PARK COUNTY, WYOMING

EMERGENCY OPERATIONS PLAN

This is Park County's plan for crisis management and disaster operations. This crisis operations plan institutionalizes the National Incident Management System (NIMS). It assigns responsibilities to county governmental agencies and individuals for carrying out basic management functions and activities associated with crisis management, mitigation, preparedness, response, and recovery phases of major events, including disasters regardless of cause.

*Adopted*_____

Coordinated and Published
By the
Park County Office of Homeland Security
1131 Eleventh Street
Cody, Wyoming 82414
(307) 527-1860

TABLE OF CONTENTS

PROMULGATION…….…….…….……Promulgation 1-2

RESOLUTION ADOPTING PLAN…….....……Resolution 1-2-3

BASE PLAN

EXPLANATION OF TERMS…….….……1-4

I. INTRODUCTION ……..……..……..…5-6

II. NIMS PLANNING…….……..……..6

III. POTENTIAL HAZARDS STATEMENT…….6

IV. PLANNING CRITERIA / ASSUMPTIONS……..……..7

V. CONCEPT OF OPERATIONS …….…….……...……...7-17

A. Objectives…….……...…… 7
B. General…….…….…..……..7
C. Operational Guidance……..……9-10
1. Initial Response
2. Implementation of ICS
3. Source & Use of Resources

Web EOC Statement…….……..……..10
EOC / MAC Chart……..……..……...……..……11

D. ICS & EOC Interface…….……12-13
Potential EOC Organizational Chart…….……..13
E. State, Federal, & Other Assistance……..……14-15
F. Actions by Phases of Emergency Management……..……..15-16
G. National Response Framework & NIMS…….……16-17
H. Contacts…….……..…..……..17

VI. AUTHORITY AND DELEGATION…….18-20

Tie in to Governor and Line of Succession…….18
A. EOC Activation……..18
B. Line of Succession Park County Emergency Council…….18
C. Line of Succession Park County Office of Homeland Security…..19
D. Line of Succession Individual Agency…….……..……19
E. Chain of Command……...19

TABLE OF CONTENTS – 2

F. Location of EOC……19
G. Multi-County / Alternate State EOC…...……..……19
H. Emergency Authorities……..……..……...……. 19-20

1. Key Contacts
2. Powers
a. Emergency Declaration……..……20
b. Disaster Declaration……20
c. Authority for Evacuations……20

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES…….21-25

ORGANIZATION……..……21
A. General
B. Executive Group
C. Emergency Services
D. Emergency Support Services
E. Volunteer and Other Services

ASSIGNMENT OF RESPONSIBILITIES……..…..……..22-25
A. General
B. Primary
C. Executive Group
D. Common Responsibilities
E. Responsibilities of Local Jurisdictions
F. Responsibilities of State Agencies
G. Responsibilities of Federal Government
H. Responsibilities of Volunteer and Private Sector Groups

Disaster Assistance Process Flow Chart……..……..……..……..……26

VIII. PLAN DEVELOPMENT, DISTRIBUTION, AND MAINTENANCE….……..…….27-31

Distribution List……..……28-29
Maintenance & Revisions……..…..……30-31

IX. REFERENCES AND AUTHORITIES……...…..……32-34

A. Federal
B. State
C. Local

X. CONTINUITY OF OPERATIONS (COOP)……..……35-36

TABLE OF CONTENTS – 3

ESF STATEMENT……..ESF 1-2-3

EMERGENCY SUPPORT FUNCTIONS……..SECTION I……..……...1-48

1. Transportation……..……1-4
2. Communication……5-6
3. Public Works and Engineering……...7-11
4. Firefighting……12-13
5. Crisis Management……14-18
6. Mass Care, Housing, and Human Services……..…….19-21
7. Resource Support……22-23
8. Public Health and Medical Services…….24-26
9. Search and Rescue……..….27-28
10. Oil and Hazardous Material Response……..….29-32
11. Agriculture, Food Supply, and Cultural Resources……..…….33-37
12. Energy / Utilities……..……38-40
13. Public Safety and Security (Law Enforcement)……41-43
14. Long-Term Community Recovery and Mitigation……..……44-46
15. External Affairs (Public Information)……..……47-48

SUPPORT ANNEXES……SECTION II……1-24

1. Financial Management Support Annex……..……2-14
2. Logistics Management Support Annex…….15-20
3. Volunteer and Donations Management Support Annex…….21-24

INCIDENT ANNEXES……..……SECTION III……..……...1-89

1. Biological Incident Annex……..……..……2-8
2. Earthquake Incident Annex……..……..…….9-15
3. Evacuation Incident Annex……..……..……16-51
4. Flood / Dam Incident Annex……...52-54
5. Food and Agricultural Incident Annex……..……...….55-58
6. Hazardous Material Incident Annex……..59-64
7. Law Enforcement and Investigation Annex – Non Terrorism Incidents…65-68
8. Law Enforcement and Investigation Annex – Terrorism Incidents……69-76
9. Tornado Incident Annex……..……..77-80
10. Wildland Fire Incident Annex……..81-85
11. Winter Storm Incident Annex…….86-89

TABLE OF CONTENTS – 4

APPENDICES

1. CONTACT NAMES AND NUMBERS……..……..….1-15

2. DECLARING DISASTERS……..……..1-3

3. HAZARDS ANALYSIS……....……..... 1-3

4. MUTUAL AID AGREEMENTS / MEMOS OF UNDERSTANDING……..….1-58

5. RESOLUTIONS…….……..……..1-16

6. RESOURCES……..……1-4
   (More Detailed Information on File in Park County Office of Homeland Security)

CONTINGENCY ANNEXES ---- OTHER PLANS / RESPONSE INFO ON FILE

INCIDENT COMMAND SYSTEM……..1 - 4
NIMS / ICS TRAINING GUIDELINES…….5
HSPD-5 & HSPD-8……..1-14
EOC JOB ACTION SHEETS……..1-83

BIG HORN COUNTY EMERGENCY OPERATIONS PLAN
BUFFALO BILL DAM (BUREAU OF RECLAMATION / BUREAU OF LAND MANAGEMENT)
BUFFALO BILL HISTORICAL CENTER – CONTACTS LIST
CITY OF CODY EMERGENCY OPERATIONS PLAN
CITY OF POWELL EMERGENCY OPERATIONS PLAN
DEPARTMENT OF HEALTH – PUBLIC HEALTH PANDEMIC INFLUENZA RESPONSE PLAN, VERSION 5.0
NATIONAL RESPONSE FRAMEWORK
PARK COUNTY COMMUNITY WILDFIRE PROTECTION PLAN (CWPP)
PARK COUNTY MULTI-HAZARD MITIGATION PLAN
PARK COUNTY PUBLIC HEALTH – ALL HAZARDS EMERGENCY OPERATIONS PLAN – PANDEMIC INFLUENZA
PARK COUNTY PUBLIC WORKS / ENGINEER / ROAD & BRIDGE EMERGENCY PREPAREDNESS PLAN
PARK COUNTY SCHOOL DISTRICT #1 – POWELL – CONTACTS LIST
PARK COUNTY SCHOOL DISTRICT #6 – CODY
PIPELINE EMERGENCY RESPONSE GUIDELINES
RED CROSS RESPONSE PLAN FOR PARK COUNTY
SHOSHONE MUNICIPAL PIPELINE – CONTACTS LIST
STATE OF WYOMING CONTINUITY OF GOVERNMENT (COG)
STATE OF WYOMING EMERGENCY RESPONSE PLAN
STATE OF WYOMING EVACUATION PLAN
TIER II HAZARDOUS MATERIALS STORAGE AT FIXED FACILITIES
TOWN OF MEETEETSE EMERGENCY OPERATIONS PLAN
WILD LAND FIRE EVACUATION PLAN
WINDSOR WYOMING LLC EMERGENCY RESPONSE PLAN
WYOMING PIPELINE ASSOCIATION
YELLOWSTONE REGIONAL AIRPORT

ELIGIBLE COSTS

PROMULGATION

The Park County Office of Homeland Security is the responsible organization for the following Emergency Operations Plan. It shall be the governing document for emergency events in Park County.

This plan recognizes the need for ongoing Emergency Management Planning by all jurisdictions of government within Park County. This plan attempts to combine the four phases of Emergency Management, which are:

1. Mitigation, 2. Preparation, 3. Response, and, 4. Recovery.

The Park County Emergency Operations Plan supersedes the Park County / Municipal Emergency Operations Plan, Volumes A and B, dated January, 1991. The incorporated cities and town in Park County have elected to prepare their own jurisdiction specific plans, which will work in unison with the PCEOP, even though the cities / town are listed in the County Plan and have named responsibilities in the County Emergency Support Functions. More specific plans for the City of Cody, City of Powell, and Town of Meeteetse can be viewed as separate annexes.

This plan designates the National Incident Management System (NIMS) – (Park County Resolution #2005-72, dated 09/13/05) as the basis for all incident management in Park County. The Incident Command System (ICS) has been integrated into all aspects of emergency response.

A Park County Resolution dated 01/21/97 provides for the organization of an Emergency Management Agency and its governing council. The name was officially changed to Park County Office of Homeland Security 07/01/05, as suggested by the State. This resolution has been updated and re-written to reflect the municipalities' involvement with County operations. Mutual aid agreements have been established in the event the different jurisdictions need to interact.

The chairperson of the Park County Commissioners shall be the chairperson of the Park County Emergency Management Council. The Park County Emergency Management Council shall be responsible for the direction and control of emergency operations, organization of personnel, resources and facilities and the Emergency Operations Center (EOC). Location of the Primary EOC is in the basement of the Law Enforcement Annex, 1131 Eleventh Street, Cody, Wyoming, with an alternate EOC being located at the new Search and Rescue Building located at 721 15th Street.

Wyoming Statutes 19-13-101 through 19-13-116 (replaces 19-5-101 through 19-5-116) outlines the definitions, powers, programs, etc. of the Wyoming Office of Homeland Security. W.S.§ 19-13-108 is specific to local programs.

This plan was developed with the cooperation and information of all entities / agencies involved in law enforcement and emergency response in the County. This plan represents the views and policies of law enforcement and members of emergency response entities / agencies, and is endorsed by the elected officials approving this plan.

This Emergency Operations Plan is designed as a reference for the development of specific operational plans, checklists, and procedures. It does not contain specific operational response guides and checklists. It is the responsibility of each affected entity /agency, department, or organization to develop specific guidelines for operational response in case of emergency.

Furthermore, those agencies must ensure operational guidelines are consistent with this planning document, or take necessary action to resolve any conflicts between their operational procedures and the guidelines in this plan.

THIS DOCUMENT WILL BE REVIEWED ONE YEAR FROM THE EFFECTIVE DATE OF THE RESOLUTION ADOPTING THIS PLAN, AND EVERY YEAR THEREAFTER. ANY APPROVED REVISIONS WILL BE DATED, INSERTED, AND RECORDED UNDER THE MAINTENANCE PORTION OF THIS PLAN.

The Park County Office of Homeland Security Coordinator, or his/her representative, is responsible for the development and maintenance of this EOP, including coordinating revisions, publishing changes, and distribution.

The Plan will undergo revision when:

- Any event occurs that causes conditions to change
- The plan fails during an emergency
- Exercises and/or drills reveal deficiencies or “shortfalls”
- Local government structure changes
- Community situations change
- State requirements change

RESOLUTION 2009- 59

A resolution adopting the Park County Emergency Operations Plan, as updated, and presented to the Local Emergency Planning Committee and, reviewed by Park County agencies and departments, and on file in the Park County Office of Homeland Security.

Key points of the PCEOP are:

1. Preparations and plans for the preservation of life, protection of property, and restoration of the economy through *Mitigation, Preparedness, Response, and Recovery.*
2. Ensures response to emergency events or situations are governed and initiated under the Incident Command System (ICS) / National Incident Management System (NIMS).
3. Resolution 2009-13, Dated 03/17/09, rescinds the 1997 Resolution creating the Emergency Management Agency and members of the Park County Emergency Management Council.
4. Resolution 2009-14, Dated 03/17/09, re-establishes the Park County Office of Homeland Security, as renamed June 14, 2005, and establishes the Park County Emergency Management Council members as the Board of County Commissioners, Sheriff of Park County, the Park County Homeland Security Coordinator, and any additional persons designated by the Emergency Management Council.
5. Each local jurisdiction now has its own Emergency Management Coordinator. The local government agencies will assist each other, in the case of disaster affecting such agencies, by way of mutual aid agreements (MAA s). Local jurisdictions and their designated representatives will be involved in a disaster incident, as needed, by means of the Multi Agency Coordination System (MACS).
6. This Emergency Operations Plan will be reviewed one year from the effective date and every year thereafter. Approved revisions will be distributed at that time.

7. If needed, the Emergency Operations Center at 1131 Eleventh Street, Cody, Wyoming, will be activated by the Park County Emergency Council or Park County Office of Homeland Security Coordinator.
8. The Park County Homeland Security Coordinator has the authority to direct emergency operations during the interim from the onset of the emergency or disaster, until a quorum of the Emergency Management Council can meet. If the incident is a law enforcement issue in nature, the Park County Sheriff will have this authority.
9. Local jurisdictions (city / town), that have exhausted their resources, may request assistance by contacting the Park County Office of Homeland Security. The PCOHS will contact the Wyoming Office of Homeland Security, who in turn will contact the Region VI Emergency Response Team, the Governor's office, FEMA, or any other necessary agency.

THEREFORE, this Park County Emergency Operations Plan is adopted as the emergency response guideline for any Park County emergency incident or disaster and will be submitted to the Wyoming Office of Homeland Security as such.

Chairperson, Park County Commissioners	10-13-09 Date
Commissioner	10-13-09 Date
Commissioner	10-13-09 Date

Dave Burke
Commissioner

10-13-09
Date

Commissioner

10-13-09
Date

SEAL:

ATTEST:
Park County Clerk and Recorder

EXPLANATION OF TERMS

A. ACRONYMS

AAR	AFTER ACTION REPORT
ARC	AMERICAN RED CROSS
CBRNE	CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, EXPLOSIVE
CCP	CITIZEN CORPS PROGRAM
CERT	COMMUNITY EMERGENCY RESPONSE TEAM
CFR	CODE OF FEDERAL REGULATIONS
COG	CONTINUITY OF GOVERNMENT
COOP	CONTINUITY OF OPERATIONS
DHS	DEPARTMENT OF HOMELAND SECURITY
EOC	EMERGENCY OPERATIONS OR OPERATING CENTER
EOP	EMERGENCY OPERATIONS PLAN
FBI	FEDERAL BUREAU OF INVESTIGATION
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY, AN ELEMENT OF THE U.S. DEPARTMENT OF HOMELAND SECURITY
HAZMAT	HAZARDOUS MATERIAL
HSPD-5	HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 5 (NIMS)
HSPD-8	HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 8 (NRP)
ICP	INCIDENT COMMAND POST
ICS	INCIDENT COMMAND SYSTEM
IP	IMPROVEMENT PLAN
JFO	JOINT FIELD OFFICE
JIC	JOINT INFORMATION CENTER
LEPC	LOCAL EMERGENCY PLANNING COMMITTEE
LERA	LOCAL EMERGENCY RESPONSE AUTHORITY
MACS	MULTI AGENCY COORDINATION SYSTEM
MARET	MOBILE ANIMAL RESCUE EVACUATION TEAM
NIMS	NATIONAL INCIDENT MANAGEMENT SYSTEM
NRF	NATIONAL RESPONSE FRAMEWORK
NRP	NATIONAL RESPONSE PLAN
NGO	NON GOVERNMENTAL ORGANIZATION
NOAA	NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION
OSHA	OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION
PCEOP	PARK COUNTY EMERGENCY OPERATIONS PLAN
PCOHS	PARK COUNTY OFFICE OF HOMELAND SECURITY
PIO	PUBLIC INFORMATION OFFICER
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICE
SERC	STATE EMERGENCY RESPONSE COMMISSION
SOG	SUGGESTED OPERATING GUIDE
SOPS	SUGGESTED OPERATING PROCEDURES
SOC	STATE OPERATIONS CENTER
WOHS	WYOMING OFFICE OF HOMELAND SECURITY
WRP	WYOMING RESPONSE PLAN

B. DEFINITIONS

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

2. State Response Teams. Regional state emergency response teams formed by the Governor to assist local governments in handling of all emergency events --- not just Hazmat. At the present time, Wyoming has seven Regional Response Teams. Park County is in Region VI, along with Big Horn, Hot Springs and Washakie Counties. Region VI has headquarters in Worland, WY.

3. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.

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

5. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:

INCIDENT: An act or situation that is not planned.

a. TYPE 5 INCIDENT

Resources: One or two single resources with up to six personnel. Command and General Staff positions (other than the Incident Commander) are not activated.

Time Span: Incident is contained within the first operational period and often within a few hours after resources arrive on scene.

b. TYPE 4 INCIDENT

Resources: Command Staff and General Staff functions are activated only if needed. Resources vary from a single module to several single resources (e.g. Task Force or Strike Team).

Time Span: Limited to one operational period in the control phase. No written Incident Action Plan (IAP) is required for non-HazMat incidents. A documented operational briefing is completed.

c. TYPE 3 INCIDENT

Resources: Some or all of the Command and General Staff positions may be activated, as well as Division or Group Supervisor and/or Unit Leader level positions.

Time Span: The incident may extend into multiple operational periods and a written IAP may be required for each operational period.

d. TYPE 2 INCIDENT

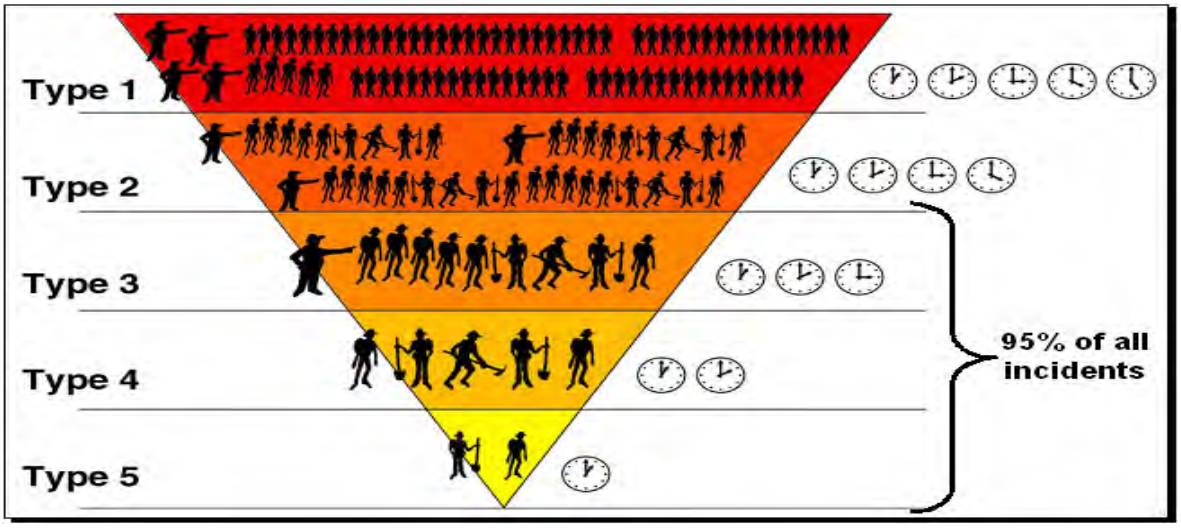
Resources: Regional and/or national resources are required to safely and effectively manage the operations. Many Command and General Staff positions are filled. Operations personnel typically do not exceed 200 per operational period and the total does not exceed 500.

Time Span: The incident is expected to go into multiple operational periods. A written IAP is required for each operational period.

e. TYPE 1 INCIDENT

Resources: National resources are required to safely and effectively manage the operations. Mostly is an Incident of National Significance, which activates the National Response Framework. All Command and General Staff positions are activated.

Time Span: The incident is expected to go into multiple operational periods. A written IAP is required for each operational period.



6. Hazard Analysis. A document, published separately from this plan, which identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

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

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

9. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.

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

11. Suggested Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Suggested Operating Guidelines (SOP s / SOG s)

I. INTRODUCTION

Park County takes a pro-active role in potential natural hazard, technological hazard, or terrorist events. All parts of Park County are monitored to determine if an event has occurred or could occur resulting in a disaster or emergency. It is the intent of Park County to act quickly to prevent emergencies as much as possible, and to facilitate an orderly and efficient response and recovery to all disasters.

The goal of the Park County Emergency Operations Plan (PCEOP) is to bring together a strong team of agency / department representatives whose early involvement in an incident / event will expedite the coordination of county assistance to an impacted area. The team works to coordinate all crisis management functions essential to the recovery and restoration of the economy. Coordinated efforts will serve to supply and re-supply resources to meet urgent needs arising from a natural, technological, or terrorist incident.

The Wyoming Office of Homeland Security (WOHS) is tasked under Wyoming §19-13-101 et seq. for developing and implementing a crisis operations plan for coordinating state response to events.

Wyoming § 19-13-108 is specific to local programs. It states: *Each political subdivision of this state shall establish a local homeland security program in accordance with the state homeland security plan and program. Each political subdivision, through the homeland security program, will cause to be prepared a local homeland security plan which will include actions essential to the recovery and restoration of the economy by supply and re-supply of resources to meet urgent survival and military needs and to provide for the ongoing management of resources available to meet continuing survival and recovery needs.* The PCEOP provides an overview of how County agencies will interact with local government, federal government, state agencies, private non-profit organizations, and the business/industry sector.

Wyoming § 35-9-156 mandates the designation of a local response authority (LERA). *a) Every political subdivision of the state shall designate a local emergency response authority for responding to and reporting of hazardous material or weapons of mass destruction incidents that occur within its jurisdiction.*

On December 4, 2007, the Park County Commissioners and Park County LEPC designated the Park County Homeland Security Coordinator as the Park County LERA.

The Park County Emergency Operations Plan consists of a “Basic” section, “Emergency Support Functions”, and “Annexes.” The plan is modeled after the National Response Plan / Framework and the Wyoming Response Plan, with overarching “Support Annexes” and “Incident-specific Annexes”.

> **Emergency Support Functions** and the annexes assign related responsibilities and tasks to various agencies / departments. Each agency / department is responsible for developing its own implementing instructions to carry out assigned responsibilities. Those implementing instructions can include the agency’s / department’s continuity of operations plan, crisis management plans, suggested operating procedures, and checklists.

Support Annexes address broad administrative and procedural functions, such as finance, that relate to many ESF s and Incident Annexes.
Incident Annexes are designed for specific hazards and special applications of the National Response Plan / National Response Framework.

The previous Park County / Municipal Emergency Operations Plan, Volume A and Volume B, has been revised to be NIMS and NRP / NRF compliant, and incorporated into the Park County Emergency Operations Plan.

II. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) PLANNING

Using the NIMS, The Park County Emergency Operations Plan establishes mechanisms to:

- maximize the integration of incident-related prevention, preparedness, response, and recovery activities;
- improve coordination and integration of Federal, State, local, regional, private-sector, and nongovernmental organization partners;
- maximize efficient utilization of resources needed for effective incident management and Critical Infrastructure/Key Resources (CI/KR) protection and restoration;
- improve incident management communications and increase situational awareness across jurisdictions and between the public and private sectors;
- facilitate mutual aid and support to county and local governments;
- support a proactive and integrated State, Federal and County response to catastrophic events; and,
- address linkages to other incident management and crisis response plans developed for specific types of incidents or hazards.

III. POTENTIAL HAZARDS

Wyoming's geographic and commercial situations subject the state and its people to a variety of hazards. These hazards are identified in the “Wyoming Multi-Hazard Mitigation Plan” published by the Wyoming Office of Homeland Security. Some of the potential risks such as floods or severe weather could be preceded by a period of increased alertness, giving public officials time to take precautionary or protective measures to reduce loss of life and minimize damage. Most of the hazards in each of Wyoming’s counties are similar or the same.

Park County is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. More detailed information is provided in the “Park County Multi-Hazard Mitigation Plan”, published as a separate annex, and the *Hazards Analysis* summary located in the “Appendices” of this plan.

IV. PLANNING CRITERIA / ASSUMPTIONS

This plan is based on the following planning criteria:

- The probability of a terrorist or war-related event would involve mass casualties, major devastation, and disruption of vital services.
- Local authorities will exhaust their resources and use mutual aid agreements with volunteer groups, private sector, and neighboring counties before requesting state assistance. Federal assistance may further supplement state and county efforts.
- It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- Outside assistance will be available in most emergency situations affecting our County. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
- With any disaster or incident, assets and systems may be overwhelmed, especially during the first days of a disaster. Accordingly, citizens will most likely be on their own and should be self-sufficient for 72 hours or more.
- Proper mitigation actions, such as floodplain management and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of our emergency management / homeland security program are to protect public health and safety and preserve public and private property from the effects of hazardous events. This will be done by identifying and mitigating hazards, preparing for, responding to, and managing the recovery from emergency situations affecting our community.

B. General

1. It is impossible for government to do everything required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.

2. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.

3. To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.

4. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during <u>any</u> emergency situation.

5. Departments and agencies tasked in this plan are expected to develop and keep current suggested operating procedures describing how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.

6. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the event / incident operation may be suspended or redirected for the duration of an emergency.

7. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

8. Primary responsibility for response to an incident / event rests with the County and local governments. When the County or local jurisdictions respond to an incident / event and exhaust their resources, they may require additional state or federal assistance. This includes: mutual aid, assessment, equipment, personnel, supplies, technical assistance, and military support.

   Requests for assistance and support should be channeled through the Park County Office of Homeland Security to the Wyoming Office of Homeland Security.

C. Operational Guidance

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management:

Command & Management
Preparedness
Resource Management
Communications & Information Management
Supporting Technologies
Ongoing Management & Maintenance

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved, or others who have legal authority to do so assume responsibility.

2. Implementation of ICS (an integral part of the NIMS)

   a. 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. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

   b. The Incident Commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management functions that form the basis of ICS are: operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to those staff functions deemed necessary by the Incident Commander.

   c. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.

   d. In emergency situations where jurisdiction may be shared, it may be desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure all participating agencies are involved in developing objectives and strategies to deal with the emergency.

