary to allow re-entry.
  - **Category Four:** Individuals who possess and exhibit appropriate residency documentation shall be determined “priority class parties”. Priority Class parties will be permitted a reasonable time to return to their property. A re-entry identification system should be established to accelerate the re-entry process.
  - **Category Five:** Complete accessibility shall be restored as soon as practicable.

*See ANNEX III - RESPONSE, Emergency Support Function #6 (Mass Care, Emergency Assistance, Housing & Human Services, Emergency Support Function #14 (Public Protection: Alert & Warning; Evacuation and Sheltering) and the Butte-Silver Bow Evacuation Strategy (published separately) for more details.*

## 2. Sheltering.

One of the most important roles of government is to protect people from harm, including helping people obtain food and shelter in major emergencies. When disasters occur, victims

are often provided safe refuge in temporary shelters located in schools, community centers, office buildings, tents or other facilities. The opening of shelters is a coordinated effort between Butte-Silver Bow EOC, shelter providers, and the American Red Cross (ARC).

Butte-Silver Bow may utilize five types of sheltering options; shelter-in-place, protective, special medical needs, pet, and host shelters.

- a. **Shelter-in-Place.** This a protective action process for taking immediate shelter in a location readily accessible to the affected individual(s). Shelter-in-place is generally intended as a short term strategy for responding to disasters.
- b. **Protective Shelters.** These shelters are selected to provide the maximum available protection from known hazards and threats. They are open to the general public upon activation and attempts will always be made to staff with trained shelter management teams.
- c. **Special Medical Needs Shelter.** These shelters provide additional care for those individuals that meet the requirements of the access and functional needs program criteria. Due to the critical care required for a Special Medical Needs Shelter operation, such a shelter should be the last option for the public during an emergency incident.
- d. **Pet Shelter.** Provides protection for domestic pets (dogs and cats) and their owners. Animals housed in pet shelters will not be housed directly with occupants but will be accessible.
- e. **Host Shelter.** These shelters do not provide protection from the identified hazards but support the temporary housing of displaced persons from other regions of the State.
  - Once activated, shelters will work closely with the local EOC to coordinate information and resources needed to operate the shelter.
  - Some shelters may be opened by ARC and some may be opened by City-County staff and then turned over to ARC as additional resources become available to help with local response.
  - Both City-County run and community-run shelters should report their operational status as soon as possible to the EOC so they can track shelter capacity throughout the city-county and forecast needs for mass care and feeding such as food, supplies, equipment, personnel, etc.
  - The ARC liaison in the Emergency Operations Center will provide coordination between ARC and the City-County.
  - Making emergency sheltering programs generally accessible is required by the Americans with Disabilities Act of 1990 (ADA).
    - State and local governments must comply with Title II of the ADA in the emergency and disaster related programs, services and activities they provide. This requirement applies to programs, services and activities provided directly by state and local governments as well as those provided through third parties, such as the American Red Cross, private nonprofit organizations and religious entities.

- The ADA generally does not require state or local emergency management programs to take actions that would fundamentally alter the nature of the program, service or activity or impose undue financial and administrative burdens.
- All established shelters will require security and access control measures.

*See ANNEX III RESPONSE, Emergency Support Function #6 (Mass Care, Emergency Assistance, Housing & Human Services) for more details.*

## **P. State Of Montana Response.**

1. The State of Montana provides assistance to impacted counties when the resources of the affected county and its municipalities have been exhausted. Requests for and deployment of resources are approved and coordinated by the State Emergency Coordination Center. Through the State-Wide Mutual Aid Agreement, the SECC can coordinate mutual aid requests from the affected counties.
2. The Governor, as Chief Executive Officer for the State of Montana, has the inherent responsibility, constitutional and statutory authority for overseeing the state's response to any emergency or disaster. When directed, state agencies will take the appropriate actions to mobilize and deploy resources to assist in life, safety, and property protection efforts.
3. The State Disaster and Emergency Services (DES) Division of the Department of Military Affairs is responsible for the coordination of the State response to an emergency or disaster. The Administrator of DES will make recommendations to the Adjutant General and Governor on matters pertaining to State Declarations, requests for federal assistance, and ongoing response and recovery activities. Other responsibilities of the state include:
  - Receive, evaluate and issue information on emergency operations.
  - Coordinate the activities of all state agencies.
  - Coordinate the receipt, allocation and delivery of resources supplied by the state or federal government or other states.
  - Coordinate emergency operations mutual aid with other states.

## ***Q. Federal Government Response.***

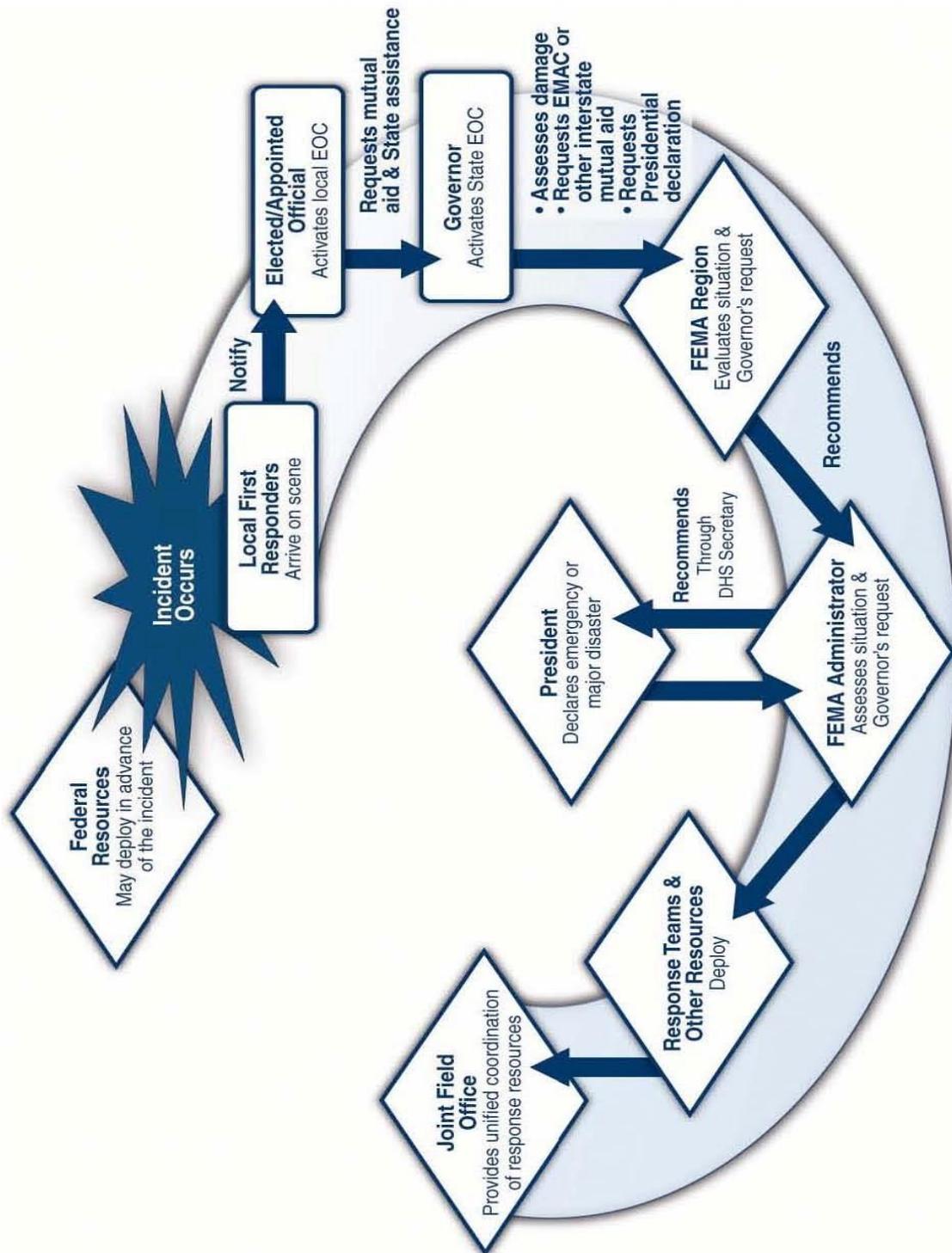
1. The federal government provides assistance to affected communities when the capabilities of the local and state governments are exceeded. The State ECC will advise FEMA Region VIII that a formal request for federal assistance is to be submitted. FEMA may deploy a FEMA liaison to the SECC, and if a Presidential Declaration of State of Emergency is made, will deploy an Emergency Response Team (ERT). See Attachment 2 – Federal Response Flowchart.

## ***R. Attachments.***

1. Figure 10: Federal Response Flowchart.
2. Departmental Initial Response Tactical Guidance & Policy.

FEDERAL RESPONSE FLOW CHART

Figure 10 FEDERAL DISASTER RESPONSE FLOW CHART



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Attachment 2

**DEPARTMENTAL INITIAL RESPONSE TACTICAL GUIDANCE & POLICY**

It is the policy of Butte–Silver Bow that all departments and divisions maintain Standard Operating Procedures (SOPs) as set forth in Section IV of this Basic Plan, and will ensure their emergency activation procedures conform to this “**Departmental Initial Response Tactical Guidance and Policy.**”

Tactical (departmental) operations are expected to be managed by the various Departments and Divisions controlling their personnel and resources in accordance with their Departmental SOPs. Butte–Silver Bow departments, divisions and / or agencies are directed to include the following in their “emergency plans” to their personnel:

<p>1.</p> <p><input type="checkbox"/></p>	<p>General information to be reported from the field (or incident sites) should include:</p> <ul style="list-style-type: none"><li>• What has happened?</li><li>• What can be done?</li><li>• What is needed?</li><li>• Has an Incident Command System been established? Contact information.</li><li>• Should Emergency Operations Center (EOC) be activated? Partial or full activation?</li></ul> <p><b>Note:</b> Activation recommendation should be made to the 911 Communications Center or BSBOEM Director.</p>
<p>2.</p> <p><input type="checkbox"/></p>	<p>Additionally, immediate, specific information should include the status of all Butte– Silver Bow departments:</p> <ul style="list-style-type: none"><li>• Personnel.</li><li>• Equipment.</li><li>• Vehicles.</li><li>• Communications capabilities.</li><li>• Facilities.</li></ul> <p>Butte–Silver Bow managers and supervisors are expected to report this information (above) and information on damages, and tasks to be done (if applicable) to the 911 Communications Center or to the Emergency Operations Center (EOC) if activated by whatever means possible.</p>
<p><input type="checkbox"/> 3.</p>	<p>As soon as possible, Butte–Silver Bow departments will do a “role call” of all personnel to determine status.</p>

<input type="checkbox"/> 4.	<p>On duty personnel in the field shall evaluate their own condition and situation, and if possible, evaluate their surroundings by making a quick “windshield survey” of their area. Communicate this information to Department Directors and the EOC by any means available.</p>
<input type="checkbox"/> 5.	<p>If a unit is unable to communicate with their command or dispatch, they should:</p> <ul style="list-style-type: none"> <li>• Attempt to contact other mobile units by any means available.</li> <li>• Contact Emergency Operations Center (EOC), by any means available.</li> <li>• OR report in person to the EOC or other pre-determined location(s).</li> </ul>
<input type="checkbox"/> 6.	<p>If required, off duty personnel will be recalled to duty through normal or emergency pre-determined methods.</p> <p>If it is apparent that a major disaster has occurred, disrupting normal communications channels, off duty personnel are instructed to make contact with the Butte-Silver Bow EOC by any means available, or to another pre-determined location for instructions.</p> <p><b>Note:</b> Employees are encouraged to make provisions ahead of time for the safety and well-being of their family and home.</p>
<input type="checkbox"/> 7.	<p>Further detailed response instructions and action checklists will be found within each Butte-Silver Bow department’s response plans/procedures.</p>
<input type="checkbox"/> 8.	<p>Mutual Aid- External. (With entities outside of Butte-Silver Bow). It is the policy of Butte-Silver Bow that Butte-Silver Bow personnel sent to assist other jurisdictions will maintain their own supervision and chain of command. They will accept mission assignments through a supervisor who will coordinate with the command structure of the requesting agency. It is anticipated that other jurisdiction’s personnel who respond to requests for assistance from Butte-Silver Bow will operate the same way.</p>
<input type="checkbox"/> 9.	<p>Public Information. The various Butte-Silver Bow information officers may act as spokespersons for their agency, but will take direction and coordinate with the Emergency Operations Center (EOC) Public Information section (ESF # 15).</p>
<input type="checkbox"/> 10.	<p>Other Issues.</p> <ul style="list-style-type: none"> <li>▪ The Incident Command System (ICS) will be used to manage incident sites. The person in charge of an incident site is identified as the “Incident Commander.” The person in charge of the EOC is identified as the “EOC Manager.”</li> <li>▪ At the incident site, if the “command” function is transferred, there must be both a formal declaration that the “command” is being transferred, and a formal acceptance by the person/agency assuming “command.”</li> <li>▪ All Butte-Silver Bow departments, divisions will track and compile documentation of their disaster costs for potential reimbursement from state or federal disaster assistance.</li> <li>▪ List/detail any operational policies specific to your department</li> </ul>



## **BASIC PLAN –**

### **IV. RESPONSIBILITIES**

#### ***Who does what in a disaster situation?***

##### ***A. General Emergency Management Responsibilities.***

1. The following common responsibilities are assigned to each department listed in this CEMP.
  - Participate as requested in mitigation and prevention, preparedness, response and recovery activities.
  - Provide staff members with training and exercise opportunities adequate to prepare them to carry out the responsibilities identified in this CEMP.
  - Upon receipt of an alert or warning of an emergency, initiate notification actions to alert employees on assigned response duties.
  - As appropriate during an alert or warning:
    - Suspend or curtail normal business activities as appropriate.
    - Recall needed off-duty employees.
    - Send employees that are not needed home so they can protect their families and possessions.
    - Secure and protect departmental facilities.
    - Evacuate departmental facilities if appropriate.
  - As requested, augment the EOC's effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going from door to door, etc.
  - Keep the EOC informed of field activities and maintain a communications link to the EOC.
  - If appropriate or requested, send a representative to the EOC.

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**AGENCIES SHOULD ENSURE THAT STAFF MEMBERS TASKED TO WORK IN THE EOC HAVE THE AUTHORITY TO COMMIT RESOURCES, AND**

**HAVE A BROAD UNDERSTANDING OF ALL THE CAPABILITIES AND FUNCTIONS OF THE DEPARTMENT.**

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- Report damages and status of critical facilities to the EOC.
- If appropriate or requested, send a representative to the EOC.
- Coordinate with the EOC to establish protocols for interfacing with state and federal responders.
- Coordinate with the EOC Public Information Officer before releasing information to the media.

- Submit reports to the EOC detailing departmental plans, emergency expenditures and obligations.

## ***B. General Preparedness Responsibilities.***

1. Many Butte–Silver Bow departments may have emergency–related functions in addition to their normal daily functions. Each department director is responsible for the development and maintenance of their respective department emergency and continuity of operations (COOP) plans and procedures for each division and section, and performing such functions as may be required to effectively cope with and recover from any emergency affecting their respective areas of responsibility. Specifically, the following common responsibilities are assigned to each department listed in this CEMP.

- Create emergency and COOP plans for their department.
- Create and maintain a department calling tree or other method for notification.
- Establish department and individual responsibilities (as indicated in these plans); identify emergency tasks.
- Work with other Butte–Silver Bow departments to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should work to complement each other.
- Establish education and training programs so that each division, section, and employee will know exactly where, when and how to respond.
- Develop site specific emergency plans for department facilities as necessary.
- Ensure that employee job descriptions reflect their emergency duties.
- Train personnel to perform emergency duties/tasks as outlined in the CEMP or individual department plans.
- Identify, categorize and inventory all available department resources.
- Develop procedures for mobilizing and employing additional resources.
- Establish uninterrupted communication capabilities with the EOC.
- Prepare to fill positions in the emergency organization as requested by the Chief Executive or EOC Manager acting in accordance with this CEMP.
- Prepare to provide internal logistical support to department operations during the initial emergency response phase.

## ***C. General Response Responsibilities.***

1. Implement department emergency and COOP plans when necessary:

- Be responsible for the call back of all personnel they intend to use in both their routine and assigned functions and directing such personnel where to report and their respective assignment.
- Be responsible for the safety of vital records, files and equipment assigned to their respective department/ divisions.
- Ensure that vital records are protected and maintained.
- Ensure that activity logs are initiated as a matter of record.
- Coordinate, where appropriate, to ensure that each of their facilities and buildings are secure before an emergency strikes.

#### ***D. Specific Responsibilities By Department.***

1. The general emergency preparedness responsibilities of all City-County government organizations and non-government organizations are outlined in the previous sections and in the letter of agreement to this plan.

Essential response and support agencies will be arranged according to the following organizational structure, as needed, when the Emergency Operations Center is activated.

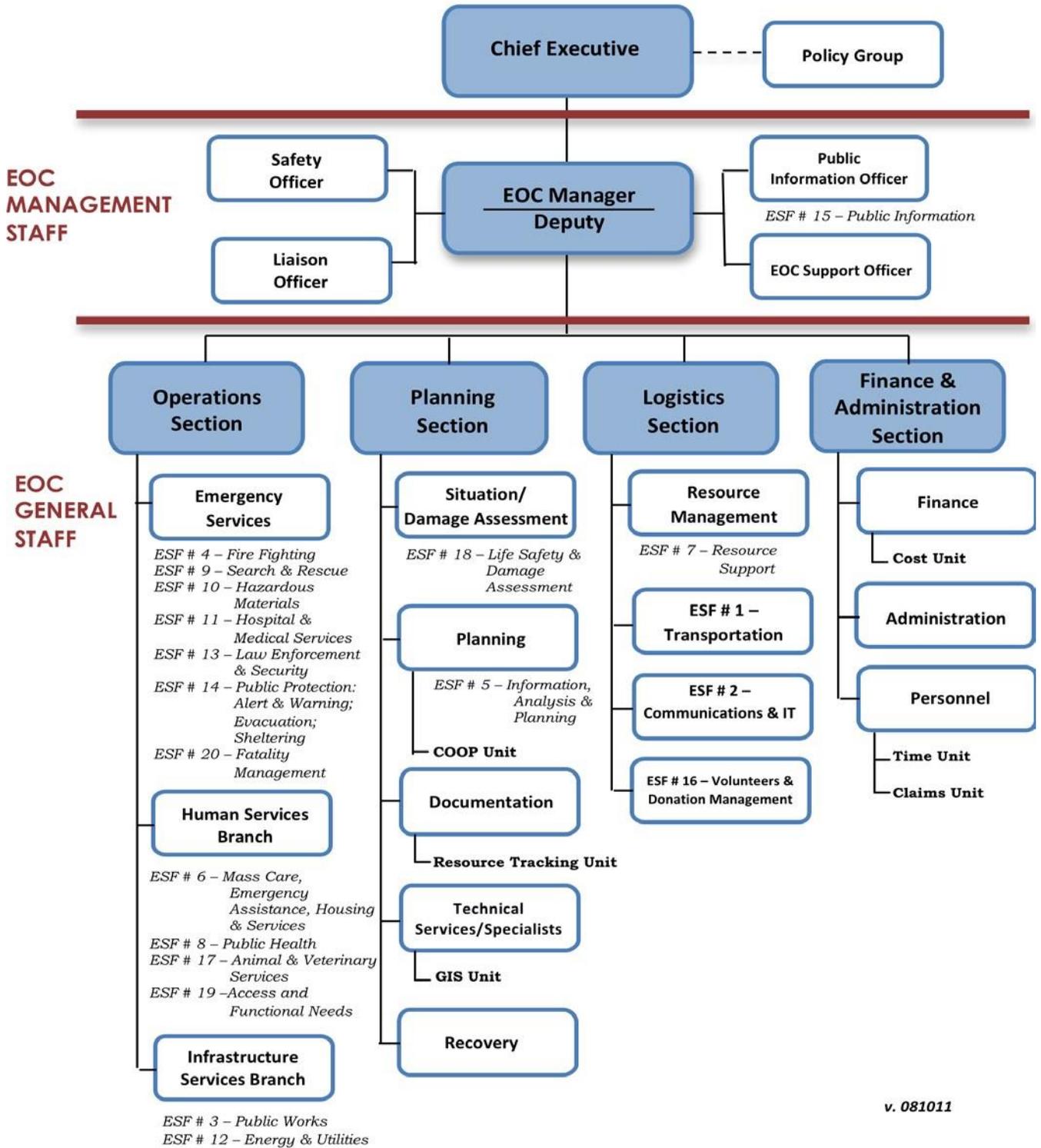
This structure will effectively facilitate the interface between the on-scene, incident command organization and the coordination/management responsibilities of the EOC.

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**THE DUTIES AND ASSIGNED RESPONSIBILITIES FOR EMERGENCY OPERATIONS MAY VARY DEPENDING ON THE TYPE AND SCOPE OF THE INCIDENT. THE ORGANIZATION OF PARTICIPATING AGENCIES IS DISCUSSED IN MORE DETAIL IN ANNEX III OF THIS DOCUMENT.**

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# EOC Incident Management System Organization Chart



v. 081011



## Agency Responsibilities

### ELECTED OFFICIALS

#### Auditor

- Serves as support agency to EOC Manager in the Finance Section as required.
- Assists with the compilation of disaster related financial information.
- Assists with emergency and disaster related purchases and expenditures.

#### Assessor

- Serves as support agency to ESF-18 (Life Safety and Damage Assessment).
- Support damage assessment and recovery operations by providing property ownership and valuation information. Assists with the compilation of disaster related financial and damage assessment information.

#### Chief Executive (Chief Elected Official)

- Monitors situations and developments that would alter the normal functions of City County government.
- EOC: The Chief Executive is in charge of the incident during declared emergencies or disasters, and is responsible for making decisions necessary to meet the emergency/disaster impacts to include management of incident activities, development and implementation of strategic decisions, and approving the ordering and releasing of resources.
- Ensures participation of all necessary City-County departments; assigns emergency management program tasks to departments and agencies.
- Proclaims a State of Emergency and/or Disaster when necessary.
- When necessitated by localized disaster, authorizes the evacuation of sections of the City-County to protect the lives of citizens.
- Declares the City-County a disaster area and requests state and federal assistance.
- Enters into agreements with local, state, and federal disaster relief agencies.
- Makes emergency policy decisions relative to in-progress emergency operations.
- Executes agreements with federal and state relief agencies.
- Establishes and maintains a public information center within the Emergency Operations Center (EOC); Coordinates activities with the EOC Manager.
- Interfaces with media; arranges for media briefings.
- Disseminates accurate and timely emergency information to the general public with the assistance of the EOC Manager and Public Information Officer.
- Coordinates activities with the Homeland Security – Emergency Management Agency.
- Disseminates public policy statements to the media and through designated departmental public information officers or Homeland Security – Emergency Management Agency.
- Makes emergency policy decisions and issues executive orders related to an in-progress emergency operation.
- Provides overall direction and control and for continuance of effective and orderly governmental control required for emergency operations.
- Supports the timely evacuation of citizens from any stricken or threatened area within the City-County, for the preservation of life or other disaster mitigation, response or recovery.
- Orders the activation of the City-County EOC and emergency plans.
- May assume command of an incident during a declared emergency or appoint incident commanders to implement his/her directives.
- Approves public information bulletins and broadcasts released from within City County government.

- Ensures that the City-County continues to function administratively.
- Directs City-County agencies in recovery operations.

### **Clerk and Recorder**

- Serves as support agency to EOC Manager in the Planning Section-Documentation Unit as required.
- Provides for the identification and preservation of essential records.
- Provides personnel and equipment as needed for EOC and Emergency operations.
- Participate in Continuity of Government preparedness activities.
- Participate in Recovery efforts.

### **Coroner's Office**

- Serve as Lead Agency for ESF-20 (Fatality Management); support agency to ESF-11 (Hospital and Medical Services).
- Participate in the development and maintenance a local mass fatalities plan.
- Manage the deceased where death was a result of an emergency/disaster.
- Identify victims, examine and perform autopsies.
- Determine and record cause, circumstances and manner of death.
- When mass fatalities occur:
  - Coordinate local resources to collect, identify and disposition of the deceased.
  - Establish and maintain a record keeping system to document fatalities.
  - Coordinate with local and state public health agencies in the disposition of contaminated fatalities.
  - Provide technical assistance in requesting Disaster Mortuary Operation Response Teams.
  - Request assistance from state or federal resources through local EOC.

### **Council of Commissioners**

- Monitors situations and developments that would alter the normal functions of City County government.
- Promulgates emergency tax levies to fund disaster expenditures.
- Confers with the Chief Executive and agency leaders, as appropriate, regarding policy issues related to the response and recovery operations.
- Facilitate citizen access to emergency governmental information and services.
- Ensure citizens are well informed about individual preparedness responsibilities.
- Ratifies agreements with State and Federal disaster relief agencies, as required.

### **County Attorney**

- Serves as support agency to EOC Manager and Chief Executive.
- Advises the City-County Chief Executive, City-County Council of Commissioners and EOC Manager on legal options for emergency operations, emergency powers of CityCounty government and procedures for invoking those measures.
- Assists the and Chief Executive prepare Emergency Proclamations.
- Prepares emergency ordinances, resolutions and executive orders.
- Reviews emergency proclamations, agreements, contracts, and disaster related documents.
- Assists with coordinating legal services for disaster victims per the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended.
- Reviews and advises City-County officials on possible legal issues arising from disaster operations.
- Participates as member of the EOC Policy Team.

## **Treasurer**

- Serves as support agency to EOC Manager in the Finance Section as required.
- Assists with the compilation of disaster related financial information.