3. Source and Use of Resources

   a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment, if necessary, and request assistance if our resources are insufficient or inappropriate. W.S. § 19-13-101 – 19-13-116 provide the County should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:

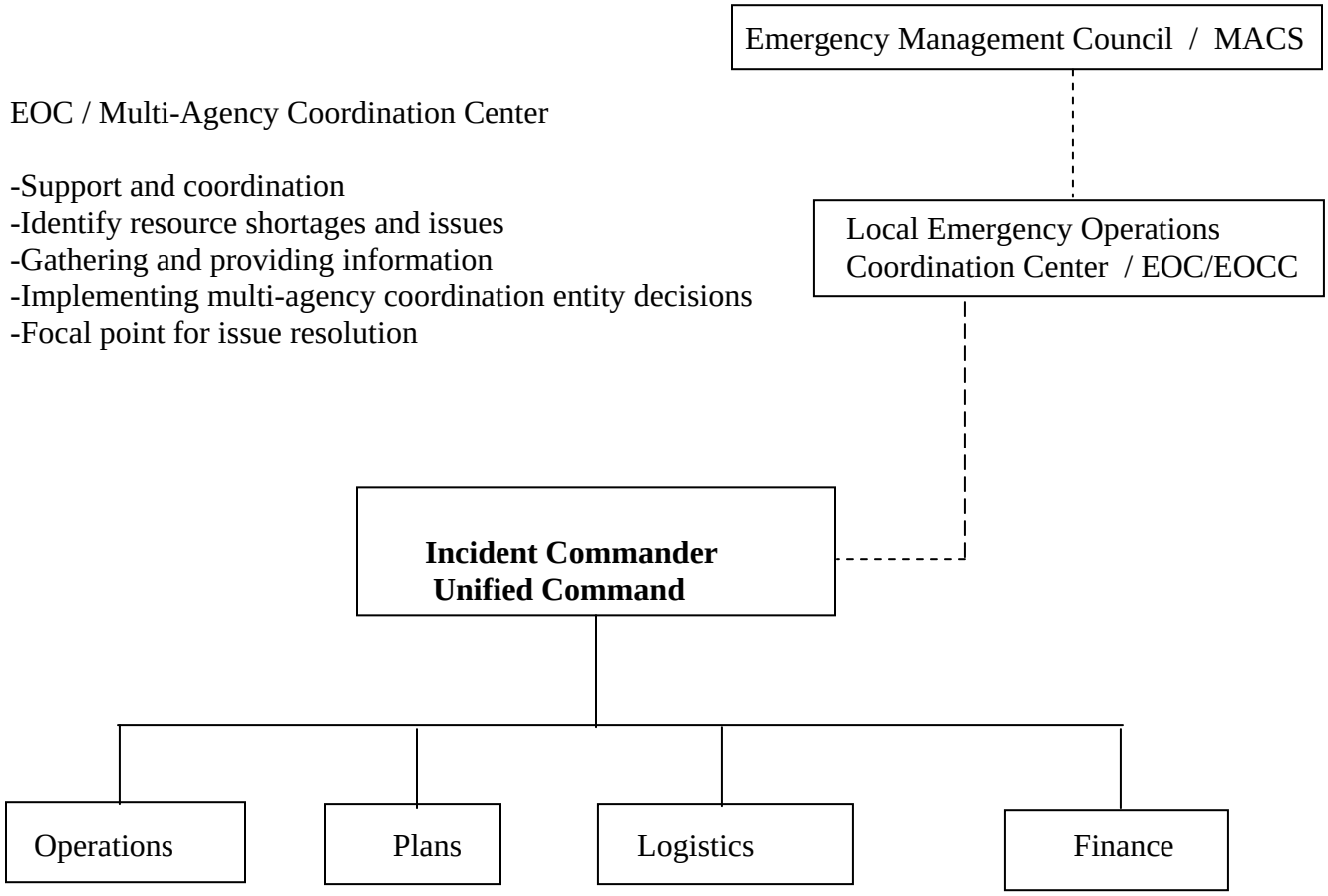
      1) summon those resources available to us pursuant to inter-local agreements as seen in the Mutual Aid Agreements / Memos of Understanding section of this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources. See *Appendices* portion of this plan.
      2) summon emergency service resources that have been contracted. See *Appendices* portion of this plan.
      3) request assistance from volunteer groups active in disasters.
      4) request assistance from industry or individuals who have resources needed to deal with the emergency situation.

   b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our Incident Commander, which will be in accordance with the NIMS.

Web EOC is an electronic operations center utilized by the State of Wyoming and Park County to more effectively and efficiently monitor and log all crisis activities and resources during any natural / manmade hazard or terrorist attack. This software package has a depository for NIMS and a complete inventory of all state equipment and other necessary resources available to the Incident Commander and the Governor for any catastrophic incident. For many small-to-moderate scale events, Web EOC may serve as the primary center of operations in regard to communications and coordination.

EOC / Multi-Agency Coordination Center

-Support and coordination
-Identify resource shortages and issues
-Gathering and providing information
-Implementing multi-agency coordination entity decisions
-Focal point for issue resolution



D. ICS – EOC Interface

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated by the Park County Emergency Management Council or the Park County Office of Homeland Security Coordinator. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

2. The Incident Commander is generally responsible for field operations, including:

   a. isolating the scene.
   b. directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
   c. warning the population in the area of the incident and providing emergency instructions to them.
   d. determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
   e. implementing traffic control arrangements in and around the incident scene.
   f. requesting additional resources from the EOC.

3. The EOC is generally responsible for:

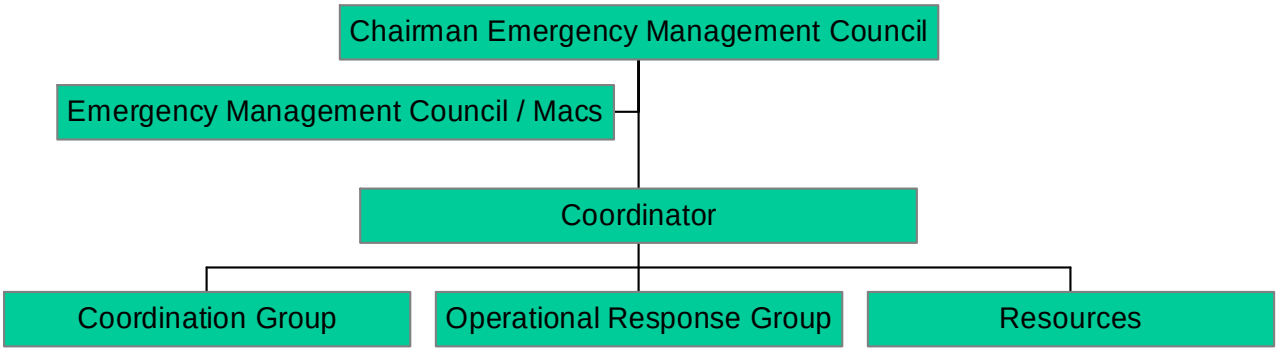
   a. providing resource support for the incident command operations.
   b. issuing community-wide warning.
   c. issuing instructions and providing information to the general public.
   d. organizing and implementing large-scale evacuation.
   e. organizing and implementing shelter and mass arrangements for evacuees.
   f. coordinating traffic control for large-scale evacuations.
   g. requesting assistance from the State and other external sources.

4. Other possible objectives may include but are not limited to:

   a. establish and maintain communications with all involved incidents and agencies.
   b. coordinate all extraordinary incident resource requests
   c. assist with planning of field operations when needed
   d. establish and maintain a resource mobilization center
   e. provide displays of important situation information
   f. plan and schedule all EOC (EOCC) staffing and shift changes
   g. provide timely and accurate situation information for officials, media, and the public
   h. document all EOC/EOCC activities
   i. document all incident costs
   j. provide regular status summary information to key officials

k. provide an operating environment and guidance for the policy group
l. provide an operating and information environment for other service providers
m. provide a forum for input from all interested organizations and agencies
n. establish and maintain liaison with all involved agencies
o. facilitate the functions of Area Command Authority (ACA) and Multi-Agency Coordination System (MACS) when needed

Potential EOC Oganizational Chart



Other possible groups are: Joint Information System (JIS)
Human Services
Damage Assessment
Infrastructure Restoration
Disaster Analysis
Area Command Authority (ACA)
Etc.

E. State, Federal & Other Assistance

1. State Assistance

a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.

<u>As noted previously, cities / towns must request assistance from their County before requesting State assistance</u>.

b. Requests for State assistance should be made to the Wyoming Office of Homeland Security. Forms for declaring a disaster area are located in the *Appendices* section of this plan. In essence, State emergency assistance to local governments begins at the WOHS level and the key person to validate a request for, obtain, and provide that State assistance and support is the WOHS Director.

A request for State assistance must be made by the chief elected official (County Commissioners) and may be made by telephone, fax, or e-mail. The WOHS Director has the authority to utilize all State resources within the State to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.

2. Federal & Other Assistance

a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments.

The *National Response Plan (NRP) / National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear* / *Radiological Incident Annex of the NRP/ NRF* addresses the federal response to major incidents involving radioactive materials.

c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration. The Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.
See the *Declaring Disasters* appendix located in the back of this plan.

d. The National Response Plan (NRP) / National Response Framework (NRF) applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRP / NRF implementation is possible under a greater range of incidents.

F. Actions by Phases of Emergency Management

1. This plan addresses emergency actions conducted during all four phases of emergency management.

a. Mitigation

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in the Park County Multi-Hazard Mitigation Plan, which is on file as a *Contingency Annex* of this plan.

b. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the incident / event or emergency. Among the preparedness activities included in our emergency management program are:

1. providing emergency equipment and facilities.
2. emergency planning, including maintaining this plan, its annexes, and appropriate SOP s.
3. conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
4. conducting periodic drills and exercises to test our plans and training.

c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include: warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

d. Recovery

If a disaster occurs, we will carry out a recovery program involving both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in ESF #14.

G. National Response Framework (NRF) and National Incident Management System (NIMS)

The Park County Emergency Operations Plan (PCEOP) covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies. The PCEOP also provides the basis to initiate long-term community recovery and mitigation activities. The PCEOP establishes inter-agency and multi-jurisdictional mechanisms for County and State government involvement in, and County coordination of, incident management operations.

This includes coordinating structures and processes for incidents requiring:

- Coordination with State and Federal agencies under the provisions of the National Response Framework;
- State and County support to local governments;
- County-to-County support;
- The exercise of the Park County Commissioners' direct authorities and responsibilities, as appropriate under the law; and
- Public and private sector domestic incident management integration.

In accordance with NIMS processes, resource and policy issues are addressed at the lowest organizational level practicable. If the issues cannot be resolved at that level, they are forwarded up to the next level for resolution.

Reflecting the NIMS concept, the Park County Emergency Operations Plan includes the following command and coordination structures:

- Incident Command Posts on-scene using the Incident Command System (ICS) / Unified Command;
- Area Command (if needed); and,
- Park County, local, and private-sector Emergency Operations Centers (EOC).

An Emergency Support Function (ESF) leader will be appointed for each ESF needed during an incident / event. The leader or designee will be the primary communication link with or within the Park County Office of Homeland Security Emergency Operations Center (EOC). This approach will maintain the needed command structure between the command center(s) and agencies providing support to the ESF.

H. Contacts

A complete list of contacts is published as an appendix in this plan. Please refer to the *Appendices* annex located in the back of this plan.

Contact lists are also included as the last page of each “incident specific” portion of the *Incident Annexes*.

VI. AUTHORITY AND DELEGATION

The Governor has general direction and control of the Wyoming Office of Homeland Security, and is responsible for the carrying out of the provisions of the Wyoming Homeland Security Act, and, in the event of disaster beyond local control, may assume direct operational control over all or any part of the incident management functions within Wyoming.

A vacancy in the Office of the Governor is provided for in Wyoming Statute § 9-1-211. The order of succession, beginning with the highest-ranking officer, is as follows:

- Secretary of State
- President of the Senate
- Speaker of the House of Representatives
- State Auditor
- State Treasurer
- State Superintendent of Public Instruction
- Vice President of the Senate
- Speaker Pro Tem of the House of Representatives

Title 19, Wyoming Statutes, authorizes the Director, Wyoming Office of Homeland Security, to implement the plan, and to coordinate state-level event management activities.

W.S. § 19-13-108 is specific to local programs.

The Park County Emergency Management Council has general direction and control of the Park County Office of Homeland Security and the Emergency Operations Center. It is responsible for the direction and control of emergency operations and the organization of personnel, resources and facilities.

A. The following individuals are authorized to activate the EOC:

1. The Chairperson of the Park County Emergency Management Council
2. Two (2) members of the Emergency Management Council (by line of succession)
3. Park County Office of Homeland Security Coordinator

B. The line of succession for the Park County Emergency Management Council is:

1. Chairperson (Chairperson of Board of County Commissioners)
2. Vice-Chairperson (Vice-Chairperson Board of County Commissioners)
3. Other Commissioners in Office
4. Park County Sheriff

C. The Park County Office of Homeland Security Coordinator acts as the Emergency Management Council's staff coordinator for all associated planning, preparation, response, and recovery activities. The line of succession for the Park County Office of Homeland Security Coordinator is:

1. In the absence of the Coordinator, the Park County Board of County Commissioners may appoint a replacement to fill that position.

D. The lines of succession for each of our department and agency heads shall be in accordance with the approved policies established by those departments and agencies.

E. In an incident / event or disaster, chain of command will be established in accordance with ICS and NIMS.

F. Location of the Primary Emergency Operations Center (EOC) is in the basement, Park County Law Enforcement Annex, 1131 Eleventh Street, Cody, Wyoming. The new Search and Rescue building located at 721 15th Street, Cody, Wyoming, has been prepared and equipped to operate as an Emergency Operations Center (EOC) and / or Joint Information Center (JIC),

G. In the event of a multi-county, statewide or national disaster, State Area EOC network will be activated. Seven regions make up Wyoming's network. Park County is part of Region VI, which also includes Big Horn, Hot Springs, and Washakie Counties.

1. Primary State Area VI EOC: Park County Law Enforcement Building
   1131 Eleventh Street – Cody, WY
2. Alternate Wyoming EOC: Park County Courthouse
   1002 Sheridan Avenue – Cody, WY
3. Secondary State Area VI EOC: City Hall
   270 N. Clark Street – Powell, WY

In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

H. Emergency Authorities

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in the *Appendices for Contacts Names and Numbers.*

2. Wyoming statutes, along with local and Federal laws relating to emergency management and homeland security, provide local government, principally the chief elected officials, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:

   a. Emergency Declaration. In the event of riot or civil disorder, the Park County Commissioners may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation.

   b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life, or it appears likely to do so, the Park County Commissioners may, by executive order or resolution, declare a local state of disaster. The County Commissioners may subsequently issue orders or resolutions referencing that declaration to invoke certain emergency powers granted the Governor by Wyoming Statutes. These powers include:

      1. suspending procedural laws and rules to facilitate a timely response
      2. using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster
      3. restricting the movement of people and occupancy of premises
      4. prohibiting the sale or transportation of certain substances
      5. implementing price controls

      A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain State and Federal disaster recovery assistance. See *Declaring Disasters,* located in the *Appendices* of this plan, for further information on disaster declarations and forms for invoking emergency powers.

   c. Authority for Evacuations. The responsibility for ordering an evacuation rests with local government and/or the Governor. In Park County, formal authority to order an evacuation lies with the elected Chief Executive Officials (Board of County Commissioners) and is implemented by the Sheriff (or the Chief of Police). In on-scene operations, this authority may be delegated to the Incident Commander.

There is no clear legal authority to force citizens to evacuate their homes against their will (unless their actions are otherwise illegal or are obstructing the legal emergency operations of appropriately designated officials).

Officials can, however, enforce an evacuation of public facilities, or places of business when the owner requests such assistance. In addition, law enforcement officers may arrest, or take into protective custody, minors, persons who have violated an established perimeter, or persons interfering with the legal actions of emergency responders.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

ORGANIZATION

A. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes an executive group, emergency services, support services, and volunteer or other services.

B. Executive Group / Emergency Management Council

The Executive Group / Emergency Management Council provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Emergency Management Council consists of: Park County Commissioners, Sheriff of Park County, County Coordinator, and other persons designated by the Emergency Management Council.

The Park County Office of Homeland Security Coordinator acts as the Emergency Management Council's staff coordinator for all associated planning, preparation, response, and recovery activities.

C. Emergency Services

Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The Incident Commander is the person in charge at an incident site.

D. Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

E. Volunteer and Other Services

This group includes organized volunteer groups, businesses, and / or non-governmental organizations (such as the American Red Cross) that have agreed to provide certain support for emergency operations.

ASSIGNMENT OF RESPONSIBILITIES

A. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned **primary** responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned **support** responsibilities for specific emergency functions. These responsibilities are more clearly defined in each Emergency Support Function (ESF).

B. Primary

The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the Emergency Operations Plan that addresses that ESF.

C. Executive Group Responsibilities

1. The Park County Emergency Management Council will:

    a. establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
    b. monitor the emergency response during disaster situations and provide direction where appropriate.
    c. with the assistance of the Public Information Officer, keep the public informed during emergency situations.
    d. with the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
    e. request assistance from other local governments or the State when necessary
    f. direct activation of the EOC
    g. provide for Continuity of Government

2. The Park County Office of Homeland Security Coordinator will:

    a. serve as the staff advisor to our Emergency Management Council on emergency management matters.
    b. keep the Emergency Management Council apprised of our preparedness status and emergency management needs.
    c. coordinate local planning and preparedness activities and the maintenance of this plan.
    d. prepare and maintain a resource inventory.
    e. arrange appropriate training for local emergency management personnel and emergency responders.
    f. coordinate periodic emergency exercises to test our plan and training.
    g. manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
    h. activate the EOC when required.
    i. perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
    j. coordinate with organized volunteer groups and businesses regarding emergency operations.

D. Common Responsibilities

1. County Agencies will:

    a. develop and maintain a Continuity of Operations Plan / Continuity of Government Plan providing for the following:

        1. protection of personnel and property, including warning and evacuation, and accounting for whereabouts of personnel
        2. swift assessment and reporting of an event's direct impact on agency personnel and facilities, including injuries/ deaths and property/systems damage
        3. notification or recall of personnel
        4. orderly succession (and authorization) of agency officials for all key or critical positions
        5. protection, proper storage, safeguarding, recovery, and restoration of vital and important records and documents
        6. development and maintenance of a list of the agency resources, or other outside resources, that might be needed to carry out assignments

E. Responsibilities of Local Jurisdictions

Primary responsibility for response to an incident / event rests with local government.

1. Local governments will develop, implement, and maintain Emergency Operations Plans (EOP) / Response Plans and supporting procedures that address mitigation, preparedness, response, and recovery. The plans should be based upon the structure of the National Response Framework.
2. Local governments are responsible under all applicable laws, executive orders, proclamations, rules, regulations, and ordinances for incident management within their respective jurisdiction.
3. Local governments and state agencies should coordinate to ensure tasks and responsibilities are not assigned to the agencies which conflict with assignments and directives made at the state level.
4. Local governments are responsible for following the disaster assistance process as outlined in the *Disaster Assistance Process Flow Chart* on the following pages of this plan.

F. Responsibilities of State Agencies

Primary responsibility for response to an event rests with local government.

Park County and the Wyoming Office of Homeland Security (WOHS) strives to be on-scene as soon as possible for any real or potential incident/event, and to offer any needed support. <u>When local jurisdictions respond to an event and exhaust their resources</u>, including mutual aid, they may require additional state or federal assistance.

Requests for assistance and support should be channeled through the Park County Office of Homeland Security / Park County Emergency Operations Center (EOC) to the Wyoming Office of Homeland Security.

Upon receiving notification or alert of an incident / event, based on the severity of the incident / event, the WOHS Duty Officer will determine if the Governor should be notified and if a situation report should be issued.

G. Responsibilities of Federal Government

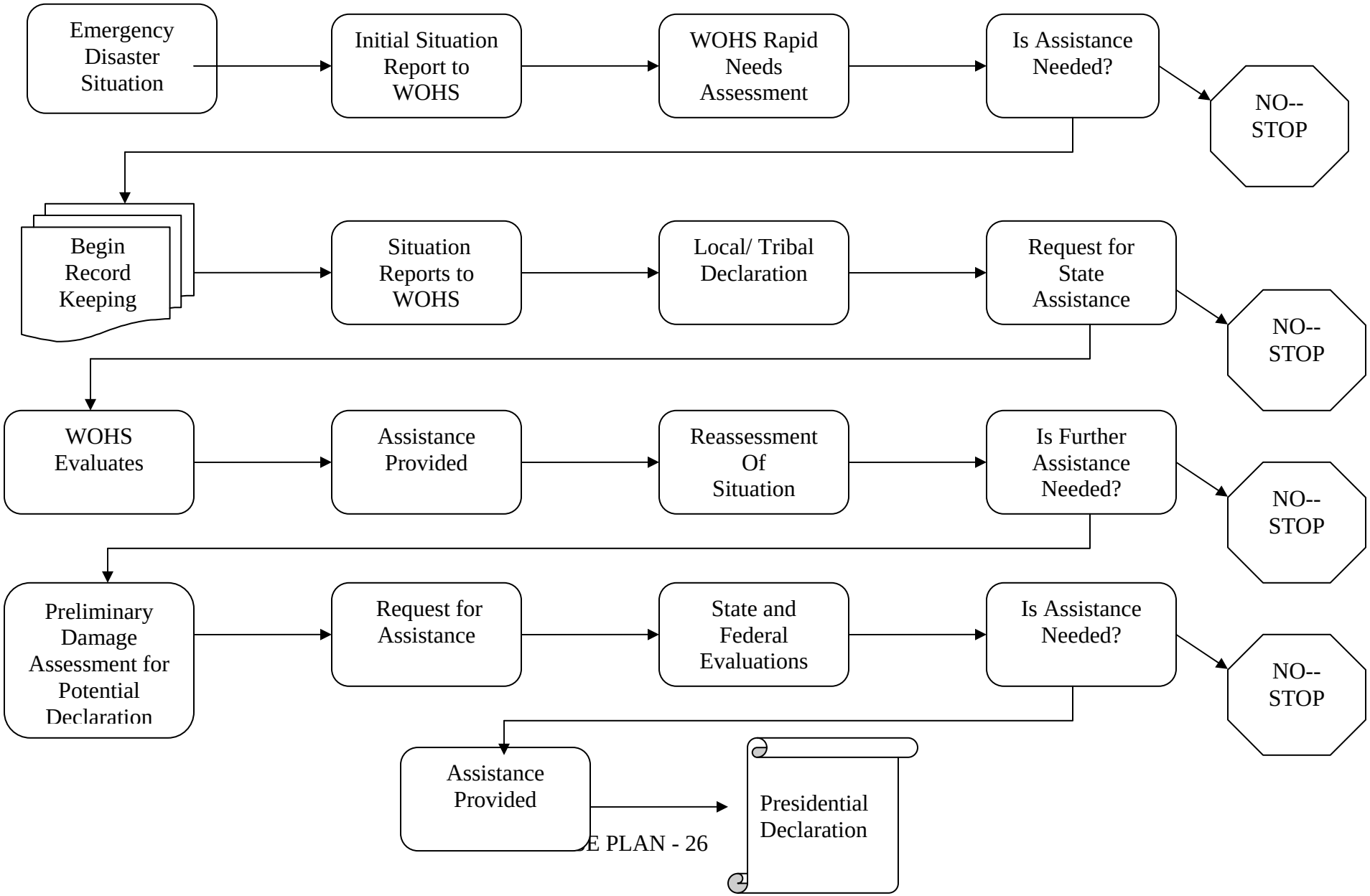
The Federal Department of Homeland Security, Federal Emergency Management Agency (FEMA), has the responsibility for the coordination of federal crisis/disaster operations and resources in support of state and local government capabilities, and for directing and coordinating the delivery of federal disaster relief assistance programs. Assistance efforts are organized and coordinated according to the policies and procedures detailed in the National Response Plan (NRP), dated 2004, replaced by the National Response Framework effective 03/22/08.

H. Responsibilities of Volunteer and Private Sector Groups

1. Volunteer and private sector groups with assigned responsibilities detailed in the annexes of this plan, should integrate their planning efforts with the development, maintenance, implementation, and testing of this plan and supporting procedures.

2. All volunteer, non-profit, charitable and / or religious organizations providing disaster assistance are encouraged to coordinate their relief activities with the Park County Office of Homeland Security Coordinator, and the Wyoming Office of Homeland Security Director.

DISASTER ASSISTANCE PROCESS FLOW CHART



VIII. PLAN DEVELOPMENT, DISTRIBUTION, AND MAINTENANCE

DEVELOPMENT

The development process of the Park County Emergency Operations Plan has included participation of key local and state agencies. The plan continues to be refined and revised as needed through a process of yearly review, exercise and evaluation. The Park County Office of Homeland Security Coordinator annually provides each County department / agency and the State of Wyoming with updated electronic and/or hard copies for review and comment. The electronic backup file of this plan allows for timely reproduction of copies upon request or at the onset of an incident / event.

Any emergency support function under this plan may be transferred from one governmental agency / department to another with the consent of the heads of the agencies / departments involved and with the concurrence of the Coordinator, Park County Office of Homeland Security and / or Park County Emergency Management Council. Any additional incident functional responsibility may be assigned to the head of a governmental agency / department by the Coordinator and / or Park County Emergency Management Council, with the mutual consent of the Coordinator and / or Council and the agency / department head.

If a part of this plan, including assigned responsibilities and tasks, is found to be invalid for any reason, all valid parts that are severable from the invalid part remain in effect.

The Park County Board of County Commissioners is responsible for approving and promulgating this plan.

DISTRIBUTION

The Park County Office of Homeland Security Coordinator shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document, electronically if possible. Copies should also be maintained in the EOC and other emergency facilities.

The *Contingency Annexes* of this plan, containing Emergency Operations Plans from other entities located in Park County, may not be available for public distribution, due to sensitive and confidential material contained therein.

The following pages are a record of our *Distribution List* reflecting persons / receiving copies, paper or electronically, of the Park County Emergency Operations Plan.

PARK COUNTY EMERGENCY OPERATIONS PLAN
DISTRIBUTION LIST

The Park County Office of Homeland Security Coordinator is responsible for the **distribution and revisions** of the Park County Emergency Operations Plan. Revisions are mailed to the Wyoming Office of Homeland Security.