# **CITY-COUNTY DEPARTMENTS**

## **911 Communications Center**

- Emergency Function (ESF) duties include: Co-Primary agency for ESF # 2 (Communications and Information Technology) and as a support agency to ESF 4 (Firefighting), ESF-11 (Hospital and Medical Services), ESF-13 (Law Enforcement and Security) and ESF-14 (Public Protection: Alert, Warning, and Sheltering).
- The 911 Communication Center is the local 24 hour warning point for the CityCounty (Public Safety Answering Point).
- Respond to requests for local communications assistance, identify required support agencies, begin mobilization of resources and personnel, and prepare to activate.
- Notify departments and agencies to activate agency response efforts, as necessary to ensure 24-hour capability.
- Coordinate alert and warning notification with other City-County agencies and adjoining jurisdictions.
- Provide emergency dispatching capabilities
- Supply radio system infrastructure support.
- Coordinate repair and maintenance of radio equipment.

## **Animal Services**

- Emergency Function (ESF) duties include: Lead agency for ESF # 17 (Animal and Veterinary Services) and as a support agency to ESF 6 (Mass Care, Emergency Assistance, Housing, and Human Services), ESF-8 (Public Health), and ESF-19 (Access and Functional Needs Services).
- Coordinate efforts to rescue, shelter, feed animals, store and distribute food, and medical supplies that may arrive via donations.
- Coordinate with ESF-15 (Public Information), to provide information regarding shelter services, animal identification and return to owners, and other animal related issues.
- Assist ESF-8, Public Health, with the prevention and control of animal-borne diseases that have public health significance.
- Coordinate with local veterinary services and animal groups for the care and disposition of domestic animals and/or wildlife.
- Provide assistance for decontamination operations of animals during hazardous materials incidents.
- Develop local and private animal care services roster (animal control, animal farmers, veterinarians and humane societies) for eventual use during disasters.

## **Building Code Enforcement**

- Emergency Function (ESF) duties include: support agency to ESF- 6 (Mass Care, Housing and Human Services), ESF-18 (Life Safety and Damage Assessment), and Recovery Operations.
- Assist Damage Assessment Primary Agency in developing a rapid and systematic method of performing damage assessment post disaster.
- Makes available building plans and records for determination of public and business damages.
- Survey construction sites for control of debris hazards.

- Coordinates emergency repair process and related building codes and standard procedures.
- Provides guidance for post-disaster mitigation and re-development opportunities.
- Coordinates emergency permitting procedures.
- Coordinates with City-County Departments to establish a building priority list for the repair of buildings, electrical systems, air conditioning and heating units.

### **Civic Center**

- Serve as a support agency ESF-6 (Mass Care, Emergency Assistance, Housing and Human Services), and ESF-16 (Volunteer and Donations Management).
- Provide available staff, resources, and facilities to support emergency operations as requested.
- Provide support to mass care, shelter, and public health related distribution operations.
- Assist with donation management activities for the receiving, storing, sorting and distributing donated goods.

### **Community Development**

- Serve as EOC liaison to business and industry.
- Serve as support agency to ESF-5 (Information Analysis and Planning), ESF-6 (Mass Care: Emergency Assistance, Housing, and Human Services), and ESF-12 (Energy and Utilities), and Long-Term Recovery Team.
- Provides staff, resources, and equipment as needed to support EOC and emergency operations.
- Determines the geographic and monetary extent of damage to businesses and industry.
- Maintains pre-disaster industry and business data.

### **Departments, All Butte – Silver Bow**

- See A and B, this section, General PREPAREDNESS and RESPONSE Responsibilities (All Butte – Silver Bow Departments).
- Provides personnel and equipment as needed.

### **Developmental Disabilities**

- Serve as Lead Agency for ESF-19 (Access and Functional Needs). Serve as support agency to ESF-1 (Transportation), ESF-4 (Firefighting), ESF-6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF-10 (Hazardous Materials), ESF-13 (Law Enforcement and Security), ESF-14 (Public Protection: Alert & Warning; Evacuation; Sheltering), ESF-15 (Emergency Public Information), ESF-16 (Volunteer and Donations Management), ESF-17 (Animal and Veterinary Services), and Long-Term Community Recovery teams.
- Coordinate planning with all emergency support functions to refine Access and Functional Needs operations and essential resources.
- Coordinate activities involved with the identification, registering, transportation, sheltering and care of people with physical, medical, sensory or cognitive disabilities, and other functional needs before, during, and after a significant emergency.
- Coordinate the establishment, if needed, contact information for special needs individuals.
- Ensure the Public Inquiry Center telephone operators are given up-to-date information regarding instructions for special needs individuals and that procedures are in place for relaying special needs requests.
- Develop and maintain procedures for warning special populations groups.
- Support mass care and shelter operations for special needs essential capabilities.
- Develop registry of special needs individuals and facilities.
- Provide support to the Joint Information Center for appropriate delivery of warning, protective measures, and emergency information to various special needs residents.

## **Facilities Management**

- Serve as a support agency to ESF-6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF-7 (Resource Support), and ESF-12 (Energy and Utilities), ESF-16 (Volunteer and Donations Management), ESF-18 (Life Safety and Damage Assessment), and Long-Term Community Recovery teams.
- Determine unsafe City-County facilities.
- Provide available staff, resources, and facilities to support emergency operations.
- Coordinate emergency repairs to City-County facilities.
- Coordinate the maintenance, custodial services, and continued operation of City County facilities.

## **Finance and Budget Department**

- Serves as Lead Agency in EOC as the Finance and Administration Section Chief and Primary Agency for ESF-7 (Resource Support).
- Serves as support agency to ESF-16 (Volunteer and Donations Management), and as a member of the Long-Term Recovery Team.
- Establishes and maintains a single cost center system whereby emergency/disaster costs are identified and accumulated for state and federal reimbursements.
  - Maintains accurate records of funds, materials, and personnel-hours expended as a direct result of the disaster.
  - Directs departments to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation will include: logs, formal records and file copies of all expenditures, receipts, personnel time sheets.
  - Ensures that departments keep records of the name, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.
- Assists City-County Departments with impending emergency purchasing procedures and maintaining records.
- Ensures supply of vouchers, receipts, and other forms.
- Establishes and maintains a system to meet finance, payroll and other payment obligations during emergency-disasters as part of the Continuity of Operations and Continuity of Government plans.
- Provides for security and protection of records and equipment.
- Coordinates financial relief efforts with County, State and Federal agencies.
- Coordinates reimbursement efforts with County, State and Federal agencies.
- Determines, in conjunction with the Chief Executive and EOC Manager, which administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property.
  - Normal procedures which do not interfere with timely accomplishment of emergency tasks, will continue to be used.
  - Determines need to depart from “business-as-usual” and issue emergency administrative procedures as appropriate
- Ensures enough cash on hand to meet governmental responsibilities and other needs in event of protracted power outage throughout the City-County.
- During emergency operations, locates supplies, equipment, and personnel to meet specific needs; procures supplies and services.
- Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
- Establishes emergency purchasing procedures and coordinate emergency procurements.

- Maintains records of emergency-related expenditures for purchases and personnel.
- Assists City-County Departments with expediting emergency purchasing procedures and maintaining records.
- Processes orders and facilitates emergency purchases.
- Facilitates emergency contracting of goods and services.
- Maintains records.
- Provides security and protection of records and equipment.

### **Fire/Volunteer Fire Departments**

- Emergency Support Function (ESF) duties include: Lead Agency for ESF-4 (Fire Fighting), ESF-10 (Hazardous Materials), support agency to ESF-6 (Mass Care, Housing, and Human Services), ESF-8 (Public Health), ESF-9 (Search and Rescue), ESF-11 (Hospital and Medical Services), ESF-13 (Law Enforcement and Security), ESF-14 (Public Protection, Alert and Warning, Evacuation, Sheltering), ESF-17 (Animal and Veterinary Services), ESF-18 (Life Safety and Damage Assessment), and ESF-20 (Fatality Management).
- Coordinate all response operations for fire, rescue, and hazardous materials response. Emergency tasks to be performed include:
  - Fire prevention and suppression activities. – Fire detection and control.
  - Hazardous material and oil spill response.
  - Terrorist incident consequence response.
  - Evacuation support.
  - Post-incident reconnaissance and damage assessment.
  - Fire safety inspection of temporary shelters.
  - Prepare and maintain fire resource inventory. – Provide medical care.
- Member of the Crisis Action Team.
- Determines areas at risk and which public protective actions, if any, should be implemented.
- Initiates evacuation orders when necessary.
- Assists with evacuation operations.
- Directs on-scene evacuations as a result of fire, hazardous materials spill, transportation accidents, etc., as necessary, whenever there is immediate threat to life and safety; assists with other evacuation operations.
- Orders Shelter In-Place (Hazardous Material Incidents).
- Performs those support duties and functions required to assist City-County emergency operations as appropriate.
- May function as EOC Management Staff-Operations Section Chief during activation.
- Recommends course of action including activation of the City-County Emergency Operations Center.
- Provides initial public disaster assessment.
- Assists with transportation, damage assessment, information and planning, and mass care.
- Provide emergency medical care of shelter occupants and special needs individuals .
- Stages and places vehicle and equipment resources in effective positions throughout the community as determined by Emergency Management.
- Provides personnel and equipment as needed.

### **Geographic Information Systems**

- Serves as support agency to ESF-5 (Information and Information Management) in the EOC Planning Section as a Technical Specialist).
- Serve as a support agency to ESF-3 (Public Works), and ESF-18 (Life Safety and Damage Assessment), and Long-Term Community Recovery teams.

- Provide situation mapping analysis and mapping support using GIS and other digital products.
- Provide available personnel to assist Local Damage Assessment Teams.

### **Historic Preservation**

- Serve as support agency to ESF-18 (Life Safety and Damage Assessment), and LongTerm Recovery Team.
- Provides staff, resources, and equipment as needed to support EOC and emergency operations.
- Primary agency to provide guidance to preserve, conserve, rehabilitate, recover, and restore natural and historic property.
- Determines the geographical and monetary extent of damage to local structures.
- Provides personnel and equipment as needed.

### **Butte-Silver Bow Office of Emergency Management**

- Serves a Primary Agency for ESF-5 (Information Analysis and Planning), ESF-6 (Mass Care, Housing, and Human Services), ESF-7 (Resource Support), ESF-14 Public Protection: Alert and Warning; Evacuation and Sheltering), ESF-15 (Public Information), ESF-16 (Volunteer and Donations Management), Recovery Operations, and Continuity of Government efforts. Serve as support to ESF-4 (Firefighting), ESF9 (Search and Rescue), ESF-10 (Hazardous Materials), ESF-13 (Law Enforcement and Security), and ESF-20 (Fatality Management). Serve as Coordinating Agency for ESF-18 (Life Safety and Damage Assessment).
- Responsible for the City-County's Comprehensive Emergency Management Program.
- Develops and maintains the City-County of Butte – Silver Bow Comprehensive Emergency Management Plan (CEMP).
- Develops and implements a volunteer management plan for coordinating the influx of volunteers offering their services in time of disaster.
  - Develops and implements procedures to solicit, register, screen, receive, and deploy volunteers.
- Develops a city-county plan for the management of donations.
  - Develops and implements procedures for receiving, storing, sorting and distributing donated goods.
  - Solicits donations to meet known needs.
  - Provides instructions to donors of needed goods.
  - Establishes a facility to receive, sort, and distribute donated goods.
- Coordinates all volunteer and donation activities with County ESF # 16.
- Prepares and maintains a resource inventory.
- Performs day-to-day liaison with the County emergency management staff and other neighboring local emergency management personnel.
- Coordinates local planning and preparedness activities; provides emergency preparedness information.
- Provides information on hazard mitigation.
- Develops and presents emergency training programs.
- Arranges appropriate training for local emergency management personnel and emergency responders.
- Coordinates periodic emergency exercises to evaluate plans and training.
- Primary member of the Crisis Action Team.
- Recommends a declaration of emergency/disaster.
- Coordinates requests for emergency assistance.

- Plans, develops, maintains an emergency operations center (EOC) to include equipment, staffing, and operational procedures necessary for the management and control of emergency conditions.
- Activates the EOC when required.
- Develops EOC incident action plans during EOC operations.
- Provides coordination among local, state, federal, private and volunteer organizations.
- Coordinates dissemination of emergency warning information; disseminates emergency warning information from state and federal agencies; disseminates warnings initiated at local government level.
- Coordinates with businesses regarding emergency operations.
- Coordinates the implementation of locally ordered and County and state ordered evacuations.
- Identifies and publicizes shelter locations.
- Develops system and forms for tabulating damage assessment.
  - Conducts damage assessment of public and private property to determine the extent of damage.
  - Activates, deploys damage assessment teams.
  - Receives, records and consolidates all damage reports.

### **Human Resources Department**

- Serves as support agency to in the EOC Finance and Administration Section and ESF-16 (Volunteer and Donations Management) and ESF-18 (Life Safety and Damage Assessment).
- Assists with personnel recruiting for temporary labor after the emergency.
- Provides information and assistance to City-County managers and supervisors regarding the City-County's personnel policies during emergencies.
- Assists City-County departments by soliciting the appropriate human resources (temporary City-County hires or volunteers) to meet the needs identified by those departments.
- Assists City-County departments to accomplish their mission during an emergency by maintaining a roster of available City-County employees in non-essential positions who can be assigned to perform tasks required in other departments.
- Provides for employee psychological and other support through the City-County's Employee Assistance Program, or other programs that may be required.
- Provides coordination for employees working the disaster, and for those who return following the event.
- Provides personnel and equipment as needed for EOC and Emergency operations.
- Coordinates efforts to provide shelter and mass care for City-County employees and their families.
- Distributes information to employees regarding Red Cross and FEMA Individual Assistance Programs.

### **Land Records**

- Serves as support agency to ESF-18 (Life Safety and Damage Assessment).
- Provides staff, resources, and equipment as needed to support EOC and emergency operations.
- Assist with the development of a rapid and systematic method of performing damage assessment post disaster.
- Support damage assessment surveys done by City-County Departments in order to facilitate the City-County's overall damage assessment.
- Assist with the process to develop a method of collecting pre-disaster information and documentation to better facilitate the assessment surveys.

## **Law Enforcement Department**

- Emergency Function (ESF) duties include: Lead agency for ESF # 13 (Law Enforcement and Security) and ESF-9 (Search and Rescue). Serve as a support agency to ESF-1 (Transportation), ESF-3 (Public Works), ESF-4 (Firefighting), ESF-6 (Mass Care, Emergency Assistance, Housing, and Human Services), ESF-10 (Hazardous Materials), ESF-11 (Hospital and Medical Services), ESF-14 (Public Protection: Alert and Warning, Evacuation, Sheltering), ESF-16 (Volunteer and Donations Management), ESF-17 (Animal and Veterinary Services), ESF-18 (Life Safety and Damage Assessment), ESF-19 (Access and Functional Needs), and ESF20 (Fatality Management).
- Coordinates all law enforcement activities in the affected area(s) to include: maintenance of law and order; crowd control; traffic control; curfew enforcement.
- Responds to terrorist incidents.
- Primary member of the Crisis Action Team.
- Provides security for City-County facilities, evacuated areas, and shelters.
- Provides access control to damaged or contaminated areas.
- Conducts evacuations when necessary to save lives and property.
- Provides law enforcement support to emergency response activities to include: rescue operations; damage assessment; mobile units for public address warning.
- Advises EOC Policy Team and EOC Manager on need for curfews, area closures, and other considerations.
- Prepares and maintains law enforcement resource inventory.
- Stages and places vehicle and equipment resources in effective positions throughout the community as determined by the Mayor and/or Homeland Security – Emergency Management Agency Director.
- Establishes traffic control routes for both evacuation and reentry; maintains Evacuation Traffic Management Plan.
- Provides personnel and equipment as needed.
- Requests assistance through the state law enforcement mutual aid system as necessary.
- Conduct investigations in accordance with federal, state, and local laws.
- Coordinates search and rescue operations.
- Coordinate mortuary management with the City-County Coroner.

## **Management Information Systems**

- Emergency Function (ESF) duties include: Co-Lead agency for ESF #2 (Communications and Information Technology). Serve as support agency to ESF-13 (Law Enforcement and Security), ESF-15 (Emergency Public Information), and ESF16 (Volunteer and Donations Management).
- Provide available staff, resources, and equipment to support emergency operations.
- Provide technical assistance to the EOC as required to activate and maintain communications and information systems capabilities to support emergency operations.
- Provide for security and protection of current and historical vital computer records and equipment.
- Confirms access to off-site computer and backup files to run critical applications, if necessary.
- Advises all City-County Departments of actions to be taken to secure computer equipment.
- Assures priority restoration of communication and information functions and systems.

## **Parking Commission**

- Provide available staff, resources, and equipment to support emergency operations.

## **Parks & Recreation**

- Serves as support agency to ESF-1 (Transportation), ESF 3 (Public Works), ESF-6 (Mass Care, Housing and Human Services), ESF-16 (Volunteer and Donations Management), and ESF-18 (Life Safety and Damage Assessment).
- Responsible for the security and protection of City-County parks and recreational facilities.
- Assists with the utilization of parks and recreational facilities as staging areas and/or mass care sites.
- Provides personnel and equipment as needed.
- Supports shelter activities.
- Assesses damage to public facilities.
- Provides temporary repair of damaged facilities.
- Provides building inspection support.
- Supports damage assessment activities.
- Supports the distribution of food, water and other disaster goods and services.

## **Planning Department**

- Emergency Function (ESF) duties include: Lead agency for Emergency Support Function-18 (Life Safety and Damage Assessment), Serves as support agency to ESF5 (Information and Information Management) on the EOC General Staff as Planning Section Chief, and Long-Term Recovery Team.
- Receives, records and consolidates all damage reports.
- Provides personnel and equipment as needed.
- Determines the geographical and monetary extent of damage to public and private property.
- Monitors environmental impacts to City-County resulting from disaster.
- Makes available building plans and records for determination of public and business damages.
- During recovery phase, provides land use and policy planning services.
- Develops and administer emergency code and licensing standard.
- Maintains pre-disaster maps, photos, and other documents.
- Assists in determining unsafe facilities.
- Conducts inspections and enforces building safety regulations and laws.
- Provides guidance for post-disaster mitigation and re-development opportunities.
- Coordinates emergency permitting procedures.

## **Public Health Department**

- Serve as Lead Agency for ESF-8 (Public Health). Serve as support agency to ESF-3 (Public Works), ESF 6 (Mass Care, Emergency Assistance, Housing, and Human Services), ESF-10 (Hazardous Materials), ESF-11 (Hospital and Medical Services), ESF-12 (Energy and Utilities), ESF-14 (Public Protection: Alert and Warning, Evacuation, Sheltering), ESF-16 (Volunteer and Donations Management), ESF # 17 (Animal and Veterinary Services), and ESF-20 (Fatality Management).
- Coordinates emergency health support specific to control of communicable diseases, emergency food service and sanitation requirements.
- Mobilizes and deploys ESF #8 personnel to assess public health requirements, including the needs of at-risk population groups, such as language assistance services for limited English-proficient individuals and accommodations and services for individuals with disabilities. This function includes the assessment of the health care system/facility infrastructure.
- Coordinates situations involving quarantine and/or isolation caused by exposure to communicable diseases, biohazards, toxic waste, etc., as it relates to general public health interests.

- Coordinate ESF #8 support and partner organizations in assessing mental health and substance abuse needs, including emotional, psychological, psychological first aid, behavioral, or cognitive limitations requiring assistance or supervision; providing disaster mental health training materials for workers; and providing additional consultation as needed.
- Monitors potable water supply and identifies alternate sources of potable water.
- Provides emergency public information regarding public health related issues.
- Generate, in a timely manner, information to be included in the EOC briefings, situation reports, and/or action plans.
- Inspects shelters for sanitary conditions, including food and water supply at point of consumption, and waste disposal.
- Assist with the prevention and control of animal-borne diseases that have public significance.
- Assist in the identification and impact of hazardous materials spills and releases as it pertains to general public health consequences.
- Coordinate the public health assessment of potable water, wastewater, solid waste disposal, and other environmental health issues related to public health from disasters.
- Provide coordination, technical assistance and consultation to public health effects from contaminated water; coordinate field investigations, including collection and laboratory analysis of relevant samples; providing equipment and supplies as needed.
- Coordinate postmortem disaster data collection and documentation for the EOC situation reports and post-disaster analysis as required.
- Assist ESF #17 as requested to identify public health issues related to livestock used for human food production.

### **Public Library**

- Serve as a support agency to ESF-15 (Emergency Public Information) and ESF-16 (Volunteer and Donations Management).
- Provide personnel and/or facilities as needed to support the Public Inquiry Center and the Joint Information System.
- Coordinate the security and protection of the library facility and contents.
- Assist with donation and volunteer management operations.
- Provide available staff, resources, and facilities to support emergency operations as requested.

### **Public Works – Services Division**

- Emergency Function (ESF) duties include: Lead Agency for ESF-3 (Public Works) and ESF-12 (Energy and Utilities); support agency to ESF-1 (Transportation), ESF-4 (Firefighting), ESF-8 (Public Health), ESF-10 (Hazardous Materials), ESF-13 (Law Enforcement and Security), ESF-14 (Public Protection: Alert and Warning, Evacuation, Sheltering), ESF-18 (Life Safety and Damage Assessment), and ESF-20 (Fatality Management); and the Long-Term Recovery Team.
- Obtains and coordinates public works response teams/personnel, equipment, and vehicles to the emergency scene, staging area, or other location(s), as appropriate.
- Supports damage assessment.
- Assesses damage to streets, bridges, traffic control devices, signage, and other public facilities.
- Provides temporary repair of critical facilities.
- Restores damaged roads and bridges and City-County signage.
- Provides building inspection support.
- Provides specialized equipment to support emergency operations.

- Supports traffic control and search and rescue operations.
- Secures essential City-County facilities.
- Provides personnel and equipment as needed.
- Provides the City-County EOC with updated comprehensive lists of City-County equipment.
- Stages and places vehicle and equipment resources in effective positions throughout the community as determined by EOC Management.
- Assists with the repair of damaged City-County facilities.
- Obtains and coordinates energy resources.
- Provides assistance to local providers in locating and acquiring equipment necessary to restore local electrical and gas capabilities.
- Responsible for City-County maintained right-of-ways.
- Supports evacuation and traffic control management.
- Administers and coordinates contracted services.
- Maintains pre-disaster maps, photos, and other documents.
- Develops and maintains a Debris Management Plan.
- Provides debris clearance, restoration of facilities and areas as needed, and maintenance of City-County streets.
- Coordinates emergency road clearance and removal of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes.

#### **Public Works – Transit Division**

- Emergency Function (ESF) duties include: Serve as a Primary Agency for ESF-1, and support agency for ESF-19 (Access and Functional Needs).
- Assume the primary role of Transportation Group Supervisor under the EOC Operations Section.
- Participate as member of the Crisis Action Team as requested.
- Prioritize and/or allocate the resources necessary to maintain and restore the transportation infrastructure and services to support other ESFs.
- Determine the most viable transportation networks to, from and within the emergency area and regulate the use of these transportation networks.
- Identify, prioritize, procure, and allocate available resources to maintain and restore the use of the transportation network.  
Make available personnel, equipment and other assets to assist in the restoration and maintenance of the transportation network.
- Participate with the Joint Information Center operations as assigned.

#### **Public Works – Utilities Division**

- Emergency Function (ESF) duties include: Serve as a support agency to ESF-3 (Public Works).
- Responsible for the continued operations and restoration of operations of the water and sewer facilities.
- Assesses damage to, repairs, and restores public utilities.
- Provides assistance to local providers in locating, and acquiring equipment necessary to restore water/wastewater systems.
- Monitors recovery activities of privately-owned utilities.
- Ensures necessary backup power generation for water and sewer facilities.
- Secures essential water/sewer facilities.
- Provides the City-County EOC with updated comprehensive lists of City-County equipment.
- Coordinates and liaison with Health agencies for the safety of water and sewer operations and systems.

- Provides equipment and vehicles for emergency response.

### **Safety and Risk Management**

- Serve as support staff as Safety Officer in EOC activations, support agency to ESF18 (Life Safety and Damage Assessment), and primary coordinator for Occupational Safety and Health Annex.
- Administers insurance and self-insurance programs and claims.
- Notifies insurance carriers of damages.
- Assists with damage assessment of City-County properties.
- Staffs the EOC Safety Officer position.
- Advises EOC Manager on insured and uninsured damage losses and similar issues.
- Ensures deployed personnel work and reside in as safe and healthful environment as possible.
- Establishes and maintains a visible safety and health presence at the disaster site and at all support sites, including mobilization centers.
- Ensures safety and health activity is integrated into the operating routine of on-site command structures.
- Identifies, investigates and coordinates abatement of safety and health problems.

## **COOPERATING ORGANIZATIONS AND AGENCIES**

### **Voluntary/Non-Profit Organization Support**

- An essential element of almost any emergency/disaster relief effort is the assistance provided by private relief organizations in the distribution of food, medicine and supplies; the provision of emergency shelter or housing, and the restoration of community services. Montana has a number of faith based, voluntary, and private sector organizations that can provide assistance in responding to emergencies, disasters, or major catastrophes.

### **Private Sector Response Coordination**

- The private sector has significant responsibility for critical infrastructure protection and business restoration. Although the emergency roles of the private sector are not legislated, engaging the private sector in all stages of planning and implementation is critical for a successful response by local government to emergencies, disasters, or catastrophes.
- Voluntary, non-profit, and the private sectors provide support through federal charters, memorandum of understandings/agreements, or through mission tasking by the state Emergency Coordination Center.
- All organizations are expected to coordinate their activities in accordance with this document and allied annexes in order to facilitate an orderly, coordinated, and effective delivery of services. Direction and control of cooperating organizations will be exercised by their respective designated emergency directors in coordination with local emergency management officials.

### **15-90 Search and Rescue Team**

- Serves as primary support organization for ESF-9 (Search and Rescue).
- Serves as support to ESF-13 (Law Enforcement and Security).