COPY	LOCATION	AGENCY	SIGNATURE	DATE
001	COORDINATOR'S OFFICE – EOC	PARK COUNTY OFFICE OF HOMELAND SECURITY		
002	COURTHOUSE COMMISSIONER'S OFFICE	CHAIRMAN COUNTY COMMISSIONERS		
003	COURTHOUSE	COUNTY COMMISSIONER		
004	COURTHOUSE	COUNTY COMMISSIONER		
005	COURTHOUSE	COUNTY COMMISSIONER		
006	COURTHOUSE	COUNTY COMMISSIONER		
007	POWELL	COORDINATOR'S OFFICE		
008	MEETEETSE	COORDINATOR'S OFFICE		
009	CODY	PARK COUNTY DISPATCH CENTER		
010	CODY	PARK COUNTY SHERIFF		
011	CODY	MAYOR CITY HALL		
012	MEETEETSE	MAYOR CITY HALL		
013	POWELL	MAYOR CITY HALL		
014	CODY	POLICE CHIEF		
015	POWELL	POLICE CHIEF		
016	CODY	FIRE DEPARTMENT		
017	MEETEETSE	FIRE DEPARTMENT		
018	POWELL	FIRE DEPARTMENT		
019	STATE WOHS	DIRECTOR		
020				
021				
022				
023				
024				
025				

COPY	LOCATION	AGENCY	SIGNATURE	DATE
026				
027				
028				
029				
030				
031				
032				
033				
034				
035				
036				
037				
038				
039				
040				
041				
042				
043				
044				
045				
046				
047				
048				
049				
050				

MAINTENANCE

REVIEW

1. The Basic Plan and its Emergency Support Functions (ESF s) shall be **reviewed** annually by the Park County Emergency Management Council and local officials. The Park County Office of Homeland Security Coordinator shall establish a *schedule for annual review of planning documents* by those tasked in them.

REVISIONS / UPDATES

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises, and when changes in threat hazards, resources and capabilities, or government structure occur.

2. Revised or updated planning documents will be provided to all agencies, departments, and individuals tasked in those documents.

3. Revised or updated planning documents will be provided to the Wyoming Office of Homeland Security for review and approval. The Park County Office of Homeland Security Coordinator is responsible for submitting the revised documents to the WOHS.

The following pages are the tracking mechanism for any revisions to the Park County Emergency Operations Plan.

PARK COUNTY EMERGENCY OPERATIONS PLAN
RECORD OF REVISIONS

The Park County Office of Homeland Security Coordinator is responsible for the **distribution and revisions** of the Park County Emergency Operations Plan. Revisions are mailed to the Wyoming Office of Homeland Security.

REVISION PAGE NUMBER	DATE OF REVISION	POSTED BY	DATE POSTED

IX. REFERENCES AND AUTHORITIES

The Park County Office of Homeland Security is delegated authority under the following Federal, State, and local laws and statutes.

A. Federal:

- Homeland Security Act of 2002, Public Law 107-296
- The Hazard Mitigation Act of 2000
- Aviation and Transportation Security Act
- Enhanced Border Security and Visa Entry Reform Act of 2002
- Public Health Security and Bio-terrorism Preparedness Response Act of 2002
- Terrorism Risk Insurance Act of 2002
- Terrorism Bombings Convention Implementation Act of 2002
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT Act) Act of 2001
- Presidential Decision Directive-39 (PDD-39)
- Presidential Decision Directive-62 (PDD-62
- Homeland Security Presidential Directive-5 (HSPD-5)
- Homeland Security Presidential Directive-7 (HSPD-7)
- Homeland Security Presidential Directive-8 (HSPD-8)
- Homeland Security Presidential Directive-12 (HSPD-12)
- National Incident Management System (NIMS)
- National Response Plan (NRP)
- National Response Framework (NRF) Effective 03/22/08
- The National Preparedness Goals
- The National Preparedness Guidance
- Planning Scenarios
- Universal Task List
- Resource Typing
- Target Capabilities Listing
- Public Law 93-234, as amended, The Flood Disaster Protection Act of 1973
- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Act of 1988, as amended July, 1997
- Title 44, Part 206, The Code of Federal Regulations
- Aviation Disaster Family Assistance Act of 1996
- All other Public Laws or Executive Orders enacted or to be enacted which pertain to events, emergencies, and disasters
- Pets Evacuation and Transportation Standards Act of 2006

B. State:

- W.S. § 1-1-125 (Immunity for Volunteers)
- W.S. § 6-5-204 (Interference With Peace Officers)
- W.S. § 7-2-101 (Definition of Peace Officer)
- W.S. § 9-1-211 (Vacancy in Office of Governor)
- W.S. § 15-1-103 (General Powers of Cities and Towns)
- W.S. § 15-1-108 (Powers and Duties of Mayor)
- W.S. § 16-1-101 (City, County, State and Local Powers Authority to Cooperate)
- W.S. § 18-2-101 (General Powers of County)
- W.S. § 18-3-105 (Powers and Compensation of County Officers in Special Cases)
- W.S. § 18-3-504 (Powers and Duties Generally, County Commissioners)
- W.S. § 18-3-509 (Fire Protection)
- W.S. § 18-3-606 (Duty to Preserve Peace)
- W.S. § 18-3-609 (Other Duties of County Sheriff)
- W.S. § 19-13-101 (Wyoming Office of Homeland Security Act) et seq.
  Definitions: Homeland Security
  Emergency support task force
  Political subdivision
- W.S. § 19-13-107 (Emergency Support Task Forces)
- W.S. § 19-13-108 (Local Programs)
- W.S. § 19-13-201 (Emergency Services Mutual Aid)
- W.S. § 19-13-401 (Emergency Management Assistance Compact)
- W.S. § 19-13-411 (Evacuation)
- W.S. § 35-1-224 (Public Health – Inspection of Public Buildings)
- W.S. § 35-1-240 (Public Health – Powers and Duties)
  Quarantine
  Public buildings and school closings
  Regulate disposal of the dead
  Sanitary control over use of water
- W.S. § 35-1-241 (Safe Disposal of Corpses in Emergency Circumstances)
- W.S. § 35-4-103 (Investigation and Enforcement of Quarantines)
- W.S. § 35-9-151 (Wyoming Emergency Response Act) et seq.
  Definitions: Emergency responders
  Incident Commander
  Local Emergency Response Authority
  Political subdivision
- W.S. § 35-9-156 (Local Response Authority)
- W.S. § 35-9-157 (Right to Claim Reimbursement)
- W.S. § 35-9-201 (Fire Protection Districts)
- W.S. § 35-9-301 (Closing Areas of Extreme Fire Danger)
- W.S. § 35-9-302 (Access of Residents)
- Assignment of Disaster / Emergency Mitigation, Preparedness, Response, and Recovery Functions to State Agencies, Executive Order 1988-7

- Assignment for Emergency Response, Preparedness, and Recovery Functions for Radiological Materials Transportation Accidents, Executive Order 1990-4
- Other Acts, Executive Orders, Proclamations, Compacts, Agreements and Plans pertaining to events, emergencies, and disasters, including:
  - ---The Wyoming Public Assistance Administrative Plan (current version)
  - ---The Wyoming Individual and Family Grant Administrative Plan (current version)
  - ---The Wyoming Multi-Hazard Mitigation Plan (current version)
  - ---State Operations & Coordination Center Standard Operating Procedures
  - ---Emergency Highway Traffic Regulation Plan
  - ---Radiological Materials Transportation Accident Emergency Response Plan
  - ---The Emergency Management Basic Administrative Handbook
  - ---The Wyoming Energy Emergency Contingency Plan
  - ---The Wyoming Department of Health All Hazards Plan (current version)
  - ---The Animal Emergency Management & Operations Plan (current version)
- Other Acts pertaining to volunteers exposure to liability:
  - ---General Provisions as to Civil Actions, Wyoming Statute 1-1-125 (Immunity for Volunteers)

C. Local:

- Emergency Management Resolution of Park County (17 January 1990)
- Emergency Management Resolution of Park County (21 January 1997)
- Park County NIMS Resolution #2005-72 (13 September 2005) Designates NIMS as the basis for all Incident Management in Park County
- Park County Multi-Hazard Mitigation Plan, approved 21 November 2011
- Mutual Aid Agreements, Letters of Agreement, and/or Memorandums of Understanding
- Park County Resolution #2009-13 – Rescinding 1997 - (17 March 2009)
- Park County Resolution #2009-14 – Reestablishing PCOHS - (17 March 2009)
- Park County Resolution #2009-59 - Adopting this Emergency Operations Plan (13 October 2009)

X. CONTINUITY OF OPERATIONS (COOP) / CONTINUITY OF GOVERNMENT (COG)

The Park County Office of Homeland Security has generated a three-tiered approach to *COOP / COG:*
The **top tier** is the Executive Branch of government, which is guided by the Park County Emergency Operations Plan, the Wyoming Response Plan, the National Response Framework, NIMS, and ICS, during significant emergencies. Key agency heads are assigned to assist the Park County Emergency Management Council at the EOC in the basement of the old Law Enforcement Annex at 1131 Eleventh Street in Cody. Backup locations are the County Courthouse in Cody, the Search and Rescue Building at 721 15th Street in Cody, City Hall in Powell at 270 N. Clark Street, and the Town Hall in Meeteetse at 910 Park Avenue.

The **second tier** is composed of agencies and personnel needed to manage directives from the Emergency Operations Center and the Incident Command Post/s. A new call-down list for all county agencies has been developed, and is composed of the top personnel in the line-of-succession for each agency. The agency personnel on the call-down list will be contacted, and they will then determine who from the agency will participate. See *Contact Names and Numbers* in the appendices of this plan. Contact numbers are also included as a last page of each incident in the *Incident Annexes* portion of this plan.

The **third and base level tier** is a combination of plans developed by individual County and Municipal agencies and by the Park County Office of Homeland Security to ensure continued operations of critical functions within the County / Municipal agencies. Each agency has been asked to develop back-up plans and locations they will initiate if their workspace or building is compromised. Data supplied to the Park County Office of Homeland Security by these agencies will be entered into a database allowing for the rapid viewing and summarization of the data. * See Itemized List on Next Page*

The objective is to ensure continuity of leadership, direction, and services by local governments in the event of attack or other disaster, and to assure performance of essential functions in the event of evacuation. To accomplish this objective, the following actions are required:

1. establish automatic lines of succession for key functions or government.
2. preserve essential records needed to protect rights of individuals and conduct emergency operation (i.e.: vital statistics, deeds, corporation papers, operational plans, resources data, authorities, personnel and payroll rosters, succession lists, supplies and equipment lists, laws, charters, and financial records).
3. establish protected, equipped, and supplied emergency evacuation sites where operations can continue.
4. provide for the full use of government personnel, facilities, and equipment for defense, emergency, and disaster functions.
5. establish capability to evacuate.

Lines of succession for the County are indicated for:

1. Authorization to activate the EOC – Base Plan pages 12 & 18
2. Park County Emergency Management Council – Base Plan page 18
3. Park County Office of Homeland Security – Base Plan page 19
4. Department / agency heads – Base Plan page 19
5. Implementation of ICS / NIMS – Base Plan pages 9 & 12

* **COOP / COG s RECEIVED FROM REQUESTS OF 03/2009**

Circuit Court
City of Cody
City of Cody Police Department
City of Powell Police Department
District Court
Fire District #1 - Powell
Fire District #2 - Cody
Park County Assessor
Park County Clerk
Park County Clerk of District Court
Park County Public Health
Park County Detention Facility
Park County Landfills
Park County Search and Rescue
UW Cooperative Extension Service

Still waiting for response from some County departments and other County agencies.

This plan may be available in alternate formats in compliance with the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq. (1990).

For assistance, please contact:

Park County Office of Homeland Security
1131 Eleventh Street
Cody, WY, 82414
307-527-1860

EMERGENCY SUPPORT FUNCTIONS

The 15 Emergency Support Functions are in accordance to the State and Federal requirements and follows the National Response Framework.

The 15 Emergency Support Functions (ESF s) are a general way to address different types of incidents or events that may occur. The following pages address these types of problems and assign a Primary Agency that would be the responsible agency for directing that part of the emergency. The Primary Agency would utilize other agencies, known as Support Agencies or Groups, which may have resources to assist with this particular type of problem. Each jurisdiction will utilize its own resources first. If more resources are required, neighboring jurisdictions will be asked for assistance by the Primary Agency / Jurisdiction.

This plan includes Park County, City of Cody, City of Powell, and Town of Meeteetse. County and municipal support is addressed in Mutual Aid Agreements.

In the following 15 ESF s, a County Agency is listed as the Primary Agency and the tasks will be followed if the incident / event is in the County. When and if the incident /event is in a municipal jurisdiction, then the equivalent Municipal Agency will become the Primary Agency, therefore changing roles with the County Agency listed in that ESF.

EXAMPLE

EXAMPLE:

ESF 1 under Maintain *Traffic Control on Essential Highway Systems* shows *Park County Sheriff* as the Primary Agency. Under Damage Assessment *Park County Engineer / Road and Bridge* is the Primary with the municipalities' Public Works agencies listed as Support.

Maintain Traffic Control and Flow on Essential Highway Systems

Primary: Park County Sheriff

Task: Limit and guide access to inbound and outbound routes, as needed
Task: Maintain highway message signs, radio broadcasts, and weather alert broadcasts
Task: Arrange removal of disabled vehicles during crises
Task: Consult County and/or State *Evacuation Plan*

Support: Wyoming Highway Patrol

Task: Control access to damaged or potentially dangerous areas
Task: Primary control for any radiological incidents

Support: City of Cody Police Department
City of Powell Police Department

Task: Limit and guide access to inbound and outbound routes, as needed
Task: Duties as directed by the Park County Sheriff

Damage Assessment

Primary: Park County Engineer / Road and Bridge

Task: Assess damage and safety of County roads and bridges and facilities
Task: Inform County Commissioners of damages, estimated costs, and priorities to repair for reopening

Support: City of Cody Public Works
City of Powell Public Works
Town of Meeteetse Public Works

Task: Assess damage and safety of local roads and bridges and facilities
Task: Coordinate with County process, as needed

Support: Park County Sheriff
City of Cody Police Department
City of Powell Police Department

Task: Control access to damaged or potentially dangerous areas

Support: Wyoming Highway Patrol

Task: Assess damage to State highways and bridges
Task: Control access to damaged and potentially damaged areas

EXAMPLE

If the Incident were in the City of Cody, for example, the agencies would be reversed with City Agencies assuming the *Primary* role.

<u>Maintain Traffic Control and Flow on Essential Highway Systems</u>

Primary: City of Cody Police Department

Task: Limit and guide access to inbound and outbound routes, as needed
Task: Maintain highway message signs, radio broadcasts, and weather alert broadcasts
Task: Arrange removal of disabled vehicles during crises
Task: Consult City, County and/or State *Evacuation Plan*

Support: Wyoming Highway Patrol

Task: Control access to damaged or potentially dangerous areas
Task: Primary control for any radiological incidents

Support: Park County Sheriff
City of Powell Police Department

Task: Limit and guide access to inbound and outbound routes, as needed
Task: Duties as directed by the Cody Police Dept

<u>Damage Assessment</u>

Primary: City of Cody Public Works

Task: Assess damage and safety of roads and bridges and facilities
Task: Inform City administration of damages, estimated costs, and priorities to repair for reopening

Support: Park County Engineer / Road and Bridge
City of Powell Public Works
Town of Meeteetse Public Works

Task: Assess damage and safety of roads and bridges and facilities
Task: Coordinate with City process, as needed

EXAMPLE

15

Emergency

Support

Functions

An Emergency Support Function (ESF) leader will be appointed for each ESF needed during an event. The leader or designee will be the primary communication link with Or within the Park County Emergency Operations Center. This approach will maintain the needed command structure between the command center(s) and agencies providing support to the ESF.

P = PRIMARY

S = SUPPORT

EMERGENCY SUPPORT FUNCTIONS

(ESF s)

SECTION I

1. TRANSPORTATION --- 1-4
2. COMMUNICATIONS --- 5-6
3. PUBLIC WORKS & ENGINEERING --- 7-11
4. FIREFIGHTING --- 12-13
5. CRISIS MANAGEMENT --- 14-18
6. MASS CARE, HOUSING, & HUMAN SERVICES --- 19-22
7. RESOURCE SUPPORT --- 23-24
8. PUBLIC HEALTH & MEDICAL SERVICES --- 25-27
9. URBAN SEARCH & RESCUE --- 28-29
10. OIL & HAZARDOUS MATERIAL RESPONSE --- 30-33
11. AGRICULTURE, FOOD SUPPLY, & CULTURAL / NATURAL RESOURCES --- 34-38
12. ENERGY / UTILITIES --- 39-41
13. PUBLIC SAFETY & SECURITY --- 42-44
14. LONG TERM COMMUNITY RECOVERY & MITIGATION --- 45-47
15. EXTERNAL AFFAIRS --- 48-49

EMERGENCY SUPPORT FUNCTION #1 – TRANSPORTATION ANNEX

Purpose

The Transportation Emergency Support Function (ESF) #1 ensures the coordination of transportation route repair and restoration. In addition, it ensures transportation support for agencies requiring access to significant events.

Scope

ESF #1 is designed to provide transportation support to assist in County and local incident management. Activities within the scope of ESF #1 functions include: reporting damage to transportation infrastructure as a result of the incident; coordinating alternate transportation services; coordinating the restoration and recovery of the transportation infrastructure; and coordinating and supporting prevention / preparedness / mitigation among transportation infrastructures at all levels. Maintain traffic control and flow.

Key Functions and Responsible Agencies:

<u>Equipment / Vehicle Availability / Vehicle Support</u>

Primary: Park County Office of Homeland Security Coordinator

Task: Identify and maintain updated local public and private transportation resources (school buses, pool of drivers, etc.)
Task: Facilitate requests for transportation needs
Task: Coordinate deployment of transportation equipment to support emergency operations

Support: Park County Sheriff

Task: Coordinate safety of routes to be used

Support: City of Cody Police Department
City of Powell Police Department

Task: Coordinate safety of routes out of town

Support: Park County School Districts
(Students will always remain top priority)

Task: Establish and maintain a reserve pool of drivers, maintenance personnel, parts, and tools
Task: Maintain records on use of transportation equipment and personnel for the purpose of possible reimbursement
Task: Assist with transportation needs as required

Support: Park County Public Works / Road and Bridge

Task: Coordinate local needs and resources
Task: Coordinate use of County vehicles for transportation
Task: Maintain records on use of transportation equipment and personnel for the purpose of possible reimbursement

Support: City of Cody Coordinator
City of Powell Coordinator
Town of Meeteetse Coordinator

Task: Coordinate local needs and resources
Task: Assist in any and all aspects of safety and supplies for County residents and visitors

Support: City of Cody Public Works
City of Powell Public Works
Town of Meeteetse Public Works

Task: Coordinate use of city / town vehicles for transportation
Task: Maintain records on use of transportation equipment and personnel for the purpose of possible reimbursement

<u>First Responder Family Transport</u>

Primary: Park County Sheriff

Task: Park County Dispatch or designee should have list of families requiring assistance
Task: Assign or contact person or persons responsible

Support: Local Fire Departments -
Cody, Powell, Meeteetse, Clark

Task: Furnish list of families requiring assistance

Support: Emergency Medical Services, etc.

Task: Furnish list of families requiring assistance

Support: Park County Office of Homeland Security

Task: Facilitate requests for transportation needs

Support: City of Cody Police Department
City of Powell Police Department
Town of Meeteetse

Task: Furnish list of families requiring assistance

Maintain Traffic Control and Flow on Essential Highway Systems

Primary: Park County Sheriff

Task: Limit and guide access to inbound and outbound routes, as needed
Task: Maintain highway message signs, radio broadcasts, and weather alert broadcasts
Task: Arrange removal of disabled vehicles during crises
Task: Consult County and/or State *Evacuation Plan*

Support: Wyoming Highway Patrol

Task: Control access to damaged or potentially dangerous areas
Task: Primary control for any radiological incidents

Support: City of Cody Police Department
City of Powell Police Department

Task: Limit and guide access to inbound and outbound routes, as needed
Task: Duties as directed by the Park County Sheriff

Damage Assessment

Primary: Park County Engineer / Road and Bridge

Task: Assess damage and safety of County roads and bridges and facilities
Task: Inform County Commissioners of damages, estimated costs, and priorities to repair for reopening

Support: City of Cody Public Works
City of Powell Public Works
Town of Meeteetse Public Works

Task: Assess damage and safety of local roads and bridges and facilities
Task: Coordinate with County process, as needed

Support: Park County Sheriff
City of Cody Police Department
City of Powell Police Department

Task: Control access to damaged or potentially dangerous areas

Support: Wyoming Highway Patrol

Task: Assess damage to State highways and bridges
Task: Control access to damaged and potentially damaged areas

Support: Wyoming Department of Transportation (WYDOT)

Task: Assess damage and safety of local roads and bridges and report to PCOHS Coordinator and WY Highway Patrol

<u>Maintain / Restore Essential Transportation Infrastructure</u>

Primary: Park County Engineer / Road and Bridge

Task: Take needed precautions in vital areas to assure essential infrastructures are protected, if possible

Task: Maintain / restore access to infrastructures vital to the safety of citizens and operation of the County (Hospitals, emergency services, government offices and facilities, food and water supplies, sanitation, electric, heat, etc.)

Support: Park County Sheriff
City of Cody Police Department
City of Powell Police Department

Task: Limit access to affected areas

Support: Park County Office of Homeland Security

Task: Act as liaison to the Wyoming Office of Homeland Security / FEMA to request assistance

Support: Wyoming Highway Patrol

Task: Assist with access control, supplies, equipment, personnel, etc.

Support: Wyoming Department of Transportation (WYDOT)

Task: Assist with supplies, equipment, personnel, etc.

EMERGENCY SUPPORT FUNCTION #2 – COMMUNICATIONS ANNEX

Purpose

Ensures the coordination and use of Park County communications systems for the dissemination of disaster information, for the exchange of information between decision-makers, and is designed to support County and local governments, and provide private-sector response efforts during an emergency.

Scope

ESF #2 coordinates County actions to provide for the restoration of the telecommunications interface between county agencies, between county, state, and local governments, and with outside organizations - including the federal government, private nonprofit organizations, and business/industry. This includes telecommunications, radio, broadcast cables, and electronic networks. The U.S. Department of Homeland Security has the capability to provide alternate communications systems. Requests for such assistance must be coordinated through WOHS.

Dispatch centers are the nerve center for in-coming emergency assistance calls, radio dispatch, and location of support resources for field responders. The two dispatch centers located within Park County are alternate and redundant systems and each can duplicate and supplement the other.

All agencies and agency personnel who maintain mobile radios in the course of their jobs are expected to be familiar with local dispatch centers' *Communications Plan* for secondary and back-up communications until restoration of the local dispatch capabilities and functions are restored.

Key Functions and Responsible Agencies:

<u>Telecommunications / Data Communication</u>

Primary: Park County IT Department

Task: Develop a County emergency communications plan
Task: Identify the communications systems available within the area and determine connectivity of those systems and ensure their interoperability during emergencies
Task: Establish communications links and maintain liaison with local governments, state agencies, commercial communications companies, and amateur radio organizations such as RACES and ARES

Support: Park County Sheriff / Dispatch

Task: Collect and disseminate information per requirements

Support: Park County Office of Homeland Security

Task: Ensure availability of back-up equipment

Support: NOAA
Charter Business
Code Red

Task: Broadcast emergency information, as requested

Radio Communications

Primary: Park County IT Department

Task: Provide support radio communications equipment and personnel to County and local jurisdictions, as needed.

Support: Park County Sheriff / Dispatch

Task: Collect and disseminate information per requirements

Support: Park County Office of Homeland Security

Task: Ensure availability of back-up equipment
Task: Provide radio room and equipment in the EOC for RACES / ARES

Support: RACES . . . . . .
ARES. 307-634-7474
NOAA. . . . . 307-857-3898 -- 800-211-1448
KODI 307-578-5014
CHARTER/SPECTRUM BUSINESS. 877-747-3669

Equipment Inventory

Primary: Park County IT Department

Task: Maintain necessary equipment for operations
Task: Inventory available equipment, frequencies, cooperative agreements, etc.

Support: Park County Office Of Homeland Security

Task: Asset tag all Homeland Security grant purchases and require signatures of agencies who receive them
Task: Maintain files and tracking lists for grant purchases
Task: Coordinate auditing / inventorying with the State

EMERGENCY SUPPORT FUNCTION #3 – PUBLIC WORKS & ENGINEERING ANNEX

Purpose

The Public Works and Engineering Emergency Support Function ensures coordination for pre- and post- incident assessments as well as repair and restoration of essential facilities, utilities, and other public works.

Scope

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of County and local incident management to include preparedness, prevention, response, recovery, and mitigation actions. Activities within the scope of this function include conducting pre- and post-incident assessments of public works and infrastructure; executing emergency contract support for life-saving and life-sustaining services (water systems, electrical and natural gas service, sewage systems, and/or waste disposal); providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; providing emergency repair of damaged infrastructure and critical facilities; and coordination with the DHS / Emergency Preparedness and Response / Federal Emergency Management Agency Public Assistance Program and other recovery programs.

POLICIES:

Local

- Local governments are responsible for their own public works and infrastructures and have the Primary responsibility for incident prevention, preparedness, response and recovery.

- Local authorities are responsible for obtaining required waivers and clearances related to ESF #3 support

Private Sector

- The private sector is responsible for a large portion of the County infrastructure and participates in ESF #3 incident action planning and other planning activities, as appropriate (i.e. LEPC membership).

- The private sector is a partner and/or lead for the rapid restoration of infrastructure-related services.

- Appropriate private-sector entities are integrated into the planning and decision making processes, as necessary.

Key Functions and Responsible Agencies:

Assessment

Primary: Park County Engineer / Road & Bridge

Task: Assess damages to streets, bridges, and traffic control devices
Task: Determine the structural strength and safety of all critical facilities in disaster area or provide the expertise for structural assessment
Task: Collect and summarize data and reports from jurisdictions and agencies
Task: Provide updates to the Park County Board of County Commissioners and/or Emergency Operations Center

Support: Park County Buildings & Grounds / Maintenance Department

Task: Assist in all phases of assessment of County facilities

Support: City of Cody Public Works / Engineer
City of Powell Public Works / Engineer
Town of Meeteetse Public Works

Task: Provide equipment and personnel for Emergency Operations, as requested and availability allows.