- Provide search capabilities directed toward discovering the location of individuals, vehicles, or aircraft missing or reported missing, and/or considered in jeopardy of personal safety and security.
- Provide rescue capabilities directed toward the use of organized and trained personnel to locate and extricate persons lost or deceased in rural environments, unable to extricate themselves due to injury or entrapped in states of nature, damaged buildings, vehicles, and other enclosures.
- Provide personnel, equipment, supplies, and other resources needed to assist in law enforcement traffic control, evacuation, and other activities as requested.

### **A-1 Ambulance**

- Serves as co-lead for ESF-11 (Hospital and Medical Services).
- Serves as support to ESF-1 (Transportation), ESF-4 (Firefighting), ESF-10 (Hazardous Material), ESF-13 (Law Enforcement and Security), ESF-18 (Life Safety and Damage Assessment), and ESF-20 (Fatality Management).
- Provide emergency medical transportation and ALS resources.
- Provide life safety assessments for the EOC.

### **Amateur Radio (ARES/RACES)**

- Serves as support agency to ESF #2 (Communications and Information Technology), ESF-6 (Mass Care, Housing, and Human Services), ESF-9 (Search and Rescue), ESF-10 (Hazardous Materials), ESF-13 (Law Enforcement and Security), ESF-14 (Public Protection, Alert and Warning, Evacuation, Sheltering), ESF-15 (Emergency Public Information), ESF-16 (Volunteer and Donations Management), ESF-18 (Life Safety and Damage Assessment).
- Provides primary and/or supplemental local area, point-to-point, and long distance communications.
- Assist Damage Assessment to provide rapid and systematic method of performing damage assessment post disaster.  
Provides staff, resources, and equipment as needed to support EOC and emergency operations.

### **American Red Cross**

- The American Red Cross operates under a Federal Charter (January 5, 1905 and reaffirmed in the Disaster Relief Act of 1970 and 1974) to provide grants and other types of assistance to individuals and families to meet emergency needs.
  - Serve as Primary Agency to ESF-6 (Mass Care, Emergency Assistance, Housing and Human Services) under the coordination of the EOC, and serve as support agency for ESF-4 (Firefighting), ESF-8 (Public Health), ESF-9 (Search and Rescue), ESF-10 (Hazardous Materials), ESF-11 (Hospital and Medical Services), ESF-13 (Law Enforcement and Security), ESF-14 (Public Protection), ESF-16 (Volunteer and Donations Management), ESF-17 (Animal and Veterinary Services), ESF-18 (Life Safety and Damage Assessment), ESF-19 (Access and Functional Needs, and ESF-20 (Fatality Management).
  - Provides shelter, feeding, and individual assistance for mass care efforts.
  - Provides disaster welfare inquiry communications.
  - Provides support for medical and mental health services.
  - Provide emergency (e.g., bulk distribution of clean-up kits) and financial assistance.
  - Provide staff support for Family Assistance Center.
  - Participate in training, exercises, and after-action event reviews.

### **Broadcast Media (Cable, Radio and Television)**

- Support organizations to ESF-2 (Communications and Information Technology).
- During EOC activations provide emergency alert and warning, and emergency broadcast capabilities to support effective dissemination of public information.
- Additional support to be determined.

### **Bert Mooney Airport**

- Support agency to ESF-1 (Transportation).
- Coordinate and report damage assessment of air transportation capabilities.
- Identify alternate emergency air transportation facilities and resources.
- Manage emergency medical air transportation logistics at airport.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

### **Civil Air Patrol**

- Serves as support agency to ESF-9 (Search and Rescue).
- Provide airborne search assistance.
- Provide airborne disaster assessment.
- Provide airborne and ground Electronic Locator Transmitter (ELT) tracking.
- Provide transportation of officials.

### **Community and Faith Based Organizations**

- Support agency to ESF-1 (Transportation), ESF-4 (Firefighting), ESF-6 (Mass Care, Emergency Assistance, Housing and Human Services) ESF-8 (Public Health), ESF-13 (Law Enforcement and Security), ESF-15 (Emergency Public Information), ESF-16 (Volunteer and Donations Management), ESF-17 (Animal and Veterinary Services), ESF-19 (Access and Functional Needs, and ESF-20 (Fatality Management).
- Participate in training and exercises.
- Maintain notification roster.
- Train organization personnel for emergency assignments
- Provide emotional, spiritual and counseling services to emergency workers and disaster victim as needed.
- Participate in after-action event reviews.

### **County Extension Services**

- Serve as a support agency to ESF # 17 (Animal and Veterinary Services), and Long Term Community Recovery teams.
- Activate network of State Specialists if needed for information gathering from national or international agricultural information networks.
- Provide assistance with the transportation of injured, stray, or nuisance livestock and large-animals to animal care facilities.
- Assist emergency response teams with animal-related problems.
- Provide assistance with the removal and proper disposal of dead animals.
- Coordinate with the Butte-Silver Bow Public Health Department for the release of public information regarding animals and related health issues.
- Respond to livestock and large animal-related inquiries.
- Provide assistance with the investigation of animal cruelty and neglect complaints.
- Maintain roster of equipment and resources necessary to manage livestock in a disaster situation.
- Assist in the distribution of Joint Information Center-created emergency public information messages.
- Assist in the establishment of housing for displaced livestock and large-animals.

### **NorthWestern Energy**

- Serves as support agency to ESF-3 (Public Works), ESF-4 (Firefighting), ESF-12 (Energy and Utilities).
- Provides operational support for NorthWestern Energy affected electrical and natural gas infrastructure.
- Provides agency representative/liaison to the City-County EOC as needed. • Provides assessments and population impacts of sufficient utility services.
- Coordinates mutual aid needs and actions.
- Participates in and contributes to the Joint Information System through direct facility liaisons or through virtual collaboration.

### **Salvation Army**

- The Salvation Army operates under the provisions of the Salvation Army Charter, May 19, 1899 and the Disaster Relief Act of 1974 (PL 93-288) on a self-sustaining basis and assumes all administrative and financial responsibility in providing assistance. The Salvation Army's disaster services are designed to supplement the services provided by local and state government, and other voluntary organizations, not to replace them.
- Roles and responsibilities are being refined in a collaborative effort with the Salvation Army.
  - Potential support agency to ESF-6 (Mass Care, Emergency Assistance, Housing and Human Services) and ESF-16 (Volunteer and Donations Management).
  - May provide mobile canteen services, emergency feeding and sheltering services.
  - May provide the collection and distribution of food, clothing and other supplies.
  - May provide disaster registration and identification services and counseling.

### **School Districts**

- Serve as a support agency to ESF-1 (Transportation), ESF-2 (Communications and Information Technology), ESF-6 (Mass Care, Emergency Assistance, Housing and Human Services), and ESF-8 (Public Health), ESF-11 (Hospital and Medical Services), ESF-15 (Emergency Public Information), and ESF-18 (Life Safety and Damage Assessment).
- Provide EOC liaison personnel.
- Provide available staff, resources, and facilities to support emergency operations.
- Coordinate the emergency care of students and employees during school hours.
- Provide available facilities for the reception and care of displaced persons.
- Provide available facilities for medical dispensing sites.
- Assist with mass feeding operations.
- Provide transportation for displaced persons and emergency responders.
- Assist with damage assessment activities.
- Assist with donations management operations.

### **St. James Healthcare**

- Serves as co-lead to ESF-11 (Hospital and Medical Services), ESF-6 (Mass Care, Housing, and Human Services), ESF-8 (Public Health), ESF-18 (Life Safety and Damage Assessment), ESF-19 (Access and Functional Needs), and ESF-20 (Fatality Management).
- Provide information regarding the status of the medical infrastructure, facilities, and medical needs.
- Establish reliable communication with or provide a representative to the Butte-Silver Bow EOC as required.
- Coordinate with Emergency Medical Service (EMS) providers, other hospitals, and any medical response personnel at the scene to facilitate accurate inter-hospital patient movements, transfers, and tracking.

- Coordinate with other hospitals and EMS on the evacuation of patients from the hospital, and specify where patients are to be taken.
- Monitor health care system treatment capacity over the course of the event and notify the EOC medical representative if and when that capacity is exceeded.
- Provide personnel to Joint Information Center as needed.

**United Way**

- Serve as Primary Support agency to and ESF-16 (Volunteer and Donations Management).
- TBD
- Roles and responsibilities are being refined in a collaborative effort with the United Way of Butte.

**Additional Cooperating Organizations:**

- Community Mental Health Providers (ESF 8)
- Funeral Directors/Association. (ESF 20)
- Montana Tech of the University of Montana
- Other Community Based Organizations (CBO)
- Other Faith Based Organizations (FBO)
- Private Sector Medical Clinics (ESF 11)
- Private Sector Veterinary Clinics (ESF 17)
- Vigilante Rural Electric Cooperative (ESF 12)
- Congregate Care Facilities (ESF-19)
- Direct/Supportive Care Providers (ESF-19)

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## **BASIC PLAN –**

### **V. FINANCIAL MANAGEMENT**

#### ***Who pays, when and how?***

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

1. After a local emergency declaration by the Chief Executive or a state declaration of emergency by the Governor, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner.
2. Local government is responsible for first response to emergencies including the application of fiscal procedures and remedies designed to be used during local emergencies.
3. The governing body of a town, city, or county may levy an emergency millage to cover estimated expenditures due to a disaster:
  - a. The millage levied must not exceed two mills in one year of the municipality's taxable valuation.
  - b. All emergency levies must be passed by a unanimous vote of the governing body.
  - c. Unexpended funds levied for an emergency must remain in a separate emergency account and shall be used only for expenditures from a future emergency.
  - d. Before receiving state financial assistance, the mill levy to support emergency expenditures must be expended as evidence of exhausting local financial resources.
3. Butte–Silver Bow emergency response and recovery costs must be properly documented so that eligible reimbursements from state and federal sources may be possible.
4. The Finance and Budget Department personnel shall facilitate the acquisition of all supplies, equipment, and services necessary to support the emergency response actions of Butte–Silver Bow departments and shall primarily perform these functions from the EOC when activated.
5. When circumstances dictate, emergency response field personnel may be given purchasing authority after coordination with Butte–Silver Bow's Finance and Budget Director and the BSBOEM Director. A record of all purchases shall be reported to the Finance and Budget Department or the Finance Section when the EOC is activated and staffed with Finance personnel in accordance with Butte–Silver Bow emergency purchasing policies. A complete and accurate record of all purchases, a complete record of all properties commandeered to save lives and property, and an inventory of all supplies and equipment purchased in support of the emergency response shall be maintained.
6. Specific financial responsibilities and required paperwork during emergency response operations are detailed in the Emergency Operations Center operating manual and staffing desk books.

## ***B. Policies.***

1. All departments will make every effort possible to assure the safety of cash, checks, accounts receivable, and assist in the protection of other valuable documents/ records.
2. Departments will designate personnel to be responsible for documentation of disaster operations and expenditures. Emergency expenditures will be incurred in accordance with existing Butte–Silver Bow emergency purchasing procedures and those delineated in this plan.
3. During the emergency operations, non–essential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.
4. Each department will keep an updated inventory of its personnel, facilities, and equipment resources as part of their emergency plans and procedures.

## ***C. Administration.***

1. During an emergency or disaster, administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property. Departments are authorized to take necessary and prudent actions in response to disaster emergency incidents. Emergency Service / Public Safety officers have independent authority to react to emergency situations.
2. Financial operations will be implemented under the stress of disaster emergency timelines and political pressure, necessitating expedited procedures with sound fiscal management and accountability.
3. Normal procedures which do not interfere with timely accomplishment of emergency tasks will continue to be used. Those emergency administrative procedures which depart from “business–as–usual” will be described in detail in department emergency and disaster policies, procedures, and instructions or in their incident action plan during an EOC activation.
4. Departments are responsible for keeping records of the name, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.

## ***D. Fiscal.***

1. Due to the severity and magnitude of many emergency situations, financial operations will often be carried out under circumstances that warrant the use of non–routine procedures. Emergency declarations and other authorities may authorize the suspension of all normal purchasing procedures and requirements during a designated emergency period for the purpose of securing needed emergency supplies and equipment. However, good accounting principles and practices are still expected and required. These standards will also apply to federal disaster relief monies which could be made available to Butte–Silver Bow should the city-county be declared a disaster area as part of a Major Disaster Declaration by the

President pursuant to Public Law 93–288, as amended. Financial management by Butte–Silver Bow during times of disaster will be guided by the following policy considerations:

- Approval for expenditure of funds for response operations can be given by department directors or, upon authorization, their designated purchasing coordinators in charge of assigned lead and support emergency support function agencies. Each lead or support agency is responsible for establishing effective physical and administrative controls of funds and segregation of expenditures for proper internal controls, and for ensuring that actions taken and costs incurred are consistent with the missions identified in this plan. Emergency Purchase Order forms will be used by all Butte–Silver Bow agencies to track emergency purchases once a declaration of a state of emergency has been made by the Chief Executive or designee. Processing and use of these forms will be done in accordance with established policies and procedures of Butte–Silver Bow’s Finance and Budget Department.
- Care and attention to detail will be taken throughout the emergency response and disaster recovery period to maintain logs, formal records and file copies of all expenditures, including personnel time sheets, in order to provide clear and reasonable accountability and justification for any future reimbursement requests.
- All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan are to be maintained, as applicable, in compliance with established Butte–Silver Bow financial procedures and emergency management powers and responsibilities.
- Complete and accurate records are necessary:
  - a) To document requests for assistance;
  - b) For reimbursement under approved applications pertaining to declared emergencies or disasters;
  - c) For audit reports, detailed records will be kept from the onset of an event, which include, but are not limited to:
    - Work which is performed by force account.
      - (i) Appropriate extracts from payrolls, with any cross references needed to locate original documents.
      - (ii) A schedule of equipment used on the job.
      - (iii) Invoices, warrants, and checks issued and paid for materials and supplies.
    - Work which is contracted.
      - (i) Copies of request for bids.
      - (ii) The contract which is let.
      - (iii) Invoices submitted by contractor.
      - (iv) Warrants authoring check issuance.
- Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Departments will identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation will include: logs, formal records and file copies of all expenditures, receipts, personnel time sheets. Department Directors will be held responsible for deviations from the emergency purchasing procedures.

2. In the event that the facilities, personnel and/or equipment necessary for Butte– Silver Bow to operate its purchasing functions are unavailable and/or inoperable due to disaster conditions, purchasing of goods and services will be in accordance with the specifications of the emergency declaration, continuity of operations plans, or EOC directions until normal purchasing procedures and operations can be restored.
3. A separate Emergency Operations Center (EOC) “Finance Section” may be formed to manage the monetary and financial functions during significant emergencies or disasters. This assignment is responsible for the payment and monitoring of expenses associated with any disaster or emergency response of Butte–Silver Bow for which the EOC has activated. This area is responsible to ensure that all appropriate documentation and record keeping is undertaken to assure FEMA reimbursement for any specific disaster.
4. Butte–Silver Bow may qualify for reimbursement of certain emergency costs from state, federal disaster recovery programs. Butte–Silver Bow may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance that Butte–Silver Bow and its citizens will receive. All Butte–Silver Bow departments and agencies are expected to include requirements for emergency fiscal record keeping in their emergency plans and procedures.
5. Audits of emergency expenditures will be conducted following the closure of incidents. This audit will be used to support the eligibility of the costs claimed for reimbursement. If no reimbursement is anticipated or requested, the audit will be performed at the discretion of the BSBOEM or the EOC Finance Section Chief.

### ***E. Logistics.***

1. Departments responding to emergencies and disasters will first use their available resources. When this plan is implemented, the EOC becomes the focal point for procurement, distribution and replacement of personnel, equipment and supplies. Scarce resources will be allocated according to established priorities and objectives of the Incident Commander(s). The logistics function is broadly defined and includes beyond goods and services, personnel resources and volunteer resources.
2. Logistics will be needed to support the field operations, the Emergency Operations Center (EOC) operations, and disaster victims.
3. All departments are expected to maintain an inventory of all non–consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for or that are placed in Butte–Silver Bow inventory as an asset will not be eligible for reimbursement.

### ***F. Concept of Operations.***

1. The Finance and Administrative Section Chief is responsible for all financial, administrative, and cost analysis aspects of the emergency.

## **G. Financial Management**

1. Timely financial support of any extensive response activity could be crucial to protecting lives and property. Due to the nature of most emergency situations, finance operations will often be carried out within compressed time frames and other pressures, necessitating the use of non-routine procedures; this in no way lessens the requirement for sound financial management and accountability. While innovative and expeditious means of procurement are called for during emergencies, it is still mandatory that good accounting principles and practices be employed in order to safeguard the use of public funds from potential fraud, waste and abuse.
2. The threat or occurrence of a major or catastrophic emergency could result in a significant expenditure of unbudgeted dollars for resources and services to meet the situation. In the event of a Presidential Disaster Declaration, as a result of an emergency; many of these expenditures are typically reimbursable at a 75 percent federal to 25 percent local match.

### **a. Finance Branch**

- The Finance Branch manages the financial aspects of the incident. This is particularly crucial in large, complex incidents involving significant funding from multiple sources. In addition to monitoring multiple sources of funds, the Finance Branch Director, through the Finance Section Chief, will track and report to the Emergency Operations Center Manager the financial “burn rate” as the incident progresses. This allows the EOC to forecast the need for additional funds before operations are negatively affected.
- This is particularly important if significant operational assets are under contract from the private sector. The Branch Director will also monitor cost expenditures to ensure that applicable statutory rules are met. Close coordination with the Logistics Section and Planning Section is essential so that operational records can be reconciled with financial documents.
- The Finance/Administration Section Chief will determine, given current and anticipated future requirements, the need for establishing specific subordinate units.

### **b. Cost Unit**

- The Cost Unit provides cost analysis data for the incident. This unit must ensure that equipment and personnel for which payment is required are properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs. The Cost Unit also provides input on cost estimates for resource use. The Cost Unit must maintain accurate information on the actual costs of all assigned resources.

### **c. Cost Unit Guidelines**

- In concert with established City-County guidelines, approval for expenditure of funds for response operations will be given by officials of the lead and support agencies. Each agency is responsible for establishing effective administrative controls of funds and segregation of duties for proper internal controls, and to ensure that actions taken and costs incurred are consistent with the missions identified in this plan.

- Extreme care and attention to detail is imperative throughout the emergency response period to maintain logs, formal records and file copies of all expenditures (including personnel timesheets) in order to provide clear and reasonable accountability and justification for future reimbursement requests. Reimbursement for expenses is not automatic, so as much deliberative prudence, as time and circumstances allow, should be used. All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained, as applicable, in compliance with appropriate State and Federal regulations.

d. **Post EOC Activation Finance Activities**

- The Butte-Silver Bow Finance and Budget Department will be responsible for receiving and tracking warrants received from the State of Montana or federal government. Warrants will be tracked by project worksheet (PW) number and then forwarded to the Financial Reporting Section, where the appropriate charge point will be noted on the warrant's backup documentation. The warrant will then be forwarded to City-County Revenue Collection where the payment will be credited to the charge point assigned for Financial Reporting.

## **H. Administration**

### **1. Personnel Branch**

- The Personnel Branch has the responsibility for personnel administration, human resources and employee welfare issues for City-County employees during the emergency. In addition, volunteers associated with the emergency response shall be accounted for and administered through this Branch.

### **2. Time Unit**

- The Time Unit is primarily responsible for ensuring proper daily recording of personnel time, in accordance with the policies of the relevant agencies. The Time Unit also ensures that equipment usage times are captured.
- For documentation and reimbursement purposes, personnel time records will be collected and processed for each operational period. The Time Unit leader will ensure that these records are properly maintained. These records must be verified, checked for accuracy, and posted according to existing policies. Excess hours worked must also be determined for which separate logs must be maintained.

### **3. Claims Unit**

- The Under ICS, a single unit administering injury compensation and claims. The unit staff managing injury compensation ensures that all forms required by workers' compensation programs and local agencies are completed. This unit also maintains files on injuries and illnesses associated with the incident and ensures that all witness statements are obtained in writing. Staff assigned to the claims function assists with investigations of all civil tort claims involving property associated with or involved in the incident. The Compensation and Claims Unit maintains logs on the claims, assists obtaining witness statements, and documents investigations and agency follow-up requirements.

## ***I. References.***

1. Emergency Purchasing Guidelines, Rules.
2. MCA 10-3-311 Emergency or disaster expenditures-restrictions.
3. MCA 10-3-405 Levying emergency tax-disposition of surplus.
4. Finance and Budget Department Control Activities Procedures.

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## **BASIC PLAN –**

### ***VI. ATTACHMENTS***

This Section of the Basic Plan contains the following information.

***A. PRIMARY/SUPPORT MATRIX.***

***B. GLOSSARY AND ACRONYMS.***

<b>CP = Co-Primary</b>	<b>P = Primary</b>		
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**A. PRIMARY/SUPPORT MATRIX**

**PRIMARY/SUPPORT/COORDINATING MATRIX**

Department, Agencies & Organization	Transportation	Communications & Information Technology	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Housing & Human Services	Resource Support	Public Health	Search & Rescue	Hazardous Materials	Hospital & Medical Services	Energy & Utilities	Law Enforcement & Security	Public Protection	Public Information	Volunteers & Donation Management	Animal Veterinary Services	Life Safety & Damage Assessment	Access & Functional Needs	Fatality Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<b>CITY-COUNTY DEPARTMENT</b>																				
911 Communications Center		<b>C</b>		<b>S</b>							<b>S</b>		<b>S</b>	<b>S</b>						
Animal Services						<b>S</b>		<b>S</b>									<b>P</b>		<b>S</b>	
Assessor's Office																		<b>S</b>		
Code Enforcement						<b>S</b>												<b>S</b>		
BSB Fire Department				<b>P</b>		<b>S</b>		<b>S</b>	<b>S</b>	<b>P</b>	<b>S</b>		<b>S</b>	<b>S</b>			<b>S</b>	<b>S</b>		<b>S</b>
BSB Health Department			<b>S</b>			<b>S</b>		<b>P</b>		<b>S</b>	<b>S</b>	<b>S</b>		<b>S</b>		<b>S</b>	<b>S</b>			<b>S</b>
BSB Human Resources																<b>S</b>		<b>S</b>		
BSB Planning					<b>S</b>													<b>P</b>		
BSB Public Library															<b>S</b>	<b>S</b>				
BSB Public Schools/Districts	<b>S</b>	<b>S</b>				<b>S</b>		<b>S</b>			<b>S</b>				<b>S</b>			<b>S</b>		
City-County Depts/Agencies as needed			<b>S</b>		<b>S</b>	<b>S</b>	<b>S</b>		<b>S</b>						<b>S</b>	<b>S</b>		<b>S</b>	<b>S</b>	
Civic Center						<b>S</b>										<b>S</b>				
Community Development					<b>S</b>	<b>S</b>						<b>S</b>								

Department, Agencies & Organization	Transportation	Communications & Information Technology	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Housing & Human Services	Resource Support	Public Health	Search & Rescue	Hazardous Materials	Hospital & Medical Services	Energy & Utilities	Law Enforcement & Security	Public Protection	Public Information	Volunteers & Donation Management	Animal Veterinary Services	Life Safety & Damage Assessment	Access & Functional Needs	Fatality Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Developmental Disabilities Office	S			S		S				S			S	S	S	S	S		P	
DPW Services Division			S																	
DPW Utility Division			S																	
Facilities Management						S	S					S				S		S		
Finance/Budget							P													
GIS			S		S														S	
Historic Preservation																			S	
HSEMA				S	C	P	P		S	S			S	P	P	P		C		S
Land Records Office																			S	
Law Enforcement	S		S	S		S			P	S	S		P	S		S	S	S	S	S
MIS		CP											S		S	S				
Parking Comm.																				
Parks & Recreation	S		S			S										S		S		
Public Works	S		P	S				S		S		P	S	S				S		S
Public Works-Transit Division	P																		S	
Risk Management																			S	
Treasurer																			S	

**P = Primary**

**CP = Co-Primary**

**S = Support**

**PS = Primary Support**

Department, Agencies & Organization	Transportation	Communications & Information Technology	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Housing & Human Services	Resource Support	Public Health	Search & Rescue	Hazardous Materials	Hospital & Medical Services	Energy & Utilities	Law Enforcement & Security	Public Protection	Public Information	Volunteers & Donation Management	Animal Veterinary Services	Life Safety & Damage Assessment	Access & Functional Needs	Fatality Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<b>COOPERATING AGENCIES</b>																				
15-90 SAR									S				S							
A-1 Ambulance	S			S						S	CP		S					S		S
American Red Cross				S		P		S	S	S	S		S	S		S	S	S	S	S
Bert Mooney Airport	S																			
Broadcast Media		S																		
Butte Amateur Radio (ARES/RACES)		S				S			S	S			S	S	S	S		S		
Comm. & Faith Based Orgs.	S			S		S		S					S		S	S	S		S	S
Community Mental Health Providers								S												
Congregate Care Facilities											S								S	
Coroner											S									P
County Extension Office																	S			
Fire Dept Vol-Big Butte				S		S		S		S	S		S	S			S	S		S
Fire Dept VolBoulevard				S		S		S		S	S		S	S			S	S		S
Fire Dept VolCenterville				S		S		S		S	S		S	S			S	S		S
Fire Dept VolFloral Park				S		S		S		S	S		S	S			S	S		S