Support: Park County Office of Homeland Security

Task: Request and coordinate assistance from the State and / or Federal, through the Wyoming Office of Homeland Security

Support: Park County Departments / Municipal Departments

Task: Develop procedures for rapidly assessing damage
Task: Report impact on departments' personnel and facilities
Task: Provide on-site support, as requested
Task: Develop short-term and long-term recovery plans, as requested

Support: Wyoming State Geological Survey

Task: Provide analysis of geological hazards

Support: National Weather Service
Wyoming State Climatologist

Task: Provide current on-site weather and forecasts

Public Buildings / Roads and Bridges

Primary: Park County Public Works / Park County Engineer

Task: Protect government facilities, vital equipment, and highways, where possible
Task: Assess damage to public buildings / facilities/ equipment
Task: Direct temporary repair of vital facilities and roads and bridges
Task: Support building inspections
Task: Provide specialized equipment to support emergency operations
Task: Support traffic control and search and rescue operations
Task: Ensure fuel and equipment are available to perform repair, re-routing and maintenance actions regarding essential services, critical infrastructure and highways

Support: Park County Road and Bridge

Task: Provide equipment and personnel for emergency operations

Support: City of Cody Public Works / Engineer
City of Powell Public Works / Engineer
Town of Meeteetse Public Works

Task: Provide assistance for emergency operations, as requested and availability allows.

Support: Park County Buildings & Grounds / Maintenance Department
Municipal Maintenance Departments

Task: Assist in all phases of assessment, protection, repair or restoration of government buildings and highways
Task: Coordinate and assist with the procurement of temporary office space for government agencies, as needed

Support: Park County Office of Homeland Security

Task: Request and coordinate assistance from the State and / or Federal, through the Wyoming Office of Homeland Security

Support: Wyoming Office of Homeland Security

Task: Provide assistance, as requested

Municipal Services

Primary: City of Cody Public Works / Engineer
City of Powell Public Works / Engineer
Town of Meeteetse Public Works

Task: Protect government facilities, vital equipment, and highways, where possible
Task: Assess damage to public buildings / facilities/ equipment
Task: Direct temporary repair of vital facilities and roads and bridges
Task: Support building inspections
Task: Provide specialized equipment to support emergency operations
Task: Support traffic control and search and rescue operations
Task: Ensure fuel and equipment are available to perform repair, re-routing and maintenance actions regarding essential services, critical infrastructure and highways

Support: Park County Engineer / Park County Public Works
Northwest Rural Water District
Shoshone Municipal Pipeline

Task: Provide assistance, as requested and availability allows

Support: Park County Office of Homeland Security

Task: Request and coordinate assistance from the State and / or Federal, through the Wyoming Office of Homeland Security

Support: Park County Agencies
City / Town Agencies

Task: Provide assistance, as requested and availability allows
Task: Acquire and distribute bottled water, if needed

Water Control

Primary: Wyoming State Engineer's Office

Task: Coordinate operations of water control structures to minimize flood damage
Task: Coordinate emergency inspection and repair to dams or appurtenants

Support: Park County Public Works / Park County Engineer
City of Cody Public Works / Engineer
City of Powell Public Works / Engineer
Town of Meeteetse Public Works
Northwest Rural Water District
Shoshone Municipal Pipeline

Task: Mitigate
Task: Initiate action to divert water from critical infrastructures before, during, and after hazardous event /s
Task: Provide assistance, as requested and availability allows

Debris Removal

Primary: Park County Road and Bridge / Park County Public Works / Landfill

Task: Coordinate debris removal with agencies
Task: Provide personnel and equipment for debris removal
Task: Provide assistance on proper disposal procedures and requirements

Support: City of Cody Public Works / Engineer
City of Powell Public Works / Engineer
Town of Meeteetse Public Works

Task: Assist with personnel and equipment for debris removal, as requested and availability allows

Support: Wyoming Department of Transportation

Task: Provide debris removal support

EMERGENCY SUPPORT FUNCTION #4 – FIREFIGHTING ANNEX

Purpose

Firefighting enables the detection and suppression of wildland, rural, and urban fires. The function provides for a coordinated application of available resources.

Scope

Emergency Support Function #4 manages and coordinates firefighting activities that go beyond or threaten to go beyond day-to-day local response, including the detection and suppression of fires, and provides personnel, equipment, and supplies in support of County and local entities involved in rural and urban firefighting operations.

A regional mutual aid agreement between fire districts to include Park, Big Horn, Hot Springs and Washakie County is in place.

Additional resource support may be provided to or available from the Bureau of Land Management (BLM) and the United States Forest Service (USFS). Federal departments may provide direct assistance in accordance with the provisions of active mutual aid agreements and annual operating plans.

Key Functions and Responsible Agencies:

<u>Rural and Wild Land Fires</u>

Primary: Fire District

Task: Detect, control, contain and extinguish fires
Task: Coordinate needs for immediate and on-going security and traffic control as a function of law enforcement, in conjunction with a fire event
Task: Ensure availability of emergency medical support at fire location
Task: Evacuation support, if needed
Task: Fire safety inspection of temporary shelters
Task: Coordinate information with local authorities through the Park County Office of Homeland Security and Park County Dispatch regarding fire danger, specific hazards, public alerts, needed resources and fire activity
Task: Prepare and maintain fire resource inventory
Task: Maintain file of mutual aid agreements or memorandums of understanding
Task: Post-incident reconnaissance and damage assessment

Support: Park County Sheriff
City of Cody Police Department
City of Powell Police Department

Task: Dispatch functions
Task: Control access to affected areas
Task: Evacuation, if needed

Support: Park County Office of Homeland Security

Task: Request and coordinate assistance from the State and / or Federal, through the Wyoming Office of Homeland Security

<u>Urban Fires</u>

Primary: Fire District

Task: Detect, control, contain and extinguish fires
Task: Coordinate needs for immediate and on-going security and traffic control as a function of law enforcement, in conjunction with a fire event
Task: Ensure availability of emergency medical support at fire location /s
Task: Evacuation support, if needed
Task: Fire safety inspection of temporary shelters
Task: Coordinate information with local authorities through the Park County Office of Homeland Security and Park County Dispatch regarding fire danger, specific hazards, public alerts, needed resources and fire activity
Task: Prepare and maintain fire resource inventory
Task: Maintain file of mutual aid agreements or memorandums of understanding
Task: Post-incident reconnaissance and damage assessment

Support: Park County Sheriff
City of Cody Police Department
City of Powell Police Department

Task: Control access to affected areas
Task: Evacuation, if needed

Support: Park County Office of Homeland Security

Task: Request and coordinate assistance from the State and / or Federal, through the Wyoming Office of Homeland Security

EMERGENCY SUPPORT FUNCTION #5 – CRISIS MANAGEMENT ANNEX (EMERGENCY MANAGEMENT)

Purpose

Crisis / Emergency Management supports overall activities of disaster prevention, mitigation, planning and all phases of incident management. Crisis / Emergency Management is the coordinated effort that takes place as the result of the development of a comprehensive emergency management program supported by critical private and public sector entities, emergency services agencies, and the chief elected officials of the County. ESF #5 provides the core management and administrative functions in support of the Park County Emergency Operations Center (EOC), Joint Information Center, and other agencies and departments.

The program is led and facilitated by the appointed Park County Office of Homeland Security / Emergency Management Coordinator under the direction and control of the Park County Emergency Management Council. The Coordinator is responsible for supporting overall activities of disaster prevention, mitigation, planning, and all phases of incident management.

Scope

ESF #5 serves as the support for all County and local governmental departments and agencies through all phases of incident management from prevention to response and recovery.

ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 transitions and is responsible for support and planning functions.

ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for State assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support, as required.

Key Functions and Responsible Agencies:

Crisis Command and Control Center / Joint Information Center / Park County Emergency Operations Center

Primary: Park County Emergency Management Council or City / Town Council

Task: Assign responsibility for development and maintenance of the Park County Emergency Operations Plan or City / Town Plan
Task: Control and give general direction to the Park County Office of Homeland Security and the Emergency Operations Center
Task: Maintain the EOC in an operating mode and be able to convert the designated facility space into an operable EOC rapidly
Task: Activate the EOC in times of need
Task: Direct and control emergency operations and the organization of personnel, resources, and facilities
Task: Maintain coordination with neighboring jurisdictions and the State Emergency Response Team in Region VI in Worland, WY and WOHS in Cheyenne, WY
Task: Assign representatives, by title, to report to the EOC and develop procedures for crisis training
Task: Develop and identify the duties of the staff, use of displays and message forms, and procedures for EOC activation
Task: Obtain mutual aid agreements and/or memorandums of understanding with other jurisdictions or agencies
Task: Authority to issue *Emergency Declaration* or *Disaster Declaration*
Task: Authority to order and coordinate the evacuation of areas at risk
Task: Keep the public informed during emergency situations, with the assistance of the Public Information Officer
Task: Request assistance from the County / State through the Wyoming Office of Homeland Security and the Governor
Task: Provide for Continuity of Government
Task: Provide for protection of files and documents

Support: Park County Office of Homeland Security Coordinator or City / Town Coordinator

Task: Act as the Emergency Management Council's or City/Town Council's staff coordinator for all associated planning, preparation, response and recovery activities
Task: Develop and maintain an Emergency Operations Plan
Task: Maintain the EOC /s in operable condition and provide for resources such as personnel, equipment, and facilities
Task: Assist in obtaining mutual aid agreements and/or memorandums of understanding
Task: Act as liaison between the Park County Emergency Management Council, local jurisdiction's council, and the Wyoming Office of Homeland Security
Task: Inform local jurisdictions and County agencies of the required ICS and NIMS training courses
Task: Coordinate periodic emergency exercises to test the Emergency Operations Plan /s and training agendas
Task: Coordinate with organized volunteer groups and businesses regarding emergency operations

Support: Incident Command System

Task: First responder on the scene will implement the Incident Command System and serve as the Incident Commander until relieved by a more senior or more qualified individual

Task: Establish an incident command post and provide assessment of the situation to local officials, identify response resources required, and direct on-scene response from the ICP

Assessment and Planning

Primary: Park County Office of Homeland Security Coordinator

Task: Develop and maintain Emergency Operations Plan and Park County Multi-Hazard Mitigation Plan

Task: Refer to Job Action Sheets for ICS / EOC
Management Staff
Operations Section
Planning Section
Logistics Section
Finance Section

Support: All Park County and Municipal Agencies

Task: Report impacts on agency personnel and property, predict course and impacts of incident / event, develop recovery plans, provide information-gathering resources to assess damage in impact area, and brief policy makers

Financial Management

Primary: Park County Clerk and Treasurer and / or Municipal City / Town Halls

Task: Serve as pass-through and administrative agency for Federal disaster funds, homeland security grants, etc.

Task: Implement method of tracking all expenditures, funds, donations, etc. during an incident / event

Task: Expend funds, receive funds, receive donations, etc. pertaining to an incident / event

Task: Refer to *Financial Management Support Annex*

Support: Park County Office of Homeland Security

Task: Provide information and support, as needed

Support: All Park County and Municipal Agencies

Task: Track expenses

Records Documentation

Primary: Park County / Municipal Agencies or Departments

Task: Collect, catalog, archive documents

Legal

Primary: Park County Attorney
City / Town Attorney

Task: Monitor County / City / Town response and recovery activities provide legal counsel, monitor for fraud
Task: Review plans and practices, interstate compacts, and contracts / MOU s for compliance with County / City / Town regulations and State and Federal statutes and regulations

Support: Legal staff and all County / Municipal Agencies

Task: Provide assistance, as needed

Support: Legal staff of all State agencies

Task: Provide assistance, as requested

Public Information and Warning

Primary: Park County Emergency Management Council / Multi Agency Coordination System

Task: Appoint a Public Information Officer for event
Task: Coordinate release of incident-related information, conduct news conferences / briefings, manage VIP briefings / tours, establish rumor control system with County agencies
Task: Direct PIO to issue warning to the public

Support: Park County Office of Homeland Security

Task: Assist in achieving above tasks
Task: Develop *Public Service Announcements*
Task: Keep all parties informed through the operation of the EOC, including communicating with WOHS

Support: Park County Sheriff
City of Cody Police Department
City of Powell Police Department

Task: Assist in public warnings, evacuation, and force protection, as needed

Support: National Weather Service

Task: Use NOAA to broadcast *Public Service Announcements*

Support: Media representatives: Cody Enterprise, Powell Tribune, Billings Gazette, Big Horn Radio, and cable companies

Task: Report current, accurate, and important information
Task: Issue emergency warnings to the public, as directed

Support: Park County Public Health

Task: Assist as requested

<u>Continuity of Operations or Continuity of Government</u>

Primary: Park County Emergency Management Council or City / Town Council

Task: Activate EOC /s and <u>determine safest location /s</u> to continue operations
Task: Notify all County / City / Town agencies of situation and direct them to utilize their *Continuity of Government* guidelines to protect their employees, files, and documents

Support: Park County Office of Homeland Security

Task: Refer to *Continuity of Government / Operations Plans*
Task: Coordinate assistance through activation of the EOC
Task: Assist with alternate sites and relocation of the EOC, if needed

Support: Park County Clerk's Office and / or Municipal City / Town Halls

Task: Maintain insurance coverage for County / City / Town owned facilities and equipment

Support: Park County IT Department

Task: Maintain back-up of all County computer files

Support: City / Town IT Departments

Task: Maintain back-up of all City / Town computer files

Support: Park County / Municipal Agencies or Departments

Task: Develop and maintain agency / department-specific COOP s / COG s, evacuation procedures, and guidance for protection of employees, files, and documents during an emergency
Task: Provide for succession of agency / department officials

EMERGENCY SUPPORT FUNCTION #6 – MASS CARE, HOUSING, AND HUMAN SERVICES ANNEX

Purpose

Mass Care, Housing, and Human Services support efforts to address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by disaster events.

Scope

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual incidents of County, state, and local significance. Support for this function may vary depending on an assessment of incident impact /s, the magnitude and type of event, and the stage of response and recovery efforts.

ESF #6 includes three primary functions: Mass Care, Housing, and Human Services.

Mass Care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.

Housing involves the provision of assistance for short- and long-term housing needs of victims.

Human Services include providing victim-related recovery efforts such as counseling, and identifying support for persons with special needs.

Key Functions and Responsible Agencies:

Mass Care

Primary: Park County Office of Homeland Security

Task: Determine need for emergency shelter and mass care
Task: Contact American Red Cross
Task: Liaison with Incident Commander to determine incident impact, type of event, stage of response or recovery, predicted duration, available transportation routes, and expected number of people
Task: Identify appropriate facilities or locations for mass care of populations for the current situation (i.e. sources of clothing for victims, emergency food sources, water availability, etc.)
Task: Liaison with private relief agencies and State agencies
Task: Notify designated local organizations and agencies to support mass care operations
Task: Provide assurance volunteer work forces meet local standards and qualifications to perform assigned duties

Task: Provide assurance mental health professionals and qualified volunteers are coordinated to support the counseling needs of affected populations in victim-related recovery efforts
Task: Oversee coordination of services to provide information on victims or evacuees to family members
Task: Oversee the support, care, and recovery needs of the special needs population within the County
Task: Use *Evacuation Registration Form* to track evacuees
Task: Generate and maintain shelter agreements with identified host locations, organizations, and other services for mass care and feeding. Copies of all such agreements and understandings will be filed in the Park County Office of Homeland Security

Support: Wyoming Department of Family Services

Task: Establish mutual support relationships with other entities that may assist or expand shelter and food services, distribution of food and water, clothing, and supplies
Task: Coordinate with Park County Office of Homeland Security

Support: American Red Cross
The Salvation Army

Task: Coordinate provision of mass care services with Park County Office of Homeland Security

Support: Park County Public Health

Task: Provide support regarding food, water, safety, and health of first responders, volunteers, evacuees, etc.

Support: Park County Sheriff

Task: Control access to affected areas
Task: Deploy Search and Rescue, as needed

Support: Wyoming Office of Homeland Security

Task: Provide assistance, as requested

Support: Community Emergency Response Team (CERT)
Schools, Churches, Fraternal Organization
Park County and City / Town Agencies
West Park Hospital, Powell Valley Health Care, and Mental Health

Task: As Needed

Housing

Primary: Park County Office of Homeland Security Coordinator or City / Town Coordinator

Task: Determine need for emergency shelter and mass care
Task: Contact American Red Cross
Task: Establish mutual support relationships with other entities that may assist or expand shelter and food services, distribution of food and water, clothing, and supplies
Task: Coordinate with Wyoming Department of Family Services, American Red Cross, Wyoming Office of Homeland Security, etc.

Support: Wyoming Department of Family Services

Task: Provide support to Park County and/or FEMA

Support: American Red Cross

Task: Provide support to Park County and/or FEMA

Support: Wyoming Office of Homeland Security

Task: Provide assistance, as requested

Human Services

Primary: Park County Office of Homeland Security Coordinator or City / Town Coordinator

Task: Coordinate crisis counseling for disaster victims, emergency responders, and / or others suffering trauma due to the emergency incident / disaster
Task: Coordinate needs of handicapped and elderly
Task: Request assistance through the Wyoming Office of Homeland Security to obtain food, water, emergency food stamps, etc.

Support: Park County Health Officer

Task: Declare health issues and public announcements such as quarantines, boil water directives, etc.
Task: Coordinate the safety, needs, and welfare of the population

Support: Park County Public Health

Task: Carry out the directives of the Park County Health Officer

Special Needs Population

Primary: Park County Office of Homeland Security

Task: Maintain contacts for current lists of *special needs* persons
Task: Educate and make available Code Red capabilities to *special needs* population

Support: American Red Cross

Task: Assist, as requested

Support: Park County Public Health

Task: Maintain contacts for current lists of *special needs* persons
Task: Assist, as requested

Support: Wyoming Office of Homeland Security

Task: Assist, as requested

Support: Wyoming Department of Health

Support: Health Alert Network
Northern Developmental Disability Service Provider (DDSP)
Wyoming Independent Living Rehabilitation
LDS and other local churches

Task: Contacts or lists of special needs populations / unable to self evacuate

EMERGENCY SUPPORT FUNCTION #7 – RESOURCE SUPPORT ANNEX

Purpose

Emergency Support Function (ESF) #7 facilitates logistical and resource support, **other** than funds, to County and local emergency recovery efforts, including supplies, personnel, equipment, and similar items not included in other ESF s.

Scope

ESF #7 provides resource support to County and local government, consisting of facility space, office equipment and supplies, telecommunications, emergency relief supplies, personnel, transportation services (equipment, personnel, supplies), contracting services, and logistical support.

Cooperation from all support agencies, private sector business and volunteer organizations named in this annex to provide accurate lists of equipment, supplies, technical expertise and other resources may be a critical factor in terms of response and recovery to an incident.

Policy

The Resource Support Function does NOT stockpile supplies. ESF #7 provides support for requirements not specifically identified in other ESF s.

Key Functions and Responsible Agencies:

Primary: Park County Office of Homeland Security

Task: Maintain an inventory of emergency resources to include facilities, equipment, and personnel that may be available from both public and private sectors

Task: Maintain file of existing memorandums of understanding, mutual aid, cooperative agreements, and other documents for procurement of services or resources

Task: Establish and maintain a manpower reserve, with listed skill sets, to assist in the operation of the EOC and other locations in any phase of incident response or recovery

Task: Establish emergency purchasing procedures and coordinate emergency procurements in accordance with the *Financia*l *Management* portion of ESF #5, for necessary documentation to assure proper contracting, payment of fees, etc.

Task: Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency

Task: Establish staging area /s for resources, if required

Task: During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed
Task: Liaison with the Wyoming Office of Homeland Security for requests and procurement of resources

Support: Park County Clerk and Treasurer and / or Municipal City / Town Halls

Task: Expend and/or receive funds related to incident / event
Task: Maintain records of emergency-related expenditures for purchases and personnel
Task: Maintain records of donated resources and dispersals

Support: All Park County and Municipal Agencies

Task: Compile and maintain current list of internal and external resources needed to accomplish assigned responsibilities and tasks, both day-to-day and emergency related
Task: Maintain current *Continuity of Operations (COOP) / Continuity of Government (COG) Plan*
Task: Assist with the delivery of resources, operation of the EOC, or where needed

Support: American Red Cross
The Salvation Army

Task: Provide assistance in resources for food, water, shelter, housing, safety, family notifications, etc.

Support: Southern Baptist Church

Task: Provide food, water, facilities, and personnel, per agreement

Support: Ken Beebe, Chartwells (Northwest College)

Task: Provide food, water, facilities, and personnel, per agreement

Support: Other Region VI Counties
(Big Horn, Hot Springs and Washakie)

Task: Provide personnel, supplies, equipment, etc., per mutual aid agreements

EMERGENCY SUPPORT FUNCTION #8 – PUBLIC HEALTH AND MEDICAL SERVICES ANNEX

Purpose

The purpose of ESF #8 is to coordinate County / local health and medical resources in response to public health and medical care needs following a significant natural disaster or manmade event; and, is activated at the request of the Incident Commander through the County / local Emergency Operations Center (EOC). Medical care to disaster victims is intended to relieve personal suffering and trauma, and includes veterinary and / or animal health issues.

Scope

ESF #8 provides supplemental assistance to County and local governments in identifying and meeting the public health and the individual needs of victims of a major emergency or disaster.

This support is categorized in the following core functional areas:

- Assessment of health/medical needs
- Disease control/epidemiology
- Health/medical care personnel, equipment, and supplies
- Patient evacuation
- Coordination of hospital care
- Food/drug safety
- Emergency responder health and safety
- Safety and security of medicine and supplies, including blood and vaccine
- Radiological/chemical/biological hazards
- Critical incident stress management
- Public Health information releases
- Potability of water, wastewater, and solid waste disposal
- Victim identification and mortuary services
  (with coordination through the County Coroner for verification purposes)
- Medical Operations Branch control
- Emergency Medical Services
- Mental health
- Isolation and quarantine
- Social isolation and instruction

Policies

The Park County ESF #8 Coordinator will direct the provisions of health and medical assistance to meet the needs identified by the County authorities having jurisdiction. Included in ESF #8 are the overall Public Health response activities including: triage, treatment, transportation of disaster victims, and working with local systems to assist with evacuation of patients out of a disaster area.

Key Functions and Responsible Agencies:

Public Health

Primary: Park County Health Officer

Task: Ensure the health and protection of the public in the event of a medical emergency or disaster
Task: Assume responsibility per WS § 35-1

Support: Park County Public Health

Task: Support all efforts for the health and protection of the public
Task: Follow directions of the Park County Health Officer

Support: Wyoming Department of Health

Task: Assist as needed
Task: Coordinate resources

Support: Park County Sheriff

Task: Provide for the safety and security of food, water, and medical supplies

Support: Park County Office of Homeland Security
West Park and Powell Valley Hospitals
West Park and Powell Valley EMS
Billings Clinic Cody
Mental Health Services
City of Cody Police
City of Powell Police
Wyoming Highway Patrol
Park County Coroner
American Red Cross
Park County Extension Office
Park County Public Works / Road and Bridge
Regional and local veterinarians
Department of Criminal Investigation (DCI)
Bureau of Land Management (BLM)
United States Forest Service (USFS)
State / National Parks
Wyoming Office of Homeland Security

Individual Health

Primary: West Park Hospital
Powell Valley Health Care
Billings Clinic Cody

Task: Coordination of individual patient care
Task: Triage and treatment

Support: Emergency Medical Services (EMS)

Task: Transportation of disaster victims
Task: Triage and treatment of victims

Support: Urgent Care Facilities

Task: Triage and treatment

Support: Park County Office of Homeland Security
Park County Sheriff
Park County Health Officer
Park County Public Health
Mental Health Services
City of Cody Police
City of Powell Police
Wyoming Highway Patrol
Park County Coroner
American Red Cross
Park County Extension Office
Park County Public Works / Road and Bridge
Regional and local veterinarians
Wyoming Department of Health
Wyoming Office of Homeland Security

EMERGENCY SUPPORT FUNCTION #9 – URBAN SEARCH AND RESCUE ANNEX

Purpose

ESF #9 addresses components of the urban search and rescue coordination function provided in the event of one or more structural collapses where people may be trapped or injured.

Scope

While surrounding area fire services organizations will be relied upon to assist, the predicted time for a National Urban Search and Rescue (USAR) Team to arrive to this area in an event of catastrophic proportions is a minimum of eight (8) hours. Request for USAR support must be channeled through the Park County Office of Homeland Security.

ESF #9 recognizes in a structural collapse situation occurring within the County, local resources will be relied upon to immediately coordinate all incoming assistance and perform actual urban search and rescue until professional national assistance arrives, **if** incident is eligible for national support.

This annex addresses the organization of local resources to perform immediate action to locate, execute actual searches, perform extrication and provide on-site medical treatment to victims trapped in collapsed structures.

Key Functions and Responsible Agencies:

Primary: Park County Office of Homeland Security

Task: Organize and maintain a pre-plan to coordinate use of specialized resources, functions, and capabilities available within the County or local jurisdiction in the event of a critical urban search and rescue response

Task: Annually verify availability of resources to include heavy equipment, search dogs, technology, and shoring materials, to include providers and contact numbers

Task: Ensure pre-event provision and maintenance of copies of mutual aid agreements / memorandums of understanding (MOU s) and other pre-agreements pertaining to specialized technical assistance or equipment (structural engineers, private sector equipment or resources, regional teams, etc) available to assist with urban search and rescue response

Task: Upon actual occurrence and response of a structural collapse involving multiple injuries or deaths, anticipate integration of local plans and resources with an incoming regional or national resources response (**if** incident is eligible for national response unit).

Support: Fire Services

Task: Ensure fire suppression
Task: Assist with organizing first response teams with fire personnel who have USAR training.

Support: Park County Search and Rescue

Task: Respond, as requested, with search dogs, handlers, support personnel, and manpower

Support: Law Enforcement

Task: Ensure scene security in regards to bystanders and traffic

Support: Emergency Medical Services

Task: Respond as requested for medical needs to victims and responders
Task: Deploy personnel for triage area, as needed
Task: Transport victims to advanced care facilities

Support: Park County Engineer / Road and Bridge / Public Works
City of Cody Engineer / Public Works
City of Powell Engineer / Public Works
Town of Meeteetse Public Works

Task: Upon request, respond with manpower and heavy equipment

Support: Community Emergency Response Team (CERT)

Task: Setup and man staging area /s and documentation area /s

Support: Wyoming Office of Homeland Security

Task: Upon request, assist with locating Urban Search resources, manpower and equipment

EMERGENCY SUPPORT FUNCTION #10 – OIL & HAZARDOUS MATERIAL RESPONSE ANNEX

Purpose

Emergency Support Function (ESF) #10 provides Park County support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials to the air, land, surface, and subsurface waters. Park County shall coordinate, cooperate, and support the Region VI Hazmat Team in response to an actual or potential event.

Scope

In accordance with the Wyoming Emergency Response Act, the Wyoming Office of Homeland Security has primary responsibility for coordinating the hazardous materials response at the State level. For radiological issues, the Wyoming Office of Homeland Security Operations Division, under the authority of the Emergency Planning and Community Right-To-Know Act of 1986 ("EPCRA"), Title III of the Superfund Amendments and Reauthorization Act of 1986, and Wyoming Executive Order 2001-5, has responsibility for developing and maintaining the "State of Wyoming Radiological Materials Transportation Accident Emergency Response Plan".

ESF #10 provides for a coordinated response to actual or potential oil and hazardous materials incidents. ESF #10 includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. This includes certain chemical, biological, and radiological substances considered weapons of mass destruction (WMD).

ESF #10 describes the lead coordination roles, the division and specification of responsibilities among County and local agencies, and the regional, and onsite response organizations, personnel, and resources that may be used to support response actions. Appropriate response and recovery actions can include efforts to detect, identify, contain, clean up, or dispose of released oil and hazardous materials.

Specific actions may include stabilizing the release through the use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to decontaminate or mitigate its effects; drainage controls; fences, warning signs, or other security or site-control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and other measures as deemed necessary.

Key Functions and Responsible Agencies:

Primary: Fire Services
Park County Commissioners, City / Town Councils
Park County Homeland Security Coordinator
City / Town Coordinator
Local Emergency Response Authority (L.E.R.A.)

Task: Coordinate with other ESF s to oversee implementation of evacuation and security procedures of any affected or threatened human and / or livestock populations (general rule of 2,000 feet)

Task: Address immediate needs for overall coordination and support toward necessary decontamination resources and procedures for affected or potentially affected populations, to include responders and response equipment

Task: Ensure joint coordination and implementation of timely warnings and / or public information releases regarding human and / or animal health

Task: Ensure all necessary notification and information is provided to down-stream, downwind, or potentially affected neighboring jurisdictions

Task: LERA will coordinate with appropriate regional, State, and / or private sector response entities to ensure detection, identification, control, environmental monitoring, assessment, cleanup and disposal of any oil or hazardous material release is provided in a timely and efficient manner in direct reference to any mutual aid agreements (MAA s) or memorandum of understandings (MOU s) that may be in place

Task: Assure cleanup of oil or hazardous material incident within the jurisdiction to protect the health and welfare of the population and the environment, to include livestock and crops, meets County requirements as set by the County Commissioners

Task: Oversee the release of shipper or carrier occurs only upon determination the mitigation and recovery operations have been completed and meet County requirements as set by the County Commissioners

Task: Provide a thorough mechanism to document any and all local costs, both immediate and long-term, in regard to preparing for, responding to, recovering from, or mitigating any and all effects of an oil or hazardous material response or threat

Support: Park County Sheriff / Park County Dispatch
City of Cody Police Department
City of Powell Police Department

Task: 24 hour point of contact for notification of incident /s

Task: Alert the appropriate fire district

Task: Control access to affected area /s

Task: Execute evacuation order as issued by Incident Commander, Park County Emergency Management Council / Park County EOC, or City / Town Council

Support: Park County Office of Homeland Security

Task: Activate Park County Emergency Management Council / Park County EOC, if necessary
Task: Coordinate with American Red Cross, PIO, Wyoming Office of Homeland Security, etc.
Task: Request assistance from the State, when needed
Task: Manage the Right-to-Know Program
Task: Keep Tier II files updated and available to all fire districts
Task: Provide guidance, through the EOC and State Emergency Response Commission (SERC), on training and planning for the Local Emergency Planning Committee (LEPC)
Task: Provide support to the SERC

Support: Park County Public Works / Landfill

Task: Provide guidance for cleanup and disposal of oil and hazardous material /s

Support: Park County Public Health / Park County Health Officer

Task: Confirm health hazard
Task: Investigate level of toxic material /s involved
Task: Seek antidote options
Task: Coordinate with EMS, hospitals, American Red Cross, and other entities
Task: Check for etiological agents
Task: Coordinate regarding medical services needed by evacuees
Task: Help interview and examine responding personnel on condition of health
Task: Work with DEQ to address environmental health and sanitation options

Support: Wyoming Office of Homeland Security

Task: Provide maintenance and calibration services for radiological instruments
Task: Manage reimbursement of unrecoverable costs associated with hazardous materials as provided in the Disaster Contingency Fund

Support: Local Emergency Planning Committee (LEPC)

Task: Oversee overall guidance and training for hazardous materials response

Support: Wyoming Emergency Region VI Response Team

Task: Assist in any and all aspects, as requested

Radiological Incidents

Primary: Wyoming Highway Patrol

Task: Wyoming Highway Patrol has responsibility and control of any radiological incidents / events that occur in local jurisdictions, Park County, and / or the State

SEE INCIDENT ANNEX
HAZARDOUS MATERIAL INCIDENT RESPONSE
PREPARED BY LEPC MEMBERS

D = Detect hazardous materials presence
E = Estimate likely harm to the population, and the environment without intervention
C = Choose response tasks and objectives
I = Identify actions / options
D = Determine the best option
E = Evaluate the progress

EMERGENCY SUPPORT FUNCTION #11 – AGRICULTURE, FOOD SUPPLY, AND CULTURAL / NATURAL RESOURCES ANNEX

Purpose

Emergency Support Function #11 supports local efforts to address: (1) provision of nutrition assistance; (2) control and eradication of an outbreak of a highly contagious or economically devastating animal / zoonotic disease, highly infective exotic plant disease or economically devastating plant pest infestation; (3) assurance of food safety and food security; and (4) protection of natural and cultural resources and historic properties resources prior to, during, and / or after an incident

Scope

ESF #11 includes six primary functions:

Provision of food supply:

Includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies, and authorizing disaster food stamps.

Animal Disease, Plant Disease, and Pest Response:

Includes implementing an integrated Federal, State, and local response to an outbreak of a highly contagious or economically devastating animal /zoonotic disease, animal pest, or an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation.

Ensures, in coordination with ESF #8 – Public Health and Medical Services, animal / veterinary / wIldlife issues in natural disasters are supported.

Assurance of the safety and security of the commercial food supply:

Includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; foodborne disease surveillance; and field investigations.

Protection of natural, cultural, and historic resources and properties:

Includes appropriate response actions to conserve, rehabilitate, recover, and restore NCH resources.

ESF #11 may be limited in scope, but the severe economic impact to local communities may be a critical factor. Many citizens and local businesses derive much of their income from agricultural-related sales and services.

Key Functions and Responsible Agencies:

Provision of Food Supply

Primary: Park County Office of Homeland Security

Task: Contact and coordinate support agencies, such as American Red Cross, Salvation Army, etc.
Task: Request and coordinate assistance from the State and/or Federal, through the Wyoming Office of Homeland Security
Task: Safety, acquisition, transportation, distribution of food and water

Support: Park County Sheriff
City of Cody Police Department
City of Powell Police Department

Task: Protect food and water supplies
Task: Assist in transporting and distributing of food and water

Support: Other Region VI Counties
(Big Horn, Hot Springs and Washakie)

Task: Mutual aid, per agreements

Support: Wyoming Office of Homeland Security

Task: Determine need for Region VI Response Team
Task: Coordinate request /s for assistance from County to State and /or FEMA

Support: Wyoming Department of Family Services

Task: The Emergency Food Assistance Program (TEFAP)
Task: Disaster Food Stamps

Support: American Red Cross
The Salvation Army

Task: Provide food, water, shelters and other aid to victims

Support: Southern Baptist Church

Task: Provide food, water, shelters and other aid to victims

Support: Ken Beebe, Chartwells (Northwest College)

Task: Provide food, water, facilities, and personnel, per agreement

Support: Sysco, Big Horn Wholesale, Albertsons, Wal-Mart, Blair's Market, FoodBasket IGA

Task: Sources of food, water, and supplies

Support: Park County School District
City of Cody
City of Powell
Town of Meeteetse

Task: Food, water, transportation, distribution, and shelter

Plant Disease and Disaster

Primary: Park County UW Extension Office

Task: Coordinate and report agricultural or natural resource damage assessment
Task: Coordinate and support plant disease response
Task: Assist to assess nutrition assistance needs

Support: APHIS (Animal Plant Health Inspection Service)
Farm Service Agency

Support: Park County Office of Homeland Security

Task: Apprise Park County Commissioners of physical damage and estimated economic impact of emergencies or disasters affecting livestock or crops in regard to sickness, death loss, infestations and other agricultural losses
Task: Coordinate requests from County to State and / or Federal through the Wyoming Office of Homeland Security

Support: Park County Weed and Pest

Task: Supply and direct applications of designated and declared noxious plant control
Task: Survey, monitor and report situation

Support: Wyoming Office of Homeland Security

Task: Provide assistance, as requested

Pest Response

Primary: Park County Weed and Pest
WY Department of Agriculture
WY Game and Fish Department

Task: Identify, assess and organize for treatment and control

Support: Park County Office of Homeland Security

Task: Contact and coordinate support agencies, such as American Red Cross, Salvation Army, etc.
Task: Request and coordinate assistance from the State and/or Federal, through the Wyoming Office of Homeland Security
Task: Apprise Park County Commissioners of potential impact

Support: University of Wyoming – Renewable Resources Department

Support: Wyoming Office of Homeland Security

Support: Park County Public Health
WY Livestock Board
WY Department of Agriculture
WY Department of Health
APHIS

<u>Animal Disease</u>

Primary: WY Department of Agriculture
WY Game and Fish Dept.
County / regional veterinarian

Task: Identify, assess and organize for treatment and control

Support: WY Livestock Board
County Brand Inspector
UW Extension Office
Park County Public Health
Park County Office of Homeland Security
Wyoming Department of Homeland Security
APHIS (Animal Plant Health Inspection Service)
FSIS (Food Safety Inspection Service)
Local citizens / volunteers to handle pets and animals
University Of WY Renewable Resource Department

<u>Assurance of the Safety and Security of the Commercial Food Supply</u>

Primary: WY Department of Agriculture
WY Livestock Board
WY Department of Health

Task: Identify and monitor safety and security of commercial food supply, to include products in distribution and retail sites, lab analysis of food samples, control of products suspected to be adulterated, local facility closures, food-borne disease surveillance, and field investigations

Support: Park County Public Health / Park County Health Officer

Task: Determine need for quarantine
Task: Field investigation assistance
Task: Public Health information

Support: USDA (United States Department of Agriculture)

Support: Park County Sheriff
City of Cody Police Department
City of Powell Police Department

Task: Assist in supportive measures to identify and monitor safety and security of commercial food supplies
Task: Assist with quarantine, isolation, and area closures

<u>Protection of Natural, Cultural, and Historic Resources and Properties</u>

Primary: Park County Sheriff
City of Cody Police Department
City of Powell Police Department

Task: Coordinate and support the protection of natural, cultural, and historic resources and properties

Support: Park County Historical Society

Task: Preserve and protect historical documents and artifacts
Task: Provide information on locations of items and properties

Support: Bureau of Reclamations
Bureau of Land Management (BLM)
United States Forest Service (USFS)

EMERGENCY SUPPORT FUNCTION #12 – ENERGY / UTILITIES ANNEX

Purpose

The Energy Support Function is intended to restore damaged energy / utility systems and components after a disaster. In addition, it guides the restoration of energy supply.

Scope

This function leads to the collection, evaluation, and sharing of information on energy system damage and estimations on the impact of energy system outages within affected areas. The term "energy" includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components.

Additionally, ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.

Key Functions and Responsible Agencies:

<u>Damage Assessment</u>

Primary: Park County Office of Homeland Security

Task: In the event of an actual or threatened emergency or disaster incident, collect and track information concerning the energy restoration process including:

1. geographic information on the restoration
2. projected restoration schedules
3. percent of completion of restoration

Task: Coordinate and assure priority facilities or services receive priority restoration consideration

Task: Identify populations or critical services requiring alternative or emergency energy support until regular service is stabilized, and help coordinate what emergency energy support is available

Task: Apprise County Commissioners of situation

Task: Assist to coordinate and provide public information releases regarding energy interruptions, as necessary

Support: Public Utility Companies

Support: Private Sector Providers of Propane, Oil, and / or Natural Gas

Support: Park County Buildings & Grounds / Maintenance Department
City of Cody
City Of Powell
Town of Meeteetse

Task: Provide facility information and assist as needed

Support: Wyoming Office of Homeland Security

Support: Public Service Commission

Support: Wyoming Oil and Gas Conservation Commission

Task: Provide liaison to appropriate oil and gas producers / distributors

Energy System Restoration

Primary: Park County Public Works / Park County Engineer
City of Cody
City of Powell
Town of Meeteetse

Task: Contact energy / utility suppliers
Task: Obtain equipment, specialized labor, and transportation for repair or restoration of energy systems
Task: Inform interested parties of projected schedules

Support: Park County Office of Homeland Security

Task: Coordinate and share damage assessment information

Support: Park County Buildings & Grounds / Maintenance Department
City of Cody
City Of Powell
Town of Meeteetse

Task: Provide facility information and assist as needed

Support: Public Utility Companies (gas, electric, water, telephone)
Private Sector Providers of Propane, Oil, and / or Natural Gas
Irrigation Districts
Cable Companies, etc.

Task: Provide personnel and equipment to restore their designated area of responsibility
Task: Coordinate with County agencies

Support: Wyoming Office of Homeland Security

Task: Determine need for Region VI Response Team
Task: Coordinate request /s for assistance from County to State and / or FEMA

Support: Public Service Commission

Task: Assist energy suppliers in obtaining equipment, specialized labor, and transportation for repair or restoration of energy systems

Support: Wyoming Oil and Gas Conservation Commission

Task: Provide liaison to appropriate oil and gas producers / distributors

EMERGENCY SUPPORT FUNCTION #13 – PUBLIC SAFETY AND SECURITY ANNEX

Purpose

The Public Safety and Security function integrates Park County and local jurisdiction public safety and security capabilities and resources to support the full range of incident management activities.

Scope

Law enforcement entities have primary responsibility for public safety and security, utilizing the incident command system (ICS) on-scene. In larger scale incidents, additional resources are first obtained through the activation of mutual aid agreements or arrangements with neighboring localities, specialized response teams, or State authorities.

Through appropriate channels, state and federal resources such as personnel and equipment may supplement local law enforcement efforts, and are integrated into the incident command structure, using National Incident Management System principles and protocols.

Those resources may include State National Guard support, State Department of Transportation (WYDOT), Department of Criminal Investigation (DCI), Federal Bureau of Investigation (FBI), and Bureau of Alcohol, Tobacco, and Firearms (ATF).

ESF #13 provides a mechanism for coordinating and providing support to County and local authorities to include non-investigative / non-criminal law enforcement, public safety and security capabilities, and resources during incidents.

Key Functions and Responsible Agencies:

<u>Law Enforcement / Security</u>

Primary: Park County Sheriff

Task: Maintain law and order to protect the citizens and visitors of Park County and their property
Task: Operate under the NIMS / ICS guidelines
Task: Traffic control and crowd control
Task: Provision of security for vital facilities, evacuated areas, and shelters
Task: Access control for damaged or contaminated areas
Task: Implement *Evacuation Orders* issued by the Park County Board of County Commissioners and/or the Incident Commander on-scene
Task: Warning support
Task: Terrorist incident response
Task: Post-incident reconnaissance and damage assessment
Task: Prepare and maintain law enforcement resource inventory
Task: Provide *force protection*, as needed
Task: Provide and direct Search and Rescue operations

Support: **City of Cody Police Department**
City of Powell Police Department
Wyoming Highway Patrol
Wyoming Military Department
Wyoming National Guard
Park County Search and Rescue
Civil Air Patrol

Terrorism

Primary: Park County Office of Homeland Security

Task: Activate Park County Emergency Management Council
Task: Activate the Park County EOC /s
Task: Contact Wyoming Office of Homeland Security
Task: Coordinate activities with Park County Sheriff's Office

Support: Park County Sheriff

Task: Implement procedures to protect the population
Task: Control access to and from
Task: Investigate source and causes
Task: *Force protection* of structures, equipment, and personnel

Support: Wyoming Office of Homeland Security

Task: Radiological and explosives
Task: Coordinate requests for assistance from County to State and / or FEMA

Support: Wyoming Emergency Region VI Response Team

Task: Assist, as requested, or directed by WOHS

Support: Other Region VI Counties
(Big Horn, Hot Springs, and Washakie)

Task: Mutual aid, per agreements

Support: Wyoming Highway Patrol

Task: Control of radiological incidents
Task: Access control of highways

Support: Wyoming Department of Health

Task: Bio-terrorism

Support: **City of Cody Police Department**
City of Powell Police Department
Wyoming Highway Patrol
Wyoming Military Department
Wyoming National Guard
Park County Search and Rescue
Civil Air Patrol

EMERGENCY SUPPORT FUNCTION #14 - LONG-TERM COMMUNITY RECOVERY AND MITIGATION ANNEX

Purpose

The Long-Term Community Recovery and Mitigation Function provides a framework for County government's support to local governments, nongovernmental organizations (NGOs), and the private sector designed to enable community recovery from the long-term consequences of a significant incident. Many recovery programs are tied to Federal programs. (Also refer to ESF #3 Public Works and Engineering)

Scope

The policies and concepts in this annex apply to appropriate County and local departments and agencies following an incident that affects the long-term recovery of a community.

Based on an assessment of incident impacts, ESF #14 support may vary depending on the magnitude and type of incident and the potential for long-term and severe consequences.

ESF #14 will most likely be activated for large-scale or catastrophic incidents that require, at a minimum, State assistance to address significant long-term impacts in the affected area (e.g., impacts on housing, businesses and employment, community infrastructure, and social services).

Federal Assistance is summarized in the National Response Plan (NRP) / National Response Framework (NRF), ESF #14.

Key Functions and Responsible Agencies:

Recovery

Primary: Park County Board of County Commissioners / Park County Office of Homeland Security Coordinator

Task: Establish a damage assessment team using local personnel and coordinate the efforts of the team with State and Federal damage assessment personnel

Task: Assess and compile information on damage to public and private property and needs of disaster victims

Task: Assess short-term and long-term recovery needs in a joint effort with appropriate local government agencies and community private sector organizations and businesses

Task: Coordinate prioritization of long-term recovery goals
Task: If damages are beyond our capability to deal with, compile information for use in requesting State or Federal disaster assistance and, if approved, coordinate with State and Federal agencies to carry out authorized recovery programs

Support: Park County Public Works / Park County Engineer

Task: Assist in assessment process of roads and bridges, buildings and facilities, utilities / energy, waste disposal, water supplies, etc.
Task: Implement recovery process

Support: City of Cody Public Works / Engineer
City of Powell Public Works / Engineer
Town of Meeteetse Public Works

Support: Wyoming Office of Homeland Security

Task: Coordinate and facilitate requests for assistance

<u>Mitigation</u>

Primary: Park County Office of Homeland Security

Task: Maintain the *Park County Multi-Hazard Mitigation Plan* and H*azards Analysis*
Task: Identify beneficial pre-disaster hazard mitigation projects and seek approval to implement such projects
Task: Participate in the assessment process, and, in the after-math of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions

Support: Park County Board of County Commissioners
Cody City Council
Powell City Council
Meeteetse Town Council

Task: Make funds available to mitigate designated projects
Task: Protect the lives and property of citizens and visitors of Park County and lessen the possibility of economic damage

Support: Park County / Municipal Agencies or Departments

Task: Review the *Park County Multi-Hazard Mitigation Plan* and provide input to keep it current
Task: Seek approval of projects to improve or correct areas of potential danger or costs

Support: Wyoming Office of Homeland Security

Task: Grants, loans and technical assistance to strengthen community and rural infrastructures

Task: Technical assistance and funds to promote projects for mitigation of problem areas

EMERGENCY SUPPORT FUNCTION #15 – EXTERNAL AFFAIRS ANNEX (Public Information)

Purpose

Emergency Support Function (ESF) #15 – External Affairs ensures sufficient County or local government information is deployed to the field during a potential or actual incident to provide accurate, coordinated, and timely information to affected audiences; including governments, media, the private sector, and the local populace.

ESF #15 carries the primary goal of a unified message in the event of an actual disaster, emergency, or imminent threat.

Scope

This annex details establishment of support to coordinate communication of information to various audiences in the event of an actual incident or threat where interagency coordination is required. ESF #15 recognizes functional components of (1) public affairs, (2) community relations, and (3) multi-level public sector coordination. Those components are supported throughout the phases of mitigation, preparedness, response, and short or long-term recovery, under the umbrella of external affairs.

Key Functions and Responsible Agencies:

Primary: Park County Emergency Management Council / Park County Office of Homeland Security Coordinator

Task: Maintain the multi-agency and multi-level goal of unified and timely information and messages through the Joint Information Center (JIC) structure

Task: Coordinate the function of external affairs with the intent of Park County as stated in the Basic Section of this Emergency Operations Plan (EOP) See page 22 in the *Base Plan*.

Task: Coordinate information provided by the public information officer (PIO), appointed by the Incident or Unified Command

Task: Assure the accuracy and approval of information, prior to release, provided concerning local governmental agencies, organizations, and actions

Task: Assist to strengthen community relations throughout pre-incident and post-incident phases within the context of external affairs activities and releases

Task: Ensure local emergency services organizations are familiar with external affairs and public information policy and structure; to include authority, security, and access specifications

Task: Liaison with State and Federal Public Information Officers to ensure local information and local government interests are represented

Support: Incident Commander

Task: Provide updated and accurate information for release

Support: Park County Sheriff
City of Cody Police Chief
City of Powell Police Chief
Emergency Services Agencies and Organizations

Support

Annexes

SECTION II

FINANCIAL – 2-14

LOGISTICS – 15-20

VOLUNTEER & DONATIONS – 21-24

FINANCIAL MANAGEMENT SUPPORT ANNEX

Coordinating Agency: **Park County Clerk, Park County Treasurer**
City of Cody Administrator
City of Powell Administrator
Town of Meeteetse

Cooperating Agencies: **All**

Purpose

The Financial Management Support Annex provides basic financial management guidance for response and recovery activities. This includes guidance for all departments, agencies, and local entities providing assistance in response to major disasters.

Scope

Disaster declarations may range from local to Presidential. If a local declaration is accepted by the State of Wyoming, state assistance and limited funding are available. The section below on "Procurement and Record Keeping" details procedures that should be followed for all local declarations, and will also be useful for Presidential Declarations The section below on *Wyoming Disaster Fund Procedures* details limited funds available to local jurisdictions, and perhaps state agencies, after approval of a local declaration. If a Presidential Declaration is issued, federal funding sources, as described in the National Response Plan / National Response Framework, are available.

PROCUREMENT and RECORD-KEEPING

Overview

Each municipality is responsible for the procurement of necessary supplies and equipment for its municipal agencies / departments during a disaster event.

The County is responsible for procuring necessary supplies and equipment for county agencies / departments during a disaster event.

For a disaster / emergency for which a Local Emergency Declaration is made:

a. Proper documentation will be needed to justify local expenditures when reimbursement will be requested.

b. Work may be completed for disaster recovery by two methods:

    1. Contracting with private businesses to do the work (Contract Work), insuring that contractors have not been "debarred".

    2. Force Account, which is utilizing government personnel, equipment and supplies including extra hires (personnel hired to perform recovery work).

During a disaster situation, the **County Clerk** (or other appropriate personnel) will ensure the necessary RECORD KEEPING for the **County** is maintained. Each agency/department involved in the disaster situation will document its expenditures, as will private contractors involved in contract work.

During a disaster situation, the **Municipal Clerk** (Clerk/Treasurer/Administrator, General Commissioner, other appropriate personnel) will ensure the necessary RECORD KEEPING for the **municipality** is maintained. Each department / agency involved in the disaster situation will document its expenditures, as will private contractors involved in contract work.

RECORD-KEEPING:

It is virtually impossible to accurately and properly complete the necessary RECORD KEEPING after disaster emergency work has been done and a period of time has elapsed. Therefore, the importance of RECORD KEEPING cannot be over-emphasized. You must plan. Appointed record keepers must know what records to keep, how to keep them, and be familiar enough with the overall process to start keeping these records immediately upon starting any type of work to respond to the threat or recover from a disaster emergency.

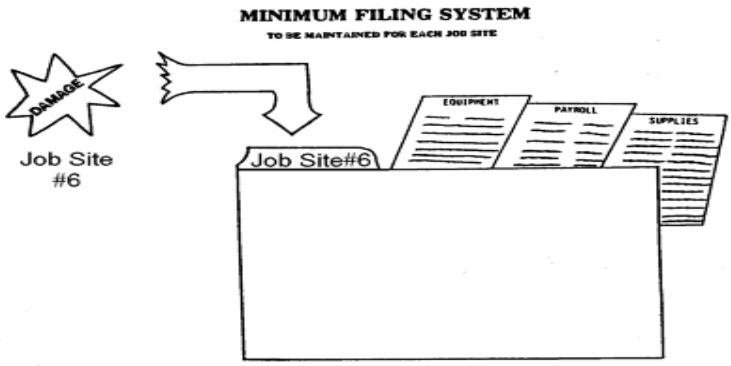
If the situation develops into a major disaster declaration, proper documentation will be needed to justify local expenditures for which reimbursement will be requested. Without proper RECORD KEEPING, you stand to lose considerable sums of money because claims for reimbursement cannot be justified. Accurate documentation will also be needed to justify expenditures for which reimbursement will not be requested. These dollars may be needed as soft match.

Procedures for proper documentation can be found on the following pages in this section. If questions arise within the establishment of proper records, call the Park County Office of Homeland Security at 307-527-1860 or the Wyoming Office of Homeland Security at 777-4900 (Administrative/ Logistics Section).

(Please refer to EOC *Job Action Sheets* in the Contingency Annex located in the back of this plan.)

Suggestions for Organizing Disaster Documentation

When repair work starts, establish a separate folder for each work project that must be accomplished (as they become known, but no later than the second day after work begins on a particular job). For example, if you have washout damage at five locations that must be repaired right away, establish a separate folder (one for each job site), not one folder for all job sites.



Contract Work

If the work is completed on a **lump sum contract**, an invoice and copy of the contract is needed.

If a **cost-type contract** is used, the contractor must furnish, in addition to an invoice and copy of contract, a detailed breakdown of all costs, including equipment used, dates used, location of work, hourly rates and hours used. The requirement to furnish this detailed breakdown should be included in the contract.