**P = Primary**

**CP = Co-Primary**

**S = Support**

**PS = Primary Support**

Department, Agencies & Organization	Transportation	Communications & Information Technology	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Housing & Human Services	Resource Support	Public Health	Search & Rescue	Hazardous Materials	Hospital & Medical Services	Energy & Utilities	Law Enforcement & Security	Public Protection	Public Information	Volunteers & Donation Management	Animal Veterinary Services	Life Safety & Damage Assessment	Access & Functional Needs	Fatality Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Fire Dept Vol-Home Atherton				S		S		S		S	S		S	S			S	S		S
Fire Dept VolLittle Basin				S		S		S		S	S		S	S			S	S		S
Fire Dept VolMelrose				S		S		S	S	S	S		S	S			S	S		S
Fire Dept VolRace Track				S		S		S	S	S	S		S	S			S	S		S
Fire Dept VolRocker				S		S		S	S	S	S		S	S			S	S		S
Fire Dept VolTerra Verde				S		S		S	S	S	S		S	S			S	S		S
Fire Dept VolWalkerville				S		S		S	S	S	S		S	S			S	S		S
Funeral Directors																				S
Montana Highway Patrol	S		S						S				S							
Montana Tech Campus Security													S							
Mt Aeronautics Division/CAP									S											
NorthWestern Energy			S	S								S								
St James Healthcare						S		S			CP							S	S	S
United Way																PS				
Veterinary Clinics																	S			
Vigilante Cooperative												S								

**P = Primary**

**CP = Co-Primary**

**S = Support**

**PS = Primary Support**

<b>Department, Agencies &amp; Organization</b>	Transportation	Communications & Information Technology	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Housing & Human Services	Resource Support	Public Health	Search & Rescue	Hazardous Materials	Hospital & Medical Services	Energy & Utilities	Law Enforcement & Security	Public Protection	Public Information	Volunteers & Donation Management	Animal Veterinary Services	Life Safety & Damage Assessment	Access & Functional Needs	Fatality Management	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

**P = Primary**     
**C = Coordinating**     
**CP = Co-Primary**     
**S = Support**     
**PS = Primary Support**



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*Attachment*  
**B. GLOSSARY AND ACRONYMS**

- A -

<b>ADA</b>	Americans with Disabilities Act.
<b>Administrative Rules of Montana</b>	A compilation of agency regulations, standards or statements of general applicability that implements, interprets or prescribes law or policy or describes the organization, procedures or practice requirements of an agency.
<b>AFB</b>	Air Force Base.
<b>Agency</b>	A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).
<b>Agency Representative</b>	A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.
<b>APHIS</b>	Animal Plant Health Inspection Service.
<b>Area Command (Unified Area Command)</b>	An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.
<b>ARES</b>	Amateur Radio Emergency Services: a component of the Amateur Radio Relay League providing emergency communications during emergencies, primarily to non-governmental agencies. ARES organizations/operators may be used during emergencies if RACES resources are depleted or do not exist. If called upon to support government needs the operators will be considered as operating under RACES and will be registered as emergency workers unless formal agreements exist.
<b>ARM</b>	Administrative Rules of Montana.

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**Awareness** The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

- B - C -

**BCP** Business Continuity Plan.

**CAP** Civil Air Patrol.

**Catastrophic Incident** Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

**CFR** Codes of Federal Regulations.

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

**CISM** Critical Incident Stress Management.

**CJIN** Criminal Justice Information Network.

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

**Comprehensive Emergency Management (CEM)** An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disasters (natural, man-made, and attack), and for all levels of government (local, state, and Federal) and the private sector.

**Comprehensive Emergency Management Plan (CEMP)** Contains policies, authorities, concept of operations, legal constraints, responsibilities, and emergency functions to be performed. Agency response plans, responder SOPs, and specific incident action plans are developed from this strategic document.

**Consequence Management** Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. See also Crisis Management.

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**Continuity of Operations Plan** A document which outlines a plan assuring the capability to continue essential organization functions across a wide range of potential emergencies.

**COOP** Continuity of Operations Plan.

**Credible Threat** A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

**Crisis Action Team (CAT)** A flexible, supporting/coordinating service that could be: One person at home facilitating the coordination of personnel and resources to an incident scene; Several people convening in the Emergency Operations Center (EOC) or on-scene to assist the “Incident Manager” as needed.

**Crisis Management** Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. See also Consequence Management.

**Critical Incident Stress Debriefing Network** Statewide network of teams trained to assist responders in dealing with normalizing abnormal situations.

**Critical Infrastructures** Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**Cultural Resources** Cultural resources include historic and prehistoric structures, archeological sites, cultural landscapes, and museum collections.

**Cyber** Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

- D -

**D & C** Direction and Control.

**DAC** Drought Advisory Committee.

**Damage Assessment** Estimation of damages made after a disaster has occurred which serves as the basis of the Governor’s request to the President for a declaration of Emergency or Major Disaster.

**Declaration** A state of emergency or disaster may be declared by the Chief Executive, Governor or the President depending on the situation needs and damages.

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<b>Defense Support of Civil Authorities (DSCA)</b>	Refers to Department of Defense (DOD) support, including Federal military forces, DOD civilians and DOD contractor personnel, and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.
<b>DEQ</b>	Department of Environmental Quality.

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<b>DES</b>	Disaster and Emergency Services.
<b>DHS</b>	Department of Homeland Security.
<b>Direct Protection Program</b>	State and private land, primarily in Western Montana, where landowners pay a fee for DNRC to provide wildfire suppression assistance.
<b>Disaster</b>	The occurrence or imminent threat of widespread or severe damage, injury, loss of life or property resulting from any natural or man-made cause. (MCA 10-3-103)
<b>Disaster Analysis</b>	The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the stricken area.
<b>Disaster Recovery Center (DRC)</b>	A center set up in the disaster area where individual disaster victims may receive information concerning available assistance, and apply for the programs for which they are eligible. Disaster Recovery Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.
<b>Disaster Unemployment Assistance</b>	Unemployment benefits offered to qualifying self-employed individuals who have been affected by a specific disaster. The program is only implemented when approved through a Presidential Disaster Declaration.
<b>Disaster, Catastrophic</b>	Although there is no commonly accepted definition of a catastrophic disaster, the term implies an event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response. A Catastrophic Disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects State, local, and private sector capabilities to begin and sustain response activities.
<b>Disaster, Major</b>	As defined under P.L. 93-288, any natural catastrophe, (including any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

<b>DMA</b>	Department of Military Affairs.
<b>DNRC</b>	Department of Natural Resources and Conservation.
<b>DoA</b>	Department of Administration.

<b>DOC</b>	Department of Commerce.
<b>DOC</b>	Department Operations Center.
<b>DOJ</b>	Department of Justice.
<b>DOL</b>	Department of Livestock.
<b>DOR</b>	Department of Revenue.
<b>DPHHS</b>	Department of Public Health and Human Services.
<b>DUA</b>	Disaster Unemployment Assistance.

**Duty Officer Program** A program implemented by various state agencies that provides a 24 hour point-of-contact for implementing the agency response to a given situation.

- E -

<b>ECP</b>	Emergency Coordination Plan.
<b>EMAC</b>	Emergency Management Assistance Compact.
<b>Emergency</b>	The imminent threat of a disaster causing immediate peril to life or property that timely action can avert or minimize. (MCA 10-3-103)
<b>Emergency Alert System (EAS)</b>	Formally the Emergency Broadcast System. Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.
<b>Emergency Management</b>	The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by enemy attack, sabotage, or other hostile action, or by fire, flood, storm, earthquake, or other natural causes, and to provide support for search and rescue operations for persons and property in distress; Organized analysis, planning, decision-making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Refer to local and state emergency legislation.

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<b>Emergency Management Phases</b>	<p>There are four phases to emergency management:</p> <ul style="list-style-type: none"> <li>• Preparedness: Preparedness activities serve to develop agency or group response capabilities.</li> <li>• Response: Actions taken in direct reaction to emergency or disaster conditions.</li> <li>• Recovery: Short and long-term activities undertaken to recover from an emergency or disaster.</li> <li>• Mitigation: Any actions taken to permanently eliminate or reduce the long-term risk to human life and property from hazards.</li> </ul>
<b>Emergency Management Plans</b>	<p>Those plans prepared by federal, state and local governments in advance and in anticipation of disasters for the purposes of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.</p>
<b>Emergency Operation Plan</b>	<p>The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.</p>
<b>Emergency Operations Center (EOC)</b>	<p>The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (fire, law enforcement, and medical services), by jurisdiction (Federal, State, regional, county, city, tribal), or some combination thereof.</p>
<b>Emergency Protective Measures</b>	<p>Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning (if any) and throughout the incidence period.</p>
<b>Emergency Public Information</b>	<p>Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders. Includes rumor-control processes.</p>
<b>Emergency Response Provider</b>	<p>Includes state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.</p>
<b>Emergency Response Team (ERT)</b>	<p>An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO’s staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT provides a forum for coordinating the overall Federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to ESF and other response requirements. ERT members respond to and meet as requested by the FCO. The ERT may be expanded by the FCO to include designated representatives of other Federal Departments and agencies as needed.</p>

**Emergency Support Function (ESF)**

A functional area of response activity established to facilitate the delivery of City – County assistance required during the immediate response phases of a disaster to save lives, protect property and public health, and to maintain public safety.

**Emergency Support Function (ESF) (Federal, State)**

A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary

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operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility. The State uses ESFs to provide assistance to local governments.

**Emergency Support Team (EST)**

An interagency group operating from the Federal Emergency Management Agency (FEMA) headquarters. The EST oversees the national-level response support effort and coordinates activities with the ESF primary and support agencies in supporting Federal response requirements in the field.

**EMIS**

Emergency Management Information System.

**EMS**

Emergency Medical Services.

**EOC**

Emergency Operations Center.

**EOD**

Explosive Ordinance Device.

**EOP**

Emergency Operations Plan.

**Evacuation**

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

**Event**

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

**Exercise**

Simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and / or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of CEMP.

– F –

**F&AMB**

Fire & Aviation Management Bureau

**Federal**

Of or pertaining to the Federal Government of the United States of America.

<b>Federal Assistance</b>	Aid to disaster victims or state or local governments by federal agencies authorized to provide assistance under federal statutes.
<b>Federal Coordinating Officer (FCO)</b>	The Federal officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.
<b>Federal Hazard Mitigation Officer (FHMO)</b>	Person appointed by the FCO responsible for managing federal hazard mitigation programs and activities.

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<b>Federal Interagency Hazard Mitigation Team (I-Team)</b>	Activated by the FHMO immediately following a Presidential Disaster Declaration, and made up of appropriate federal, state, and local government representatives to identify opportunities for hazard mitigation.
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<b>Federal/State Agreement</b>	The agreement signed by the Governor and the Regional Director of the Federal Emergency Management Agency, specifying the manner in which federal assistance will be made available for a Presidential Declaration of Emergency, Fire Suppression, or Major Disaster, and containing terms and conditions consistent with applicable laws, executive orders, and regulations as the Administrator of FEMA may require.
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**FEMA** Federal Emergency Management Agency.

**FFY** Federal Fiscal Year.

**Flood Mitigation Assistance Program** FEMA grant program for mitigating flood damage that focuses on structure relocation or performing preventative flood proofing measures.

**FMAP** Flood Mitigation Assistance Program.

**FOUO** For Official Use Only.

- G -

**GIS** Geographic Information System

**Governor's Authorized Representative (GAR)** That person named by the Governor in the Federal / State Agreement to execute on behalf of the state all necessary documents for disaster assistance following the declaration of an emergency or a major disaster, including certification of applications for public assistance.

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**Governor’s  
Disaster Fund**

Whenever an emergency or disaster is declared by the governor, there is statutorily appropriated to the office of the governor, as provided in 17-7-502 MCA, and subject to subsection (2), the governor is authorized to expend from the general fund an amount not to exceed \$12 million in any biennium, minus any amount appropriated pursuant to 10-3-310 MCA in the same biennium. (10-3-312 MCA)

**Governor’s  
Drought Advisory  
Committee**

The drought advisory committee is chaired by a representative of the governor and consists of representatives of the departments of natural resources and conservation; agriculture; commerce; fish, wildlife, and parks; military affairs; environmental quality; and livestock. The committee develops and implements the drought plan. (2-15-3308 MCA)

**GPS**

Global Positioning System

**Grantee**

The state agency (DCA) that is eligible to receive federal dollars in a Presidential Disaster.

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- H -

**Hazard**

Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome. Any situation that has the potential for causing damage to life, property, and / or the environment.

**Hazardous Waste  
Program**

A program administered by Department of Environmental Quality providing for the implementation and enforcement of the “Montana Hazardous Waste Management Act” provisions.

**HAZMAT**

Hazardous Materials

**HSEEP**

Homeland Security Exercise and Evaluation Program.

**HSPD-5**

Homeland Security Presidential Directive-5.

- I -

**Imminent**

An event that has the potential to occur.

**Incident**

An event or occurrence, caused by either an individual or by a natural phenomenon, requiring action by Emergency personnel to prevent or minimize loss of life or damage to property or natural resources. (MCA 10-3-103)

<b>Incident Action Plan</b>	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
<b>Incident Command Post (ICP)</b>	The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.
<b>Incident Command System (ICS)</b>	A standardized on scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.
<b>Incident Commander (IC)</b>	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

<b>Incident Management Team (IMT)</b>	The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.
<b>Incident Mitigation</b>	Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.
<b>Incident Period</b>	For Emergencies or Major Disasters declared pursuant to PL 93-288, those days or parts thereof officially designated by the President or a representative as the dates upon which damages occurred.
<b>Incident Specific Coordination</b>	Identifies the lead state agency responsible for coordinating the state's response to specific incidents.
<b>Incidents of Critical Significance</b>	Incidents of Critical Significance are those high-impact events, determined by the Chief Executive or EOC Manager, that require a coordinated and effective response by an appropriate combination of City-County, municipal, private sector, and nongovernmental entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities.