For either type work, the local government must show on each invoice the date and amount paid and check or warrant number or evidence of cost payment. Evidence of the contract advertisement, bidders, and selection of the low-bid contractor should be retained.

Cost-plus-percentage of cost contracts is not reimbursable.

Force Account Work

The documentation for this type of work is quite involved, and immediately after the onset of any disaster or emergency, someone, preferably a county or city clerk, should start keeping proper records. This person needs to be designated and trained in advance. If a major disaster is declared, he/she should participate in the Public Assistance Program briefing for applicants.

If you use another county or city's resources, the same documentation is required as if the resources were your own. An invoice is required indicating that you have paid the county/city. This invoice must show the date and amount paid, check or warrant number, or evidence of cash payment.

Force Account Payroll

As a minimum, your payroll must show the pay period, name, job classification, number of hours worked each day, total hours worked for pay period, rate of pay, (regular and overtime), total earnings, and paycheck number. Only overtime pay (wages and payroll additives) of all regular employees are eligible for reimbursement.

All wages and payroll additives of extra hires (additional personnel hired to perform emergency work) are eligible for reimbursement. Your records must also indicate which job site the employee was working on each day and each hour if he/she worked on more than one job site in a single day. Indicate on the Payroll Record Form (Force Account Payroll Record) those persons who are extra hires (additional personnel hired to perform emergency work.)

A *Payroll Record Form* has been designed to enable you to show who did what and when and for how long on each job site. You may substitute your county form, as long as it gives the requested information.

It is important to initiate steps whereby you will know on a daily basis who (regular employees or extra hires) worked on what disaster emergency-related job for how long, and what he/she did. These may be turned in daily by each employee or by the foreman. Any type of daily work report form may be used as long as it shows the date, hours worked, job classification, and job sites in a single day, he/she should turn in a separate work report for each.

If desired, you could transcribe the information from the daily reports to your payroll system, and then file the daily report in the proper job folder. Having done this, the *Payroll Record Form* could then be brought up to date every other day, but at least once each week.

Force Account Equipment

Equipment, both applicant owned and rented, used on each particular job site must be fully documented. Specifically, the documentation must show the type and description, date used, hours used each day, total hours used, rate per hour (indicate with or without operator), total cost for each and total cost of all equipment used.

If the equipment is rented, you must also show the date, amount paid and check number or evidence of cash payment. The rental agreement must specifically state who must pay for all equipment repairs and a copy of the agreement must be retained in the job site file.

Rates used on applicant-owned equipment must be no more than those approved on FEMA's "Schedule of Equipment Rates". A copy of these rates can be obtained through the Wyoming Office of Homeland Security.

It is strongly urged that you use the *Equipment Record Form* to document the above information for equipment used on each specific job site. You should place an *Equipment Record Form* in each job folder immediately upon starting work, and record daily the use of any equipment on this form. A vendor invoice folder should also be established for vendor invoices and rental agreements if any rental equipment is used. Local governments may want to use daily written (form) reports or daily oral reports from foremen to record equipment usage.

Force Account Supplies

Materials and supplies, both purchased and from stock, used on each particular job site must be fully documented. Specifically, the documentation must show the unit price (may be averaged from stock cards), total cost, quantity, description, date purchased, date used, job used on, date paid for, and amount and check number or evidence of cash payment. Costs for transportation equipment utilized by an operating department and other employees <u>whose duties do not change because of the disaster</u> are **ineligible** for reimbursement. Costs of hand tools (shovels, handsaws, hammers, etc.) personal equipment and protective clothing used in performing eligible work are **ineligible** for reimbursement, as are charges for <u>insurance, storage, overhead and administrative costs.</u> It is strongly suggested you use the *Supply Record Form* to document daily the above information for materials and supplies used on each specific job site.

Immediately upon starting to work and establishing a folder for a particular job, place a *Supply Record Form* in the folder. Each time any materials are used on the job, record the information on the form.

A file separate from job folders should be established for vendor invoices on materials that are being, or will be, used on job sites. This will enable you to easily find the information needed when recording materials used on the *Supply Record Form*. You may use recently purchased materials or materials that have been in stock for some time for which the vendor's invoice has not yet been received or has been destroyed. If you have no invoice, confirm the needed information with the vendor and make up a city or county claim voucher for the vendor invoice file. You may want to use daily written (form) reports or daily oral reports from foremen to record expenditures of materials.

Wyoming Disaster Fund Procedures

Purpose

The intent and orientation of the Wyoming Disaster Fund is for bonafide disasters wherein the State of Wyoming must initiate massive response in support of affected jurisdictions. The fund is intended to provide sufficient financial resources to be utilized until additional state and/or federal funding guarantees can be provided. Recognizing the relative unlikelihood of receiving a Presidential Declaration (federal), the fund manager also seeks to provide partial relief to affected jurisdictions for non-federal disasters. The procedures that follow outline the use of the fund in such events.

The Wyoming Disaster Fund is separate from and should not be confused with the Governor's Contingency Fund.

Disaster Response: To partially reimburse Wyoming counties for costs incurred *outside normal operating expenses* in responding to disasters and emergency situations caused by natural and man-made events.

Disaster Mitigation: To provide limited supplemental funding for post-disaster projects which mitigate recurrent damage.

Military Department Aid to Local Governments: To provide limited financial means by which Wyoming Office of Homeland Security and the National Guard may assist local jurisdictions during emergencies/disasters.

General

Disaster Response: Response is defined as the temporary or emergency actions necessary to save lives, protect property, preserve public health and safety, and temporarily restore essential public services at the time of an incident.

The Wyoming Disaster Fund is established to supplement local resources expended during a disaster/emergency situation, and is not intended to reimburse all expenses. Local applicants must seek available disaster assistance from other state and federal sources prior to requesting reimbursement from the Wyoming Disaster Fund. Costs covered by or eligible for insurance (including flood and earthquake insurance riders) are not eligible for reimbursement. The fund will not reimburse local applicants for expenditures where alternate funding sources exist (e.g., State Fire Suppression Fund, State Search and Rescue program, et al). The Wyoming Disaster Fund will not duplicate assistance but may be used to complement other assistance.

Disaster Mitigation: Jurisdictions that receive Wyoming Disaster Fund assistance will be eligible to submit a proposal for a project designed to mitigate future damage from similar disasters. The fund manager may commit no more than 15 percent of the amount paid out for disaster response for approved mitigation projects directly related to the previously reimbursed disaster / emergency. Project proposals should be submitted to the fund manager in the same reimbursement year as the occurring disaster or the reimbursement year immediately following the disaster. All projects will require a minimum of 50 percent hard match from the jurisdiction.

A NOTE ABOUT TERMINOLOGY: While the use of disaster phases such as response, recovery and mitigation provides a good heuristic device for grouping various disaster activities, it is important to note that the division between the phases can be somewhat arbitrary. In other words, disaster events are not discrete events that can be easily distinguished between each other at all times. The fund manager recognizes the phases may not occur in neat, linear fashion. Therefore, costs associated with each disaster activity will be evaluated separately for reimbursement as opposed to setting a definite cut off date when it is declared that the disaster response phase is complete and a new phase has begun.

EXAMPLES OF INCIDENTS CONSIDERED FOR FINANCIAL ASSISTANCE:
Floods, Winter Storms (excluding snow removal), Tornadoes, Earthquakes, Hazardous Material Spills (unrecoverable costs only), Other Disasters or Emergencies (without alternate funding sources)

JURISDICTIONAL REQUIREMENTS: A jurisdiction, for the purposes of this fund, shall be considered to be a **county**, plus each of the smaller political subdivisions located within its boundaries (e.g., cities, towns, water districts et al).

Local Government Responsibilities

General: Local, county and municipal governments are responsible for the planning, coordination, and management of the disaster/emergency response effort. Potential state financial assistance does not relieve local authorities of their responsibilities as the first line of response during and/or after a disaster or emergency. Decisions to respond in a certain fashion should not be made based on potential reimbursement from this fund. There is no guarantee from the fund manager the jurisdiction will receive reimbursement in any event.

Eligible Claimants: Eligible claimants are counties, incorporated cities and towns, and other political subdivisions (water districts, fire districts, etc.) within the affected areas. *Eligible claimants must apply through the appropriate county government.* Each county will make a single, consolidated request for each incident and any reimbursement will be sent to the county. Each county is responsible for disbursement of funds within its jurisdiction. All local requests for reimbursement will be processed through the County Commissioners and their designated officials, in close cooperation with the County Coordinator.

Submission Dates: Each reimbursement year begins April 1st and ends March 31st of the following year. Reimbursement requests, one for each separate incident, are to be submitted as soon as possible after an incident's financial matters are closed. The close of the incident is considered to be the date the last expense is paid by the applicant. All requests for reimbursement must arrive at the Wyoming Office of Homeland Security by May 15th immediately following the reimbursement year to be considered for reimbursement. Approved claims will normally be paid by June 15th. Incidents that occur between April 1 and March 31, but are not closed and submitted to WOHS by May 15, may be considered for reimbursement from the following year's funds.

REQUIRED DOCUMENTS:

FINANCIAL ASSISTANCE APPLICATION PACKAGE: The Financial Assistance Application Package is due upon closure of the incident and must contain the following:

- Cover letter from the County Commissioners that completely describes the incident(s);
- Copy of signed local disaster declaration(s);
- Completed DCF Form 1, Wyoming Disaster Fund/Request for Financial Assistance, and copies of all supporting source documents (time sheets, equipment logs, vouchers, invoices, contracts, etc.);
- Verification that other available funding sources have been sought prior to submission of this claim.

All original source documents are to be maintained in the local office (s) routinely designated to maintain such documents.

PROCUREMENT:

State and Local Statutes: Each applicant shall ensure work and services authorized for approved project applications comply with state and local statutes, regulations, resolutions and ordinances.

Contingency Payment: Each applicant shall ensure no contract entered into by the applicant contains a provision that makes payment contingent upon reimbursement from the Wyoming Disaster Fund.

Cost Plus Contracting: Cost-plus-percentage of cost contracts will not be considered for reimbursement.

Claims Policy: Wyoming Constitution Articles 16-6 and 16-7 prohibit advances and donations. Hence, the Fund may only be used for reimbursement of eligible expenditures. Documentation will be required to verify the expenses were paid by the claimant jurisdiction. All bills must be paid by the claimant before submitting for reimbursement from the Wyoming Disaster Fund. All contracts must be fully executed before any reimbursement claim is filed. The Associated General Contractor (AGC) rates, by area, are the maximum eligible rates for contract reimbursement as well as eligible force account work. Force account work that does not involve an actual cash outlay by the claimant will not be considered for reimbursement except where specifically listed under *Allowable Costs*. All disaster/emergency claims filed for reimbursement are subject to state review. As a rule, state auditors will examine all claims after approval for payment. Any claim can be audited; therefore, all supporting records and documentation should be maintained for at least three years after any reimbursement is made.

ADMINISTRATION:

Fund Manager: Responsibility for the administration of the Wyoming Disaster Fund, including providing information, guidance, advice and assistance to local governments making application for disaster assistance funds, rests with the Wyoming Office of Homeland Security, a division of the Wyoming Military Department. Questions should be directed to the WOHS Disaster Recovery Manager, 307-777-4900.

Wyoming Disaster Council: The Wyoming Disaster Council has been established in order to provide oversight for the fund. Membership consists of 3 county commissioners, 2 mayors/ council members, and 1 citizen. These members are appointed by the Governor for three-year terms. The WOHS Deputy Director serves as a voting member and Executive Secretary to the group.

Claims Review: The Wyoming Office of Homeland Security will review all requests to ensure they are complete and recommend payment to the Council. The Council will approve or disapprove WOHS recommendations and effect payment based on the guidelines set forth herein.

The Disaster Council reserves the right to deny any claim if expenditures or the event itself do not exemplify the spirit of the fund. Further, a claim may be denied if a county's claim is determined to be lower priority than that of other counties submitting in the same reimbursement year.

The Wyoming Disaster Council may request the presence of a claimant representative at the annual claims meeting in order to answer any questions that arise. A claimant's travel costs associated with this meeting may be reimbursed according to existing state policy. If the Council requests a claimant's presence and the claimant fails to appear, the Disaster Claim may not be considered for reimbursement.

The Governor or his authorized representative may undertake a review of disbursements made at any time.

FUND CATEGORIES:
Within the Wyoming Disaster Fund, a series of "capped" categories are established to ensure funds are available for a variety of contingencies.

The categories and biennial allocations are as follows:

Incident Category	Percentage of Total	$ Amount
Local Disasters / Emergencies	67%	$ 502,500
Local Post-Disaster Mitigation	13%	$ 97,500
National Guard Response	15%	$ 112,500
WOHS Response / Administratio	5%	$ 37,500
Fund Total for Biennium		$ 750,000

There is no requirement to take any category of the fund or the fund itself to a zero balance at the close of each reimbursement year. Unspent funds will roll over into the next reimbursement year within the biennium or be otherwise allocated by the state legislature at the close of the biennium. When requests for reimbursement exceed any category cap, the fund manager may prorate disbursement. Unspent funds from any category may be shifted to supplement expenses from other categories, where necessary, upon approval of the Wyoming Disaster Council or the Governor. Whenever possible, eligible expenses in a particular category will be considered for payment before shifting funds between categories.

Claims Deductibles: Deductibles were established using county assessed valuation figures from the Equality State Almanac 2002, published by the State of Wyoming, Department of Administration and Information, Division of Economic Analysis. At the beginning of each reimbursement year, deductibles will be adjusted to reflect changes in county assessed valuations. The Deductible Schedule is attached to this document as Appendix 1. If total requests from all counties exceed funding availability, reimbursements may be prorated.

After a claim has been reviewed and expenses approved, the appropriate amount will be deducted from the total approved expenses. The difference will be the reimbursement amount to the county.

If any claim submitted consists entirely of costs incurred by a single local jurisdiction other than a county, the deductible amount will be based on the percentage of the population served by the jurisdiction in question. For instance, a claim submitted on behalf of the City of Cheyenne would have a deductible of 65% of Laramie County's ½ mill deductible. This prorated deductible will apply only in years when the county does not submit a claim for its own expenses.

ALLOWABLE and UNALLOWABLE COSTS:

Allowable Costs:

- Overtime salaries and wages and corresponding payroll additives for all regular employees directly engaged in the performance of eligible disaster work
- Regular and overtime salaries and wages and corresponding payroll additives for all extra hires performing eligible disaster work
- Eligible materials and supplies consumed in eligible disaster work (sand, sandbags, lumber, disposable personal protection equipment, etc.), including those procured by direct purchase or taken from claimant's stock
- Costs incurred over and above normal forty-hour week in the operation of claimant-owned equipment or other publicly owned equipment used by the claimant, in eligible disaster work [Associated General Contractor (AGC) rates apply]
- Reasonable costs for work performed by private contractors on eligible projects contracted for in accordance with local statutes
- Reasonable meal expenses for workers (and volunteers) directly engaged in eligible disaster work where it is not feasible for workers to leave the worksite to obtain meals on their own.

Unallowable Costs:

- Regular salaries and wages and payroll additives for regular employees whether engaged in eligible disaster work or not
- Cost of compensatory time given to employees in lieu of overtime pay
- Salaries and wages and payroll additives of government officials who are responsible for directing regular government activities
- Salaries, wages, fees and expenses of individuals or firms engaged in engineering analysis, project feasibility studies, preparation and processing of damage survey reports, project applications, claims for payment and support documentation
- Legal fees
- Insurance
- Office supplies and equipment
- Overhead costs
- Rent expense
- Storage expense
- Regular telephone and facsimile expenses
- Interest charges
- Late payment fees
- Sales tax
- Costs of hand tools (shovels, hammers, handsaws, etc.), reusable personal protective equipment (gloves, hats, coats, etc.)
- Force account equipment costs, utilized during normal business hours
- Cost-plus-percentage-of-cost contract work
- Costs incurred under contracts based on contingency clauses
- All costs incurred for undeclared or ineligible disasters/emergencies

MILITARY DEPARTMENT FUNDING

WOHS RESPONSE AND ADMINISTRATION: Five percent of the Wyoming Disaster Fund is allocated for Wyoming Office of Homeland Security response efforts and annual administrative costs. Any expenses related to the convening of boards, committees, per diem, travel, voucher and warrant processing, and audit expenses required to administer the fund will come from this line item. No regular salary costs for agency personnel will be funded from this line item.

MILITARY DEPARTMENT RESPONSE: National Guard response activities will be considered for payment from this fund on a case-by-case basis according to the desires of the Governor. Approved expenditures shall be paid directly from the fund (rather than reimbursed at year-end) and shall not be subject to annual review by the Council.

CLAIMANT APPEALS PROCESS

A claimant jurisdiction that feels its claim has been unfairly or inadequately reviewed may appeal as provided by the Wyoming Administrative Procedure Act.

APPENDIX 1: DEDUCTIBLE SCHEDULE

COUNTY	DEDUCTIBLE AMOUNT
ALBANY	$ 96,860
BIG HORN	$ 68,771
CAMPBELL	$1,281,972
CARBON	$ 257,629
CONVERSE	$ 179,948
CROOK	$ 43,332
FREMONT	$ 308,214
GOSHEN	$ 42,160
HOT SPRINGS	$ 47,952
JOHNSON	$ 51,090
LARAMIE	$ 246,108
LINCOLN	$ 295,846
NATRONA	$ 282,969
NIOBRARA	$ 19,271
PARK	$ 174,164
PLATTE	$ 55,034
SHERIDAN	$ 112,734
SUBLETTE	$ 548,573
SWEETWATER	$ 702,136
TETON	$ 338,700
UINTA	$ 348,269
WASHAKIE	$ 43,901
WESTON	$ 39,022

Based on 2002 Assessed Valuations (.05%)

LOGISTICS MANAGEMENT SUPPORT ANNEX

Coordinating Agency: **Park County Office of Homeland Security**
Park County Emergency Management Council

Cooperating Agencies: **All Park County Departments**
American Red Cross
Special Operations Group
Northwest College (Chartwells)
Southern Baptist Church
The Church of Latter Day Saints
Other organizations, to be identified

Purpose

The Logistics Management Support Annex provides an overview of the framework through which the overall logistics management function operates for Park County when the Park County Emergency Operations Plan is activated by the Park County Emergency Management Council / Park County Commissioners / Park County Office of Homeland Security Coordinator.

Logistics provides services and supplies in support of emergency and disaster operations. Responsibilities include: providing for facilities, transportation, supplies, equipment maintenance and fueling, and feeding services for responding personnel and victims.

This annex provides an overview of logistics management functions, roles, and responsibilities.

Scope

Logistics support is provided for prevention, preparedness, response, and recovery actions during all phases of incident management. Logistics management will often interface and require coordination with private sector, State and / or federal logistics managers during an incident.

The Logistics Section closely coordinates with ESF #7 – Resource Support and implements the procedures of this annex. Emergency Management ESF #5 provides staff for the Logistics Section Chief, whose function is to manage the following:

- Control and accountability of local supplies and equipment.
- Resource ordering.
- Delivery of equipment.
- Supplies and services.
- Resource tracking.
- Facility location and operations.
- Transportation coordination.
- Information technology systems services.
- Other administrative services.

The Logistics Section may be co-located with the Operations Section at or near the incident site or in the designated Emergency Operations Center, depending on the phase and scope of the incident.

Logistics may designate an incident logistics base, a mobilization center and a mobilization center manager. The mobilization center remains under the oversight of the Logistics Section and brokers resources for the impacted area or community. It is the focal point for pre-positioning, receipt, and distribution of supplies. Movement of teams, supplies, and equipment is managed by the Logistics Section and coordinated with the Operations Section.

Resources needed to mitigate the effects of, prepare for, respond, or recover from an incident may include equipment, personnel, supplies, relief to victims, or other services. The County attempts to fill the need from existing resources or through mutual aid or memorandums of understanding with other jurisdictions. Fiscal obligations and oversight are the responsibility of the Finance Section Chief.

The Logistics Section may:

- Fill the requirement from the resources located at the logistics base.
- Fill the requirement by direct mission assignment to a local agency or organization.
- Prepare a requisition and recommend commercial sources for goods and services to the Finance / Administration Section, as applicable.
- If the resource is still not available, the Logistics Section Chief passes the requirement through the Emergency Management / Homeland Security Coordinator.

Should the resource be unobtainable or insufficient, the requirement or need will be passed through the Emergency Management / Homeland Security Coordinator or his / her designee for State assistance.

Once the deployed resource is received, it is further processed by the Logistics Section by being sent to an incident logistics base (sign up / collection area), an Operations Section staging area, or a controlled distribution point.

Upon delivery to the location specified by the Logistics Section Chief, the Logistics Section Chief is responsible for transfer of State, federal, donated, private sector and mutual aid assets.

Logistics staff eventually transition from (1) the material management role of providing supplies and equipment or goods and services at the location and in the quantities required in the most timely and cost-effective manner as possible (and tracking all resources); to (2) a property management role which accounts for personal property at all operational levels. This role involves maintaining property accountability on items stored at or issued from distribution, receiving, or mobilization center locations.

County agency and private sector entities are responsible for recovering their property at the conclusion of operations.

In the event of a disaster declaration, County property used for incident management operations, that is lost, damaged, stolen, or consumed may be cost reimbursable. Local agencies must be able to provide the proper documentation to recover for loss, and, in any case, should not rely on financial reimbursement or equipment replacement by County, State, or federal sources.

POLICIES

General

County agencies will initially use their own resources when providing support for the Park County Emergency Operations Plan. When active, the Park County Emergency Operations Center will coordinate requests for resources exceeding an agency's capability, as necessary, through the Park County Office of Homeland Security Coordinator.

Resources will be managed by the County, which finances the resource (the agency paying for the use of the resource), including deployment, repairs and maintenance, replacement, timekeeping, etc. Depending upon the magnitude of the event, the State and / or federal government may also finance resources.

Contracts can be made with private non-profit organizations, private businesses, and industry for the provision of resources subject to normal rules or to exceptions approved by the County Commissioners or the Governor, in advance, depending upon the magnitude of the event.

CONCEPT OF OPERATIONS

Logistical Response Operations

Logistics support is provided for prevention, preparedness, response, and recovery actions during all phases of emergency or disaster management when the Park County Emergency Operations Plan is activated by the Park County Emergency Management Council / Park County Commissioners / Park County Office of Homeland Security Coordinator. Effective logistics management contributes to mission success while ensuring all functions are executed in a unified manner to reduce costs, ensure appropriate support actions, and increase response capability.

When the County requires logistics support from State or federal agencies, any or all of the following Park County, NRP / NRF, or WRP ESF s may be considered:

ESF #1 Transportation

ESF #2 Communications

ESF #3 Public Works and Engineering

ESF #7 Resource Support

ESF #8 Public Health and Medical Services

Initial Actions

- When directed by the County Commissioners, County agency personnel are selected to provide staff for the Park County Emergency Operations Center.
- Logistics personnel assigned to the Emergency Operations Center perform the following functions:

(Please refer to EOC *Job Action Sheets* in the Contingency Annex located in the back of this plan)

  - Participate, with operations and other contingency staffs, in coordination and decision making meetings, situational awareness coordination, incident action planning, and conference calls;
  - Translate operations-generated requirements into incident- or contingency-specific logistics plans for leadership approval;
  - Establish communications and coordination among state logistics partners to locate and stand-up mobilization centers;
  - Coordinate deployment of requested items and other response;
  - Provide resource tracking; and
  - Analyze requests for resources to determine cost-effective and timely means to meet requirements.

Ongoing Actions

Logistics personnel transition into logistics management activities. They execute logistics functions as follows:

- The Emergency Operations Center logistics roles and responsibilities focus on providing and coordinating delivery of required resources to sustain operations.

Demobilization

- As response operations begin to diminish, the Emergency Operations Center demobilizes other agencies from their respective operations.
- The Emergency Operations Center may remain active for several days following demobilization for the following closeout activities:

  - Coordinating and conducting activities associated with retrieving (or disposing of locally if no longer serviceable), refurbishing, and restocking all assets used during the operation;
  - Ensuring all equipment and supplies are accounted for in accordance with appropriate regulations, and resources tracking is completed and closed out; and
  - Participating in internal and external program reviews.

Resources Fulfillment Cycle

This section of the annex addresses the overall methodology used to anticipate and subsequently fulfill requirements of victims during the time the Park County Emergency Operations Plan is activated. The logistics response to emergencies and disasters is dependent upon many factors, but requires a continuing assessment that dictates the degree and scope of response.

Process

The ordering, sourcing, transportation, issuing, and movement of resources generally follows the procedural steps outlined below:

- Resources needed to provide relief to victims of disaster or emergencies are identified. Resources can involve supplying equipment or services.
- The local jurisdiction attempts to fill the need from existing resources. If they do not have the resource, they pass the requirement on to their County or to the State.
- When the Wyoming Homeland Security Operations Center (WHSOC) receives the requirement, the WHSOC attempts to fill the need with State and local resources. This may be done from existing resources, through commercial sources, or through Emergency Management Assistance Compacts (EMAC s) or mutual aid agreements. If the WHSOC cannot fill the need, and a Presidential Declaration is warranted and approved, it submits a request for Federal assistance to the Joint Field Office (JFO) Operations Section.
- Once the JFO has the source identified, the resource is delivered to the location specified in coordination with the WHSOC and the County. This typically occurs at the following locations:

    - Incident Command Post
    - Logistics base
    - Operations Section staging area
    - State staging area or distribution point
    - Directly where the resource is needed

Resource Availability and Tracking

There are a number of datasets devoted to quantifying and tracking resources available for crisis response or deployment. Park County has an internal list, which can be accessed during a crisis.

The Wyoming Office of Homeland Security has two primary databases. The first is a secure dataset on resources and resource needs for each County. The dataset is housed at the Wyoming Office of Homeland Security.

The second dataset is a NIMS-compliant resource database with associated resource typing as defined in Department of Homeland Security (DHS) guidance. This second dataset is available to all granted viewing permission on WebEOC, as described in this document and in the Standard Operating Procedures for the Wyoming Homeland Security Operations Center.

RESPONSIBILITIES

Coordinating Agency: Park County Office of Homeland Security
Park County Emergency Management Council

- Coordinate with each department to compile and maintain current lists of internal and external resources needed to carry out its assigned responsibilities / tasks.
- Provide the Emergency Operations Center with access to the County inventory / resource list.
- Provide resource personnel to the Park County Emergency Operations Center, upon request.
- Locate and facilitate procurement of resources necessary to support response and recovery efforts.
- Provide the financial management function with necessary documentation to assure proper contracting, payment of fees, etc.
- Provide manpower for selected projects.
- Ensure communications between on-scene responders, EOC, and others are established and maintained.
- Ensure liaison with the Park County Emergency Operations Plan Emergency Support Functions.