<b>Individual Assistance</b>	Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.
<b>Individual Assistance Officer</b>	State Human Services officer designated to coordinate individual assistance programs.
<b>Infrastructure</b>	The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, water systems, electrical/communication systems, dams, sewage systems, and roads.
<b>Initial Actions</b>	The actions taken by those responders first to arrive at an incident site.
<b>Initial Response</b>	Resources initially committed to an incident.

- J -

<b>Joint Field Office (JFO)</b>	A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA Disaster Field Office (DFO), and the JIC within a single Federal facility.
<b>Joint Information Center (JIC)</b>	A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies

should collocate at the JIC.

<b>Joint Information System (JIS)</b>	Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.
<b>Joint Operations Center (JOC)</b>	The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the Senior Federal Law Enforcement Official (SFLEO). The JOC becomes a component of the JFO when the NRP is activated.

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

- K - L -

**K - 12** Kindergarten through Grade 12.

**Lead Agency** The state agency responsible for coordinating the state's response with regard to implementing a functional capability, responding to a specific incident or implementing available recovery plans.

**LEPC** Local Emergency Planning Committee. A committee appointed by the State emergency response commission (SERC), as required by Title II of SARA, to formulate a comprehensive emergency plan to deal with Hazardous Materials for its district. (See SARA)

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

**Local** City or county government.

**Local Emergency** The duly proclaimed existence of conditions of a disaster or of extreme peril to the safety or health of persons and property within local jurisdictional boundaries. The emergency may be declared by a mayor or his/her designee and would normally be issued concurrent with a county declaration by the board of County Commissioners prior to requesting state and / or federal assistance.

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

- M -

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<b>Major Disaster</b>	As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
<b>MBDC</b>	Micro Business Development Center.
<b>MCA</b>	Montana Code Annotated.
<b>MDA</b>	Montana Department of Agriculture.
<b>MDOC</b>	Montana Department of Corrections.
<b>MDT</b>	Montana Department of Transportation.
<b>METNET</b>	Montana Education Telecommunication Network.
<b>MFWP</b>	Montana Fish, Wildlife and Parks.
<b>Mitigation</b>	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures, often formed by lessons learned from prior incidents involve ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.
<b>Mitigation Grant Program, Hazard</b>	Federal government may contribute up to 75 percent of the cost of hazard mitigation measures which the President has determined are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or

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<b>Mitigation Plan, Hazard</b>	suffering in any area affected by major disaster. (Stafford Act, Sec. 404) Section 409 of the Stafford Act requires the state and affected local governments to prepare a hazard mitigation plan that evaluates the natural hazards within the disaster area(s) and recommends appropriate measures to reduce the risks from future disasters.
<b>Mitigation, Hazard</b>	Any cost-effective measure that will reduce the potential for damage to a facility from a disaster event.
<b>MLEA</b>	Montana Law Enforcement Academy.

**Mobilization**

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

**Mobilization Center**

An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization while awaiting transportation.

**Montana Administrative Register**

Transcript of all administrative rule changes, notices and actions.

**Montana Code Annotated**

A compilation of the Montana Constitution and Montana laws.

**Montana Law Enforcement Academy**

Organized under the Department of Justice providing a means for law enforcement officers and other qualified individuals to secure training in the field of law enforcement.

**MRE**

Meals Ready to Eat.

**MSF**

Montana State Fund.

**MSL**

Montana State Library.

**MTVOAD**

Montana Voluntary Organizations Active in Disaster.

**Multi-agency Command Center (MACC)**

An interagency coordination center established by Department of Homeland Security (DHS)/U.S. Secret Service (USSS) during NSSSES as a component of the JFO. The MACC serves as the focal point for interagency security planning and coordination, including the coordination of all National Special Security Events (NSSSES) related information from other intra-agency centers (e.g., police command posts, Secret Service security rooms) and other interagency centers (e.g., intelligence operations centers, joint information centers).

**Multi-agency Coordination System**

Provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, EOCs, specific multi-agency coordination entities, personnel, procedures, and communications. The systems assist agencies and organizations to fully integrate the subsystems of NIMS.

**Multi-jurisdictional Incident**

An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents are managed under Unified Command.

**Mutual Aid Agreement**

Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**- N -**

**National**

Of a nationwide character, including the state, local, and tribal aspects of governance and policy.

**National Disaster Medical System (NDMS)**

A coordinated partnership between Department of Homeland Security (DHS), Health & Human Services (HHS), Department of Defense (DOD), and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

**National Incident Management System (NIMS)**

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

**National Interagency Coordination Center**

An interagency office that functions to position fire related resources within the various geographic areas in the United States.

**National Response Framework (NRF)**

A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-disciplines, all-hazards plan.

**NAWAS**

National Warning System.

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**NCIC**

National Crime Information Center.

**NEPA**

National Environmental Policy Act.

**NIC**

NIMS Integration Center.

**NICC**

National Interagency Coordination Center.

**NIMCAST**

NIMS Capability Assessment Support Tool.

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<b>NIMS</b>	National Incident Management System.
<b>Non-governmental Organization</b>	An entity with an association based on interests of its members, individuals, or institutions and not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.
<b>Northern Rockies Coordinating Group:</b>	Local, State & Federal representatives within the Northern Rockies geographic area that develop interagency fire suppression strategy, set priorities, coordinate assessments for media interests & determine the allocation of resources.
<b>Northern Rockies Coordination Center</b>	An interagency office that functions to position fire related resources within the Northern Rockies area and between other geographic areas.
<b>NPS</b>	National Pharmaceutical Stockpile.
<b>NRCC</b>	Northern Rockies Coordination Center.
<b>NRCG</b>	Northern Rockies Coordinating Group.
<b>NRF</b>	National Response Framework.

**- O - P -**

<b>Oil Spill Liability Trust Fund</b>	A fund administered by the U.S. Coast Guard that pays claims for uncompensated removal costs and damages resulting from the discharge or substantial threat of a discharge of oil into the navigable U.S. waters.
<b>OPI</b>	Office of Public Instruction.
<b>Pacific Northwest Emergency Response Team</b>	A group composed of members of industry, state and federal agencies that serve as a forum for parties in the deregulated wholesale market to determine the likelihood of an impending electricity shortage.
<b>PIO</b>	Public Information Office.
<b>PL</b>	Public Law (federal).

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<b>Preparedness</b>	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.
<b>Prevention</b>	Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
<b>Principal Federal Official (PFO)</b>	The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.
<b>Private Sector</b>	Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations (PVOs).
<b>Processes</b>	Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.
<b>PSC</b>	Public Service Commission.
<b>Public Assistance Program</b>	The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.
<b>Public Facility</b>	Any flood control, navigation, irrigation reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, airport facility, non-federal aid street, road or highway, and any other public building, structure or system including those used exclusively for recreation purposes.
<b>Public Health</b>	Protection, safety, improvement, and interconnections of health and disease

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**Public Information Officer (PIO)**

prevention among people, domestic animals and wildlife.

A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

**Public Water Supply Program**

A program administered by Department of Environmental Quality providing for the implementation and enforcement of the “Montana Public Water Supplies”, “Treatment and Distribution”, the “Water Treatment Plant Operators Act” and the “Federal Safe Drinking Water Act”.

**Public Works**

Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

**- Q - R -**

**Qualification and Certification**

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

**Quarantine**

Enforced isolation of patients suffering from a contagious disease in order to prevent the spread of disease.

**RACES**

Radio Amateur Civil Emergency Service: is a special part of the amateur radio operations, sponsored by FEMA. RACES was primarily created to provide emergency communications for civil defense preparedness agencies and is governed in FCC Rules and Regulations, Part 97, Subpart E, Section 97.407. <http://www.qsl.net/races/>

**Rapid Response Teams (RRT)**

Teams comprised of trained individuals in specific fields (law enforcement, fire, public works, building officials, etc.). RRT's are organized from local governments when activated, operates under the state as an operating unit of the State Emergency Response Team.

**Recovery**

The development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

**Recovery Implementation Plans**

Operational plans which outline the state’s implementation of recovery programs or efforts.

**Recovery Plan**

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

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<b>Regional Director</b>	Director of a Regional Office of the Federal Emergency Management Agency (FEMA).
<b>Resource Management</b>	A system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special state, local, and tribal teams; and resource mobilization protocols.
<b>Resources</b>	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.
<b>Response</b>	Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**- S -**

<b>SAR</b>	Search And Rescue Organization.
<b>SARA</b>	Superfund Amendments and Reauthorization Act of 1986 (PL 99-499). Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.
<b>SBA</b>	Small Business Administration.
<b>SBDC</b>	Small Business Development Center.
<b>SCO</b>	State Coordinating Officer.
<b>SECC</b>	State Emergency Coordination Center. (Montana)
<b>SERC</b>	State Emergency Response Commission, designated by the Governor, responsible for establishing hazardous material planning districts an appointing / overseeing Local Emergency Planning Committees. (See SARA)
<b>Situation Assessment</b>	The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models,

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	GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision making.
<b>Situation Report</b>	Initial impact, damage assessment report.
<b>SOP</b>	Standard Operating Procedures.
<b>SOS</b>	Secretary of State.
<b>Stafford Act</b>	<p>(“Robert T. Stafford Disaster Relief and Emergency Assistance Act” P.L. 93– 288, as amended). Provides authority for response assistance under the Federal Response Plan, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.</p> <p>A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the Comprehensive Emergency Management Plan; Set of instructions having the force of a directive, covering features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness, and implemented without a specific direct order from higher authority.</p>
<b>Standard Operating Procedure (SOP)</b>	
<b>State</b>	When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107–296, 116 Stat. 2135 (2002).
<b>State Coordinating Officer</b>	The designated individual responsible for coordinating the state’s response to an incident, emergency or disaster.
<b>State Coordinating Officer (SCO)</b>	The person appointed by the Governor for the purpose of coordinating state and local disaster assistance efforts with those of the federal government.
<b>State Emergency Plan</b>	As used in Section 201(b) of PL 93–288; that state plan which is designed specifically for state–level response to emergencies or major disasters and which sets forth actions to be taken by the state and local governments including those for implementing federal disaster assistance. (Known as the Comprehensive Emergency Management Plan or State Emergency Operations Plan) Execution of the State Comprehensive Emergency Management Plan is a prerequisite to the provision of federal assistance authorized by PL 93–288.
<b>State Hazard Mitigation and Recovery Team (SHMART)</b>	Representatives from key state agencies, local governments, and other public and private sector organizations that influence development and hazard management policies within the state.

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<b>State Hazard Mitigation Officer (SHMO)</b>	State official responsible for coordinating the preparation and implementation of the State Hazard Mitigation Plan (pursuant to Section 409 of the Stafford Act) and implementation of the Hazard Mitigation Grant Program (pursuant to Section 404 of the Stafford Act).
<b>State Hazard Mitigation Team</b>	A group composed of key state agency representatives, local units of government and other public or private sector entities. The purpose of the team is to evaluate hazards, identify strategies, coordinate resources and implement measures that will reduce the vulnerability of people and property to damage from hazards and disasters.
<b>State of Emergency</b>	An emergency proclaimed as such by the Governor pursuant to state law.
<b>State-County Cooperative Fire Protection Program</b>	DNRC program that provides assistance to county fire jurisdictions with regard to wild land fire issues.
<b>Support Agency</b>	State agencies identified as providing a support role to the lead agency for implementing a functional capability, responding to a specific incident or implementing available recovery plans.
<b>Supporting Technologies</b>	Any technology that is used to support NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**- T - U -**

<b>Terrorism</b>	Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.
<b>Title III (or SARA)</b>	The “Emergency Planning and Community Right-To-Know Act of 1986.” Specifies requirements for organizing the planning process of the State and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens. (42 USC annot., sec. 11001, et. seq.–1986)
<b>Tribal</b>	Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

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<b>Type</b>	A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.
<b>UCC</b>	Uniform Commercial Code.
<b>Unemployment Insurance</b>	Insurance benefits provided to qualifying unemployed individuals from a fund administered by the Commissioner of Labor and Industry.
<b>Unicom</b>	A ground-to-air radio communication system used only at airports.
<b>Unified Command (UC)</b>	An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.
<b>Uniform Commercial Code</b>	A code established to simplify, clarify and modernize the law governing commercial transactions; permit the continued expansion of commercial practices through custom, usage and agreement of the parties and make uniform the law among the various jurisdictions.
<b>Urban Search and Rescue</b>	Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.
<b>USC</b>	United States Codes.
<b>USDA</b>	United States Department of Agriculture.

**- V - W - X - Y - Z -**

<b>Weapon of Mass Destruction (WMD)</b>	As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.
<b>WIC</b>	Women and Infant Children.

**WMD**

Weapons of Mass Destruction.

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