Cooperating Agencies: All Park County Departments
Wyoming Office of Homeland Security
American Red Cross
Special Operations Group
Northwest College (Chartwells)
Southern Baptist Church
The Church of Latter Day Saints
Other organizations, to be identified

- Assist with acquisition and delivery of resources (facilities, shelters, supplies, equipment, etc.)
- Provide resource personnel to the Park County Emergency Operations Center, upon request
- Support the Financial Management function with necessary documentation
- Compile and maintain current lists of internal and external resources needed to carry out assigned responsibilities / tasks.

VOLUNTEER and DONATIONS MANAGEMENT SUPPORT ANNEX

Purpose

The Volunteer and Donations Management Support Annex describes the coordinating processes used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited goods during a disaster. There are two levels to this annex:

- Walk-in volunteers / random donations
- Organized volunteer groups / targeted donations.

Scope

This annex provides guidance on the County and State roles in volunteer and donations management.

Key Functions and Responsible Agencies:

Walk-In Volunteers

Primary: Park County Office of Homeland Security

Task: Contact and coordinate with the Wyoming Department of Workforce Services
Task: Contact the American Red Cross
Task: Identify volunteer needs and areas needing assistance
Task: Register and place volunteers
Task: Deploy a team to establish a *Volunteer Registration Center* in or near the impacted area to process the volunteers, including application, screening, and referral to agencies placing job orders.
Task: Provide Park County Emergency Management Council and / or Park County EOC with updates and information for public service announcements.

Support: Park County CERT Team

Task: Assist

Organized Volunteer Groups

Primary: Park County Office of Homeland Security

Task: Contact organized volunteer groups, as needed
Task: Coordinate volunteer organization response at the County level
Task: Provide space at the Park County Emergency Operations Center for volunteer organizations to meet and interact with County and local agencies during events.
Task: Develop public information material for dissemination before and during an event.

Support: Park County CERT Team

Task: Assist in organizing volunteers

Support: Local citizens / volunteers

Task: Animal rescue and evacuation

Support: Wyoming Office of Homeland Security

Task: Coordinate volunteer organization response at the State level

Support: American Red Cross
Support: Salvation Army
Support: United Way
Support: Southern Baptist Disaster Relief
Support: The Church of Latter Day Saints

Support: Wyoming VOAD (Voluntary Organizations Active in Disaster)

Task: Facilitate coordination of job orders submitted by voluntary organizations

Park County Volunteer Groups

The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government.

1. Cowboy Chapter, American Red Cross

   Provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides feeding for emergency workers.

   The American Red Cross **must** be contacted at the onset of an emergency or event, so costs will be paid by them rather than the County or local government.

2. The Salvation Army

   Provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distributing of donated goods, including food, clothing, and household items. It also provides referrals to government and private agencies for special services.

3. Southern Baptist Convention Disaster Relief

Provides mobile feeding units staffed by volunteers. Active in providing disaster childcare, the agency has several mobile childcare units. Can also assist with clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

4. RACES / ARES

The Radio Amateur Civil Emergency Service provides amateur radio support for emergency operations, including communications support in the EOC.

5. Citizen Corps Council

a) CERT (Community Emergency Response Team)
b) VIPS (Volunteers in Police Service)
c) Fire Corps Volunteers

Business Support

The following businesses have agreed to provide support for emergency operations, as indicated:

Special Operations Group
Northwest College – Chartwells
Northwest Rural Water District
Shoshone Municipal Pipeline
Wal Mart

Key Functions and Responsible Agencies:

<u>Donations Management</u>

Primary: Park County Clerk / Park County Treasurer / City Treasurer

Task: Recordkeeping
Monetary
Equipment
Personnel
Food & Water
Clothing

Task: Establish and implement procedures to receive, accept, or turn down offers of donated goods and services, and provide instructions to donors of needed goods and services

Support: Park County Office of Homeland Security

Task: Compile resource requirements and needs
Task: Solicit donations to meet known needs
Task: In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods

Overview

County, State, and local government have primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods.

The State Disaster Volunteers Referral System is activated when the primary agency, in consultation with the affected county's Emergency Operations Center and the State Operations and Coordination Center, determines the magnitude of the event has or will trigger a convergence of emergent, "walk-on" volunteers to an extent that is likely to exceed local capabilities. The system is intended to reduce confusion and an inefficient use of volunteers.

Voluntary organizations active in disasters, government entities, and local residents will list "volunteer" job orders in the same manner "for pay" job orders are listed with the Department of Workforce Services. Volunteers can apply by visiting a local Employment Resources Office or by reporting to the on-site Volunteer Center. Emergent volunteers include individuals who are not affiliated with established voluntary organizations. Affiliated, trained volunteers deployed to an impacted area by a volunteer organization such as the American Red Cross will generally report directly to that organization's on-site headquarters. Volunteers will be accountable to the organization to which they are assigned. Volunteers will wear identification cards provided by the organization they are affiliated with and/or those issued by local government officials.

The Wyoming Disaster Leave Act provides for qualified state employees who are certified American Red Cross disaster volunteers, with permission of their agency heads, to respond to perform disaster relief work for no more than 15 days paid leave annually.

Contacts:

Wyoming Department of Workforce Services
307-777-8650
Wyoming Voluntary Organizations Active in Disaster
307-745-5505

Incident

Annexes

SECTION III

BIOLOGICAL -– 2-8
EARTHQUAKE -– 9-15
EVACUATION -– 16-51
FLOOD / DAM -– 52-54
FOOD & AGRICULTURAL -– 55-58
HAZARDOUS MATERIAL INCIDENT RESPONSE -– 59-64
LAW ENFORCEMENT AND INVESTIGATION -– NON TERRORISM -– 65-68
LAW ENFORCEMENT AND INVESTIGATION -– TERRORISM -– 69-76
TORNADO – 77-80
WILDLAND FIRE -– 81-85
WINTER STORM -– 86-89

BIOLOGICAL INCIDENT ANNEX

Purpose

The purpose of the *Biological Incident Annex* is to provide guidance for detecting and responding to disease, pathogens, and pests of known or unknown origin that pose economic or health threats. This annex provides a general overview of the actions, roles and responsibilities of County agencies for threat assessment, laboratory testing, joint investigative / response procedures, and actions related to recovery.

Scope

The goals of Park County's response to biological incidences including biological terrorism events, pandemic influenza, emerging infectious disease or novel pathogen outbreak are to:

- Detect the event through surveillance and environmental response
- Identify exposed populations and implement protection measures
- Determine source of outbreak
- Control and contain potential outbreaks
- Coordinate resources to ensure surge capability and augment public health and medical services
- Track and prevent potential resurgence or outbreaks
- Assess extent of biological contamination and decontaminate as necessary

Concept of Operations

In the event of a biological incident the first level of control will reside within the local government of the affected jurisdiction. (City / Town and County) It is recognized large outbreaks will require a highly coordinated response to public health and medical emergencies. The second level of control will be exercised through the Wyoming Homeland Security Operations Center and the Wyoming Department of Health or Wyoming Department of Agriculture / Wyoming Livestock Board on behalf of the governor.

Responsibilities (Primary and Support)

<u>Disease Outbreak / Novel Pathogens Human Health Function</u>

Primary: Park County Health Officer

Task: Contact Wyoming Department of Health and act as spokesperson under direction of State Health Officer and Epidemiologist.
Task: Develop plans and identify locations for vaccine administration
Task: Contact identification and tracing

Support: Park County Public Health

Task: Perform tasks directed by Park County Health Officer
Task: Inform and advise Park County Emergency Management Council and Park County Office of Homeland Security of the situation and requirements
Task: Identify volunteers (R.N. s, L.P.N. s, and C.N.A. s) for vaccination and other control efforts
Task: Monitor those in home isolation/quarantine on a daily basis

Support: Park County Office of Homeland Security

Task: Notify and activate Emergency Management Council or MACS
Task: Assist with resource requests, as needed

Support: Park County Sheriff's Office
City of Cody Police
City of Powell Police

Task: Enforce quarantines and ensure security of medical supply

Support: Wyoming Department of Health
Wyoming Public Health Laboratory

Task: Surveillance and reporting of infectious disease occurrence through existing state and CDC reporting systems
Task: Monitor CDC infectious disease updates and provide guidance and updates to Park County and Wyoming public and private healthcare providers
Task: Coordinate collection of specimens from patients with strong epidemiologic suspicion for exposure to novel diseases
Task: Prioritize testing of samples based on resources
Task: Initiate activities and / or coordinate activities for disease confirmation and contact identification / tracing
Task: Assess need to screen those traveling from affected locations
Task: Coordinate procurement and distribution of vaccines
Task: Support local health departments by coordinating requested supplies, equipment, and personnel
Task: Coordinate all information releases with the Governor's Office, WOHS, Park County, and other state agencies
Task: Maintain capability of 24/7 reports of disease events of potential public health hazards

Support: Wyoming Department of Health Director

Task: Activate Wyoming Department of Health Response Plans

Support: State Health Officer

Task: Establish, maintain, and enforce isolation and quarantine
Task: Close public buildings, discourage or cancel large public gatherings
Task: Enforce mandatory vaccinations (with consent)
Task: Spokesperson for Wyoming Department of Health

Support: State Epidemiologist

Task: Spokesperson for Wyoming Department of Health

Support: Wyoming Office of Homeland Security

Task: Coordinate non-medical response actions
Task: Coordinate with Director Wyoming Department of Health for information dissemination
Task: Coordinate with Director Wyoming Department of Health activation of the State Crisis Management Plan
Task: Coordinate the Regional Emergency Response Team when needed for environmental assessment and sample collection

Support: Wyoming State Board of Nursing

Task: Identify volunteers (R.N s, L.P.N s, and C.N.A. s) for vaccination and other control efforts

Support: Wyoming Military Department

Task: Assist with transport and security of vaccine

<u>Disease Outbreak / Novel Pathogens Animal / Plant Health Functions</u>

Primary: Wyoming Livestock Board / State Veterinarian
Wyoming Department of Agriculture (Livestock)

Primary: Park County Health Officer / Park County UW Extension Office

Primary: Park County Weed and Pest

Primary: Wyoming Game and Fish
Wildlife Disease Laboratory
Game and Fish Laboratory (Wildlife)

Primary: UW Cooperative Ag Pest Survey
UW County Extension Offices
UW College of Agriculture, Plant Sciences Department
UW Department of Renewable Resources, Entomology Department
USDA-APHIS Plant Protection and Quarantine Director (Plants/Insects)

Primary: Wyoming Public Health Laboratory (All)

Task: Import restrictions
Task: Monitor animal disease, exotic plant pest and other pest outbreaks in other states
Task: Test domestic and wild animals and develop plans if disease is detected
Task: Conduct detection surveys for exotic plant pests
Task: Initiate contact identification/tracing
Task: Establish, maintain, and enforce isolation and quarantine of farm products, domestic or wild animals, exotic plant pests or other objects

Support: Wyoming Department of Agriculture
Wyoming Weed and Pest Districts

Task: Assist in crop damage assessment
Task: Assist in pest damage assessment

Support: Wyoming Department of Environmental Quality
Wyoming Livestock Board
Wyoming Game and Fish

Task: Coordination and technical assistance for disposal of contaminated plants or plant products
Task: Coordination and technical assistance for animal disposal

Support: Park County Office of Homeland Security

Task: Notify and activate Emergency Management Council or MACS
Task: Assist with resource requests, as needed
Task: Activate citizens / volunteers for animal rescue and care

Support: Local citizens / volunteers

Task: Provide animal rescue, evacuation, and/or care

Biological Terrorism Function

Primary: Federal Bureau of Investigation

Task: Primary crisis management responsibility and authority for response to terrorist events in Wyoming resides with the FBI and utilizes a unified command approach

Primary: Wyoming Department of Health
Wyoming Public Health Laboratory

Task: Coordinate with local responders to: limit exposure to biological agents; ensure medical response and treatment; contain biological agents; provide guidance for cleanup; provide training assistance to first responders on biological agents

Support: Park County Office of Homeland Security

Task: Notify and activate Emergency Management Council or MACS
Task: Assist with resource requests, as needed

Support: Park County Sheriff's Office
City of Cody Police
City of Powell Police
Wyoming Highway Patrol
All Local Responders

Support: Wyoming Department of Administration and Information

Task: Alert state personnel of threatening hazardous biological material incidence

Support: Wyoming Office of Homeland Security
Wyoming Department of Environmental Quality
Wyoming Department of Agriculture
University of Wyoming

Task: Arrange for technical assistance when necessary to respond to radiological, chemical, and biological materials
Task: Coordinate communication and activation of Crisis Management Plan

Contact List – Biological Incident

Park County Office of Homeland Security	307-527-1860
Park County Sheriff	307-527-8700
City of Cody Police	307-527-8700
City of Powell Police	307-754-2212
Park County Health Officer	307-587-5545
Park County Public Health Coordinator	307-840-4265
Park County UW Extension Coordinator	307-527-8561
Park County Weed and Pest	307-754-8884
Wyoming Highway Patrol – Cody	307-587-9729
State	307-777-4301
Dispatch	307-777-4321
Big Horn County	307-548-2516
Hot Springs County	307-864-4649
Washakie County	307-347-3331
Region VI Response Team	307-347-6379
Wyoming Office of Homeland Security	307-777-4663
American Red Cross	307-689-0886
USDA Animal Plant Health Information Service- Plant Protection and Quarantine	307-432-7979
University of Wyoming Cooperative Agriculture Pest Survey	307-766-5278
University of Wyoming College of Agriculture Plant Sciences Department	307-766-3103
University of Wyoming Department of Renewable Resources Entomology Department	307-766-2263
Wildlife Disease Laboratory	307-322-2571 (4576)
Wyoming Department of Administration and Information	307-777-7201
Wyoming Department of Agriculture	307-777-7321
Wyoming Department of Environmental Quality (DEQ)	307-777-7937
	307-777-7781
Wyoming Department of Health (24/7 Epidemiology Hotline)	888-996-9104
Wyoming Department of Health Director	866-571-0944
Wyoming Department of Health State Health Officer	307-777-6340
Wyoming Department of Health State Epidemiologist	307-777-7716
Wyoming Game and Fish	307-777-4600
Wyoming Game and Fish Laboratory	307-766-5618
Wyoming Livestock Board	307-777-7515
Wyoming Military Division	Contact Park County Office of Homeland Security
Wyoming Public Health Laboratory (Bioterrorism)	307-777-3735
(Chemical Testing)	307-777-7868
(Microbiology)	307-777-6053
Wyoming State Board of Nursing	307-777-7601
Wyoming State Veterinarian	307-777-6443
Wyoming Weed and Pest Districts	307-777-6585

National Weather Service

Riverton (Big Horn, Fremont, Hot Springs, Johnson, Lincoln, Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties):	307-857-3898
http://www.crh.noaa.gov/riv	800-211-1448
Cheyenne (Albany, Carbon, Converse, Goshen, Laramie, and Platte Counties):	307-772-2468
http://www.crh.noaa.gov/cys	
Billings (Sheridan County)	406-652-0851
http://www.wrh.noaa.gov/byz	
Salt Lake City (Uinta County)	801-524-5133
http://www.wrh.noaa.gov/slc	
Rapid City (Campbell, Crook, and Weston Counties)	605-341-7435
http://www.crh.noaa.gov/unr	

EARTHQUAKE INCIDENT ANNEX

Purpose

The purpose of this annex is to facilitate an effective response to earthquake and its accompanying hazards. i.e. liquefaction, mud / rock slides, avalanches, etc.

Scope

Earthquake can be overwhelming to any region of the state. Several specialized resources will be needed in the response to earthquakes in Park County or the State of Wyoming. Geological support from the Wyoming Geological Survey Service is available in the response to this type of incident. The Wyoming Office of Homeland Security can provide resources such as communication equipment, mobile command center, and personnel to assist in recovery.

Concept of Operations

Command and Control

In an event such as an earthquake, many jurisdictions will be involved depending on the area affected. A Multi-Agency Coordination System (MAC) involving all affected jurisdictions and the State of Wyoming would be represented.

All resources of local entities, Park County, and the state could be utilized. The Wyoming National Guard, the State Health Department, Department of Transportation, Geological Survey Service, Office of Homeland Security, and social agencies would all be called upon.

The Duties Officers Handbook has a list of contacts to be called in the event of an earthquake.

Federal assistance would be called upon such as FEMA Urban Search and Rescue.

Donation management could be overwhelming. Procedures for the management of donations should be put into place early during the incident to ensure proper administration.

Initial organization will be crucial during the early stages for this type of emergency. Utilizing the *First Five Minutes Checklist* will be a must.

First Five Minutes Checklist

Name the Incident
Establish Command
Establish a Command Post
Communicate using Networks
Review Priorities
1. Life Safety
2. Incident Stabilization
3.Property Preservation
Size-up the Incident
Establish Written Objectives
Deploy Initial Resources
Request Backup Resources
Stage Unassigned Resources
Monitor Situation Status
Transfer Command, if Needed
Consider Unified Command

Responsibilities (Primary and Support)

Primary: Park County Office of Homeland Security
Park County Emergency Management Council

Task: Activate EOC
Task: Contact WY Office of Homeland Security
Task: Contact WY Geological Survey for magnitude and aftershock probabilities
Task: Contact National Weather Service (Riverton and Billings) for up to date forecasts
Task: Notify local jurisdictions to implement a MAC
Task: Access Web EOC, as needed
Task: Issue *Disaster Declaration,* as needed

Support: All Park County and Municipal Jurisdictions and Agencies

Support: WY Highway Patrol
WY Department of Transportation

Support: WY Office of Homeland Security

Task: Assist with resource requests
Task: Contact State and Federal agencies, as needed

An earthquake is generally defined as a sudden motion or trembling in the Earth caused by the abrupt release of slowly accumulated strain. The most common types of earthquakes are caused by movements along faults and by volcanic forces, although they can also result from explosions, cavern collapse, and other minor causes not related to slowly accumulated strains.

Historically, earthquakes have occurred in every county in Wyoming (Figure 5.1). The first was reported in Yellowstone National Park in 1871. Yellowstone National Park is one of the more seismically active areas in the United States.

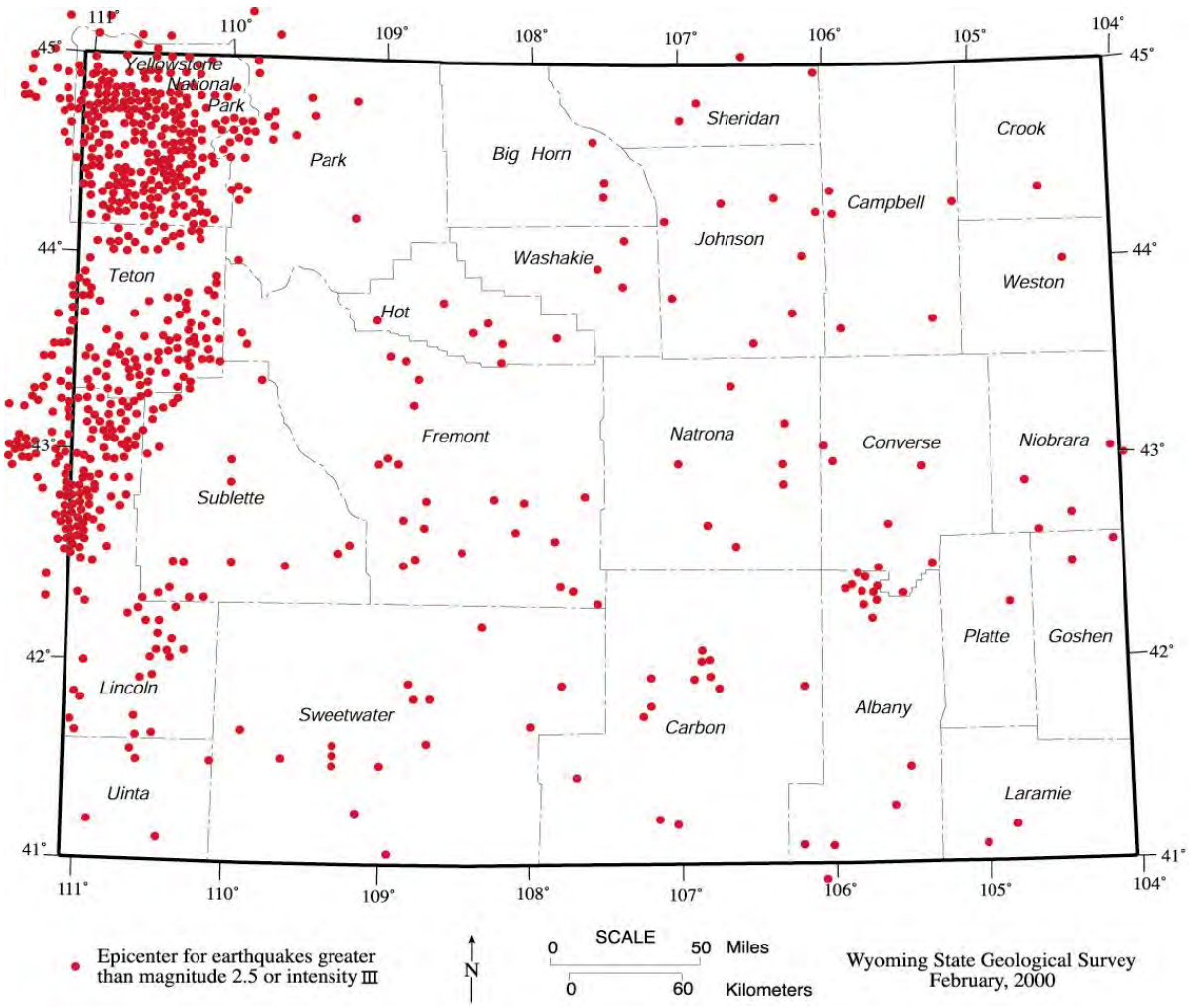


Figure 5.1 Historic Earthquakes in Wyoming

Historic Seismicity in Park County

The first earthquake recorded in Park County occurred on February 2, 1920. This intensity III event was located in north-central Park County, approximately 18 miles northwest of Cody. Several people reported feeling it and hearing a rumbling sound (Humphreys, 1921).

On October 3, 1944, an intensity IV earthquake occurred in south-central Park County approximately 6 miles north of Pitchfork. Several people in Yellowstone National Park and the Flag Ranch reported feeling three distinct tremors that rattled dishes and canned goods, swung suspended objects, and even caused buildings to sway. "Subterranean sounds" were also reported from the Flag Ranch (Bodle, 1946).

Two earthquakes occurred in Park County during the 1950s. The first was recorded on April 10, 1950, 18 miles north of Wapiti. This intensity IV event shook lamps, rattled loose objects, and caused buildings to creak (Murphy and Ulrich, 1952). On April 25, 1952, an intensity III earthquake occurred approximately 35 miles west-northwest of Clark near the Wyoming/Montana border. The earthquake lasted for a few seconds and was felt by only one person (Murphy and Cloud, 1954).

Four earthquakes occurred in Park County during the 1960s. All four were recorded in western Park County near the Yellowstone National Park border, but no one reported feeling the earthquakes (U.S.G.S. National Earthquake Information Center). The March 22, 1963 event was reported approximately 40 miles west-northwest of Clark in the extreme northwestern corner of Park County. On June 25, 1963, a magnitude 4.2 earthquake occurred 22 miles southwest of Valley. A magnitude 3.6 earthquake was recorded on May 15, 1965, approximately 22 miles southwest of Valley. Another magnitude 3.6 earthquake occurred 25 miles north-northwest of Wapiti on January 21, 1967.

On April 21, 1973, a magnitude 4.4 earthquake was recorded on the western edge of Park County approximately 36 miles west-northwest of Wapiti. People in the area reported feeling the earthquake (Coffman et al., 1975). On January 16, 1980, a magnitude 2.6 earthquake occurred 20 miles north-northwest of Wapiti. No one reported feeling this event (U.S.G.S. National Earthquake Information Center).

Two earthquakes occurred in Park County during the 1990s. A magnitude 3.6 earthquake was recorded on January 1, 1994, and a year later, a magnitude 3.7 earthquake was felt on January 17, 1995. The earthquakes had epicenters approximately 29 and 28 miles west-northwest of Wapiti, respectively. No damage was reported and nobody reported feeling either event (University of Utah Seismograph Station Epicenter Listings).

On March 25, 2008, a magnitude 4.2 earthquake was reported in Northwest Park County with the epicenter 31 miles west-northwest of Wapiti. No damage was reported, but ground rolling was felt at Pahaska. Early in 2009, activity was being monitored in the West Yellowstone area.

Disaster Declaration

A local emergency or disaster declaration can be issued with or without a request for State assistance.

Examples / forms for disaster declarations are in the appendix for *Declaring Disasters* located in the back of this plan.

Before the State issues an emergency or disaster declaration for a local disaster or emergency, local resources (money, manpower, or equipment) must be expended.

The disaster declaration should be addressed to the Governor and faxed to WOHS at 307-635-6017, for delivery to the Governor.

Financial Considerations

Track costs immediately – payroll (regular and overtime), equipment rentals, supplies, Force account (if you use your own equipment), contractors, food, volunteer hours, (sign-in and sign-out sheets), volunteer equipment, and all other associated costs or donated resources.

Please refer to: Support Annex, *Financial Management Support*, Section II, Pages 2-14.

Funding Options

- Wyoming Disaster Funds

  Only certain costs may be reimbursed. See *Wyoming Disaster Fund Procedures* in the Financial Management Support Annex.
  (Section II Pages 7-11)

  All submitted costs are reviewed by the Wyoming Disaster Council.
  A deductible is in effect.
  (Section II Page 14)

- Governor's Contingency Fund

  The *Governor's Contingency Fund* should not be confused with the *Wyoming Disaster Fund.*

Coordinating Agencies

Park County Emergency Management Council
Park County Office of Homeland Security
Wyoming Geological Survey
Wyoming Office of Homeland Security

Cooperating Agencies

City of Cody Police
City of Powell Police
Park County Search and Rescue
Park County Sheriff
Park County Health Department
Park County Road and Bridge / Public Works
Fire District #1 – Powell
Fire District #2 – Cody
Fire District #3 – Meeteetse
Fire District #4 - Clark
Powell Valley Healthcare EMS
West Park Hospital EMS
Wyoming Department of Family Services
Wyoming Department of Health
Wyoming Highway Patrol
Wyoming Department of Transportation (WYDOT)

Cooperating Federal Agencies

Federal Emergency Management Agency (FEMA)
US Geological Survey

Contact List – Earthquake Incident

Park County Office of Homeland Security	307-527-1860
Park County Sheriff	307-527-8700
City of Cody Police	307-527-8700
City of Powell Police	307-754-2212
Park County Health Officer	307-840-4265
Park County Public Health Coordinator	307-527-8571
Park County UW Extension Coordinator	307-527-8561
Park County Weed and Pest	307-754-8884
Wyoming Highway Patrol – Cody	307-587-9729
State	307-777-4301
Dispatch	307-777-4321
Big Horn County	307-548-2516
Hot Springs County	307-864-4649
Washakie County	307-347-3331
Region VI Response Team	307-347-6379
Wyoming Office of Homeland Security	307-777-4663
American Red Cross	307-689-0886
Federal Emergency Management Agency (FEMA)	303-235-4800
FEMA Urban Search and Rescue	303-235-4800
Wyoming Department of Environmental Quality (DEQ)	307-777-7937
	307-777-7781
Wyoming Department of Family Services	307-587-6246
	307-777-7561
Wyoming Department of Health	307-777-7656
Wyoming Department of Health – Director	866-571-0944
Wyoming Department of Transportation	307-777-4301
	307-587-2220
Wyoming Livestock Board	307-777-7515
Wyoming State Geological Survey	307-766-2286
Environmental Protection Agency (EPA) – Region 8	800-424-8802
- National	800-227-8917

National Weather Service

Riverton (Big Horn, Fremont, Hot Springs, Johnson, Lincoln, Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties):	307-857-3898
http://www.crh.noaa.gov/riv	800-211-1448
Billings (Sheridan County)	406-652-0851
http://www.wrh.noaa.gov/byz	

EVACUATION INCIDENT / NOTIFICATION ANNEX

During a period of emergency, it may be necessary to relocate the populace to unaffected areas or into shelter facilities. This populace will most likely include victims with special needs, pets, or owned animals, and special populations such as tourists and college students, depending upon the time of year. This Incident Annex will identify the primary agencies involved in the evacuation process and operational guidelines.

If changes to any of these procedures are necessary, the Park County Office of Homeland Security will make appropriate changes and distribute those changes to individuals on the authorized distribution list. It is the responsibility of each individual holding a copy of these procedures to ensure such changes are posted in a timely manner.

As part of normal maintenance, all involved agencies, departments, and organizations should review those Suggested Operating Procedures (in their entirety), which directly or indirectly affect their operations, at least once a year. All affected individuals, agencies, and organizations tasked, or otherwise directly or indirectly affected by the Park County Emergency Operations Plan, its Annexes or Suggested Operating Procedures, should ensure their personnel are trained and exercised on their duties in regards to those plans, annexes, or procedures which affect their operations.

These procedures are designed as a supplement to the Park County Emergency Operations Plan. They should not be used as an exclusive reference for response to an emergency or disaster. These procedures provide assistance with the planning for, preparation, response, recovery, and mitigation to incident evacuations in Park County. Although these procedures may contain information that appears to reflect technical guidance, these procedures are not a technical reference. Specific technical, legal, or medical questions should be referred to appropriate agencies, or professionals for resolution. If it appears technical guidance is necessary, an attempt has been made to identify resources that may provide such technical assistance.

The materials in these procedures undergo a process of continuous review and updating. Copies made of these procedures without the concurrence of the Park County Office of Homeland Security may not be current or complete. Individuals needing the information in these procedures should arrange to obtain current copies and be placed on the authorized distribution list to ensure the information is current and up to date.

Park County fully supports the Americans with Disabilities Act. These *Suggested Operating Procedures* may be available in alternate formats in compliance with the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq. (1990). If you are impaired or disabled and require assistance, please contact the Park County Homeland Security Coordinator at 1131 Eleventh Street, Cody, WY, 82414 or 307-527-1860 for assistance.

PARK COUNTY
Evacuation Incident / Notification Annex

Table of Contents

Disclaimer……..……..……...III-16

Table of Contents……..……..……..……III-17-18

I. Description/Definition ……...……..…….…...…III-19

II. Evacuation Considerations
A. Identification of Need…….…..…....……III-20
B. Identification of Area/s Affected. …….…….…..……III-20

III. Purpose ……..……..…..……...III-20

IV. Special Populations / Special Needs……III-21-22

V. Pets and Owned Animals ……..…..……..……...III-23-24

FORM – *EVACUATION AUTHORIZATION*……III-25

Plan Objectives and Safety Message ……..……..III-26

EVACUATION STAGES……..……..……..……III-27-28

EVACUATION IMPLEMENTATION
1. Emergency Implementation Procedure.....III-28
2. Refusal Response Procedure…….……..III-29
3. Evacuation Routes……...……...III-29
4. Roadblocks and Traffic Control Points…….……...III-29
5. Pre-Evacuation Activities……...……..III-29
6. Resource Locations……III-29
7. Communications…….……....III-30

RESOURCE REQUIREMENTS…….……...……...III-30

EVACUATION POINTS AND MAPS……..III-31-42

IMPLEMENTATION GUIDELINES, EOC STAFF……..…….…..……III-43

EMERGENCY TRAFFIC POLICY
In the event …Involvement and Authorities..……..III-44
Evacuation Routes…….……..III-44
Modes of Transportation and Debarkation ……..……...…….III-45

PARK COUNTY
Evacuation Incident / Notification Annex

Table of Contents

EVACUATION PROTOCOLS
I. General……..……..III-46
II. Door to Door…….III-46-47
III. Mobile Public Address…….III-48

FORM – *EVACUATION ORDER*…….III-49

FORM – *EVACUATION NEEDS CHECK-LIST*…….III-50

Contact List – Evacuation Incident…….III-51

EVACUATION INCIDENT / NOTIFICATION ANNEX

I. Description / Definition

Emergencies or disasters may require the evacuation from hazard areas to areas of lower risk. Evacuees will most likely include victims with special needs, special populations such as tourists, college students, and pets or owned animals. During emergencies such as floods, hazardous materials spills or releases, accidents or threats involving radiological materials, volcanic action, major fires, dam breaches or failures, and others, the Park County Sheriff may determine the evacuation of all or part of the community is prudent to minimize loss of life, with input from the Incident Commander and the Park County Emergency Management Council (Park County Commissioners).

The basic approach to evacuation is the same regardless of the type of threat. It is necessary to determine the area at risk, then to compare the risks associated with evacuation with the risks of leaving the threatened population in place. Next, managers must designate roads leading to appropriate low risk areas, provide bus or other transportation for those without private transportation, open and staff buildings to house and feed the evacuated population, and provide clear and understandable instructions to the public.

Experience has shown during most emergency conditions for which there is advance warning, 50% or more residents in threatened areas will evacuate their homes before ordered to do so by public officials. Moreover, studies indicate 80% of evacuees will seek shelter from relatives or friends rather than use designated public emergency housing facilities This need would be substantially greater during the tourist season, when we would have to allow for the care and safety of our many visitors.

Removal of victims from an area already impacted by a hazard is considered a rescue, and will be conducted according to departmental suggested operating procedures.

The responsibility for ordering an evacuation rests with local government and/or the Governor. In Park County, formal authority to order an evacuation lies with elected Chief Executive Officials and is implemented by the Sheriff (or the Chief of Police). In on-scene operations, authority may be delegated to the Incident Commander by the Park County Emergency Management Council, the Park County Sheriff, or the Multi-Agency Coordination Group. (MAC).

According to Wyoming Statute, there is no clear legal authority to force citizens to evacuate their homes against their will (unless their actions are otherwise illegal or are obstructing the legal emergency operations of appropriately designated officials). Officials can, however, enforce an evacuation of public facilities or places of business when the owner requests such assistance. In addition, law enforcement officers may arrest, or take into protective custody, minors, persons who have violated an established perimeter, or persons who interfere with the legal actions of emergency responders.

II. Evacuation Considerations

A. Identification of Need

1. The Incident Commander, regardless of agency or whether on-scene or in the Emergency Operations Center, shall determine the need to evacuate an area, the extent of the area to be evacuated, develop an evacuation plan, activate the alert and warning systems, and direct the implementation of the evacuation plan, in consultation with the Park County Sheriff, Park County Emergency Management Council, or MAC (Multi-Agency Coordination System)

B. Identification of Area /s Affected

Before an evacuation can be implemented, the following activities must take place:

1. Identify high hazard areas, including those areas that may be impacted if the incident escalates or conditions change.
2. Identify potential evacuation routes, their capacities, and vulnerability to the hazard.

   Primary routes for evacuation of Park County include, but are not limited to:

US Highway 14-16-20 E	US Highway 14-16-20 W
US Highway 14A	US Highway 212
WY Highway 120 S	WY Highway 120 N
WY Highway 290	WY Highway 294
WY Highway 296	

   If the evacuation involves more than one jurisdiction, it is vital all such routes are coordinated prior to implementation of the evacuation plan.

3. Alert and warn the public at risk. Include specific information about the risk, the protective actions which need to be taken, and the possible risks of non-compliance.

III. Purpose

To plan the ability to evacuate Park County's entire population of approximately 26,000 residents (note: this number will double or triple during the height of the tourist season) out of the state. Due to its proximity, the primary relocation site would be our neighboring state of Montana, depending upon the size and location of the incident. Any evacuation would involve our special needs populations and the care and safety of pets and owned animals. The County will incorporate NIMS concepts into this operation, creating a Unified Command structure to direct and support multiple agencies and jurisdictions.

The Park County Emergency Operations Center will be fully activated to support all aspects of an evacuation.

IV. Special Populations / Special Needs Populations

Special populations within Park County may need additional assistance during evacuations. These populations could include students, residents of nursing homes and assisted living facilities, and patients in hospitals. There are correctional institutions in the County whose population may require special handling. Juvenile foster care during emergency evacuations may be the responsibility of Park County. All facilities handling special populations should have internal disaster plans addressing evacuation. In addition, the Park County Emergency Operations Center may assist in procurement of specialized transportation resources such as ambulances, buses, and/or vehicles for transportation of the mobility impaired.

Consideration must be given to our tourist population during the months of May through August; not only the ability to notify and direct them, but also the ability to shelter and feed an increased number of evacuees.

The following are concerns that need to be addressed when dealing with an emergency resulting in the evacuation of special populations or special needs populations.

Notification: Evacuation notice by Park County Sheriff's office, door to door, NOAA radio, Reverse 911, Code Red, Emergency Broadcast System through local radio stations, Cable Interrupt Systems, siren alert, mobile public address announcements, and the Health Alert Network, as it becomes operable.

- Health Alert Network being developed
  - Wyoming Department of Health
  - Self-registration through Medicare recipient listings
  - E-mail, cell phone, text messaging, home phones
  - Time adaptable
  - Ability to change highway electronic signs
  - Minimal cost (telephone call) to County
- Wyoming Independent Living Rehabilitation system
- Maintain an updated call list of nursing homes, college, etc.
- Park County Health Officer & Public Health Nurse

Tracking: Form with pertinent information - From, Destination, Who, With, etc.

Transportation: Vehicles with wheel chair and other large equipment capability
- Drivers
- Fuel
- Repair or towing availability

Staging areas will be established and formed with primary locations in Cody, Meeteetse, and Powell. Minor locations will be on the South Fork at Irma Flats Mothers Club, North Fork at the Wapiti School, Clark at the Rec Center, and Ralston Post Office.

These staging areas will assist evacuees with transportation, information, sheltering, and other support missions to be determined. We know most evacuees will utilize their privately owned vehicles (POV s).

The *staging area concept* will allow for smaller vans, buses, and ambulances to pick up special needs populations in the rural communities, transport them back to the staging areas for transfer to larger buses, and then transport to either the primary staging area or directly to the evacuation point outside the County. These staging areas will be manned by First Responders, CERT members, Red Cross, and other volunteer groups.

Sheltering:

Note: Medical Special Needs evacuees and / or pets and animals cannot be housed in Red Cross shelters

Shelter In Place Concerns:

Safety or protection
Special equipment needed, such as dialysis, oxygen
Medical supplies, such as prescriptions
Food and water
Person in charge & who will administer health care
Pet care needs
Contact numbers. - next of kin, family members, doctor

Evacuation Shelter Concerns:

Safety or protection
Tracking
ADA Compliant Facilities
Special equipment needed, such as dialysis, oxygen
Medical supplies, such as prescriptions
Food and water
Beds & bedding
Segregation
Personal identification and insurance information
Person in charge & who will administer health care
Comfort (Air Conditioning, fans, heat)
Pet care needs
Contact numbers - next of kin, family members, doctor

V. Pets and Owned Animals

Animals may be displaced during and after manmade or natural disasters and require emergency care and / or sheltering. As directed by the *Pets Evacuation and Transportation Standards Act of 2006*, and a new Wyoming law, Park County must include plans for the care and safety of pets and / or owned animals in any Emergency Operations Plans and Evacuation Plans. Many animal owners will be able to arrange for the safety and care of their own animals during an emergency, but some may be overwhelmed by the situation and require assistance.

There are a number of citizens / volunteers who have offered their services and equipment for use in case of a disaster or emergency. They have the experience, capability, and equipment needed to assist citizens in the evacuation, caring, safety, and well-being of animals. Park County has various equipment available which was purchased with funds from the Wyoming Livestock Board.

The following are concerns that need to be addressed when dealing with an emergency resulting in the evacuation of pets and owned animals:

Notification: Evacuation notice by Park County Sheriff's office, door to door, NOAA radio, Reverse 911, Code Red, Emergency Broadcast System through local radio stations, Cable Interrupt Systems, siren alert, mobile public address announcements, and the Health Alert Network, as it becomes operable.

Tracking: Form with pertinent information - From, Destination, Who With, Photo or Identifying Description, Tag No., etc.

Transportation: Vehicles
Drivers
Fuel
Cages or pens
Restraints

Sheltering:

Note: Establish shelters where household pets can accompany owner

<u>Shelter In Place Concerns:</u>

Special equipment needed, if any
Medical supplies
Food and water
Person in charge & who will administer any medical treatment
Identification
Contact numbers – owner, location, veterinary

Evacuation Shelter Concerns:

Cages or pens
Special equipment needs (Muzzles, halters, collars, leashes, etc.)
Medical supplies (Disinfectant, vaccinations, thermometers, etc.)
Food and water, bowls
Bathing and grooming
Bedding
Clean up, waste containers, and disposition of waste
Segregation
Exercise (twice a day)
Identification method (Forms, tags, photos if possible)
Person in charge & who will administer any medical treatment
Comfort (Ventilation, air conditioning, fans, or heat)
Record of any vaccinations
Contact numbers - owner, location, veterinary
Account for donated funds or equipment

Some pointers that can be used at the onset of an animal evacuation to ensure the health and safety of pets and animals, as well as human caregivers, are listed below. More detailed instructions are available at the Park County Office of Homeland Security. A good source of information was obtained, and is on file, from the *Louisiana Emergency Animal Shelter Disaster Response Manual* that was published after Hurricane Katrina.

- Coordinate relief efforts of individuals and organizations with the local Emergency Operations Center prior to deployment.
- Examine each animal at a triage site for signs of rabies, etc.
- Isolate animals exhibiting signs of rabies or other diseases, pending evaluation by a veterinarian.
- Ensure all animals have a unique identifier.
- Administer a rabies vaccination to all dogs, cats, and ferrets unless reliable proof of vaccination exists.
- Adopt minimum standards for animal caretakers to include personal protective equipment, previous rabies vaccination, and appropriate training in animal handling.
- Maintain documentation of animal disposition and location (e.g.) *returned to owner*, died or euthanized, adopted, relocated to another shelter, address of new location).
- Provide areas or facilities to confine and observe animals involved in exposures.
- Report human exposures to appropriate public health authorities.

EVACUATION AUTHORIZATION

I. **Authority:** Authority for health, safety and evacuation decisions comes from the Park County Commissioners, Park County Office of Homeland Security (PCOHS), Park County Sheriff, Municipal City Councils, and Mayors.

II. **Responsibility:** The agencies responsible for planning, implementing and managing an evacuation are, Park County Office of Homeland Security, Park County Sheriff's Office (PCSO), City of Cody, City of Powell, Town of Meeteetse, Shoshone National Forest, Bureau of Land Management, and Bureau of Reclamation will have responsibility involving lands of their jurisdiction.

III. **Coordination:** Coordination of plans and evacuations will be through the Park County Office of Homeland Security and the Park County Emergency Operations Center (EOC).

IV. **Implementation:** An evacuation shall be implemented according to this plan when the planning partners agree that life and property are at risk and evacuation is a reasonable precaution for the mitigation of danger to the population within the affected area(s).

V. **Emergency Actions:** Necessary health and safety emergency actions may be undertaken by any planning partner or emergency services agency as necessary to preserve lives during unforeseen incidents / events not covered by this plan.

The affected Principal Executive Officer(s) is/are requested to review the attached plan, initiate necessary proclamations or declarations, and grant extraordinary authority for us to implement elements of the evacuation plan as conditions warrant.

Chairman, Park County Commissioners or Designee	Date
Park County Sheriff	Date
City / Town Mayor	Date
City / Town Administrator or Designee	Date

Must have 2 signatures from same jurisdiction

PLAN OBJECTIVES

- To identify residences, businesses, public facilities, recreation areas and other areas from which occupants and property may need to be evacuated in the event of an emergency.
- To identify and locate special concerns including people with special needs, livestock, or other property and hazardous materials.
- To specify resources needed to accomplish an evacuation.
- To provide for the timely, safe and orderly evacuation of affected areas, if and when an evacuation becomes necessary.
- To pre-establish potential evacuation centers to track and disseminate information regarding the emergency and shelter locations.
- Establish Evacuation Zones when appropriate for particular emergencies and specific threatened areas. These zone designations will be implemented when required.

SAFETY MESSAGE

Life Safety is the number one priority of this plan and all operations associated with the plan.

Follow all normal safety rules and guidelines, obey all traffic laws, use personal protective equipment (PPE) as required by your agency supervisor and event conditions.

EVACUATION STAGES

STAGE 1
Precautionary Notification and Briefings of persons within affected areas. Regular incident status briefings for potential evacuees at pre-designated sites.

Implementation Conditions: Emergency has a high potential of affecting one or more of the designated zones within 36 hours.

STAGE 2
Evacuation Warning: Good probability of a need to evacuate. Recommend movement of persons requiring extraordinary care, large mobile property and livestock (if feasible).

The message must also explain the reason for the evacuation and circumstances warranting it. History has shown too often that an explanation and safety directives do not address these issues thoroughly causing a lackadaisical or indifferent attitude, thus, it is important to convey the necessary information.

Implementation Conditions: Emergency has a high potential of affecting one or more of the designated zones within 24 hours.

STAGE 3
Evacuation Request: Occupants of the affected area(s) are asked to leave within a specified time period, by pre-designated route(s), and report to the evacuation center. Perimeter roadblocks are established. All active agency communication is established.

The message must also explain the reason for the evacuation and circumstances warranting it. History has shown too often that an explanation and safety directives do not address these issues thoroughly causing a lackadaisical or indifferent attitude, thus, it is important to convey the necessary information.

Implementation Conditions: Emergency has a high potential of affecting one or more of the designated zones within 12 hours.

STAGE 4
Evacuation Order: A disaster declaration or emergency proclamation has been issued by the Park County Office of Homeland Security and Park County Commissioners and authority granted for the Sheriff or Incident Commander to request an evacuation. Under State Statutes officials cannot order a mandatory evacuation. Access to the affected area(s) is prohibited to anyone not authorized by the Sheriff, Incident Commander or his designee. Continuous emergency communication is maintained.

The message must also explain the reason for the evacuation and circumstances warranting it. History has shown too often that an explanation and safety directives do not address these issues thoroughly causing a lackadaisical or indifferent attitude, thus, it is important to convey the necessary information.

Implementation Conditions: Emergency has a high potential of affecting one or more of the designated zones within 8 hours.

STAGE 5
Perimeter roadblocks maintained and evacuated area(s) patrolled 24/7. Regular incident status briefings for evacuees at pre-designated sites.

STAGE 6
Evacuees are allowed to return. Hardship and special needs are evaluated.

IMPLEMENTATION

1. EMERGENCY IMPLEMENTATION PROCEDURE: In the event an evacuation is requested or ordered by the Sheriff or Incident Commander(s), the following procedure will be utilized:

A. The Incident Commander or Operations Section Chief will notify the Sheriff and PCOHS Coordinator through the Sheriff's Dispatch Center at 307-527-8700.
The Sheriff, PCOHS Coordinator or Incident Commander will also notify, as needed:

Yellowstone National Park Communications Center at 307-344-2640
Shoshone National Forest at 307-527-6921
Bureau of Land Management at 307-578-5900
Cody Interagency Dispatch Center (CDC) at 307-527-7147
Wyoming and Montana DOT 800-442-9090
Wyoming and Montana Office of Homeland Security
Cities of Cody, Powell and/or Town of Meeteetse, as appropriate

The message communicated will be:

- Required changes in evacuation stages by Zone(s)
- If the affected Zone(s) are on National Forest land, the District Ranger must be notified to implement closure order changes
- Which staging area responding resources should meet for briefing

B. The Park County Emergency Operations Center (EOC) will be activated to the required level and their standard agency-wide notification will commence.

C. The Sheriff's Office will utilize the EOC to coordinate the evacuation and notify residents needing to evacuate by phone, Reverse 911 (Code Red). Residences and businesses will also be notified in person, where necessary.

D. Special needs residents will be advised of contact information by the reverse 911 system, radio announcements, by door to door contact, or the Health Alert Network.

E. In the case of spot evacuations, such as a particular area or drainage with minimum residences or businesses, contact will probably be made door to door.

2. REFUSAL RESPONSE PROCEDURE: The recommended response for persons refusing to cooperate with evacuation requests or orders is to:

Thoroughly brief the resisting person(s) on dangers associated with remaining in the threatened area. Obtain identifying and next-of-kin information and signed waiver. Allow to remain at own risk. Arrest in cases where the resisting person(s) violate a criminal statute.

3. EVACUATION ROUTE(S): (See List of Routes on III-20)

A. Primary: To be established as necessary for each specific incident.
B. Secondary: As needed.

4. ROADBLOCKS & TRAFFIC CONTROL POINTS:

A. Roadblocks: Roadblocks will be installed at specified locations when any Zone is scheduled for Stage 3 evacuation or higher.
B. Traffic Control Points: Traffic control points will be established for all areas at stage 3 or higher.

5. PRE-EVACUATION ACTIVITIES:

- Teams will complete pre-evacuation contact data sheets as time and circumstances permit.
- Resident evacuation forms will be provided during initial contact.
- Resident evacuation forms will be provided at exit roadblocks.
- Incident information representative will establish a briefing site for residents.

Completed resident evacuation forms should be turned in at established Evacuation Centers.

6. RESOURCE LOCATIONS:

A. Evacuation Command Post and staging area(s):

The Evacuation Command Post is located in the basement of the old Park County Law Enforcement Center at 1131 11th Street in Cody, WY.

Staging areas will be designated, as needed.

B. Mobile property holding area(s):

Vehicles and/or trailers may need to be towed from trailheads, campgrounds or other locations and will be secured as required at:

Private Locations
Tow Company Yards
The Park County Yards

C. Pet and Livestock holding area(s):

East side of rodeo grounds in Cody (Agreement in effect)
Park County Fairgrounds ? (Needs to be confirmed)
Rodeo grounds south of Meeteetse ? (Needs to be confirmed)
Clark - Area behind the Clark Recreation Center

7. **COMMUNICATIONS:**

<u>Primary:</u> Park County, Wyoming, Law Enforcement

A. Establish communications network for responding agencies to prevent overloading and confusing traffic
B. Organizational: Regular briefings by incident management staff and attached communication plan.

RESOURCE REQUIREMENTS

1. **EVACUATION CENTER:**
   To be determined by emergency location

2. **EVACUATION COMMAND POST:**
   Emergency Operations Center (EOC) located in the basement of the old Law Enforcement Center at 1131 11th Street in Cody, Wyoming.

3. **TRAFFIC CONTROL DEVICES:**
   Signs/Barricades/Cones/Pylons/Lights - provided by Park County, Wyoming Dept. of Transportation, Montana Department of Transportation, and Yellowstone National Park, for their respective roads and highways.

4. **SECURITY AT ROADBLOCKS:**
   Provided by Park County Sheriff, Wyoming D.O.T., Montana D.O.T., and/or Yellowstone National Park, as locations dictate.

5. **INFORMATION CENTER:**
   PCOHS will provide a mobile facility with signs and banners, manned for the purpose of disseminating information to local residents and visitors about evacuation, road closures and alternate routes. The Park County Sheriff, Park County Office of Homeland Security, and the Cody Lions Club have trailers that may be used for this. Setup location will be determined based upon closure location(s) and evacuation area(s).

6. **CITIZENS / VOLUNTEERS:**
   Citizens / Volunteers may assist with livestock rescue, evacuation, temporary holding, etc., as available and needed.

7. **EVACUATION COSTS WILL BE CHARGED TO:**
   1. The incident

EVACUATION POINTS AND MAPS

In the event of an evacuation, several notification procedures may be utilized. The National Weather Service has the ability to interrupt television and radio broadcasts. Park County Dispatch and Powell Police Dispatch can also interrupt radio broadcasts to issue an emergency message. Park County now has a *Reverse 911*notification system that can be activated to call all numbers in the affected area, along with their cell phones, if they have updated their phone and address listings with *Code Red* (available on the Park County website). Door to door is also an alternative, but may require a lot of manpower, which may be depleted in the case of very little lead time. Door to door may work hand in hand with the reverse 911, contacting residents who do not answer their phones.

If and when this notification is given, a location (Evacuation Point) for evacuees to report to will be part of the evacuation message. At the Evacuation Point, personnel will be on hand to collect evacuee's information and to coordinate available shelter location /s, if they are unable to stay with friends or family. The information received by the Evacuation Point personnel is important. It enables the tracking of evacuees and their destinations and contact numbers, in case of inquiries by friends and relatives living out of the area. It also enables responders to notify them when it is safe to return to their homes.

A list of potential Evacuation Points will be listed on the following pages, along with a map and addresses of those points for your area.

A contact number or other information will also be given in the message for people who may require assistance in evacuating, ie: *no transportation, handicapped, etc*. If a number is not given, evacuees will need to contact Park County Sheriff's Office at 307-527-8700.

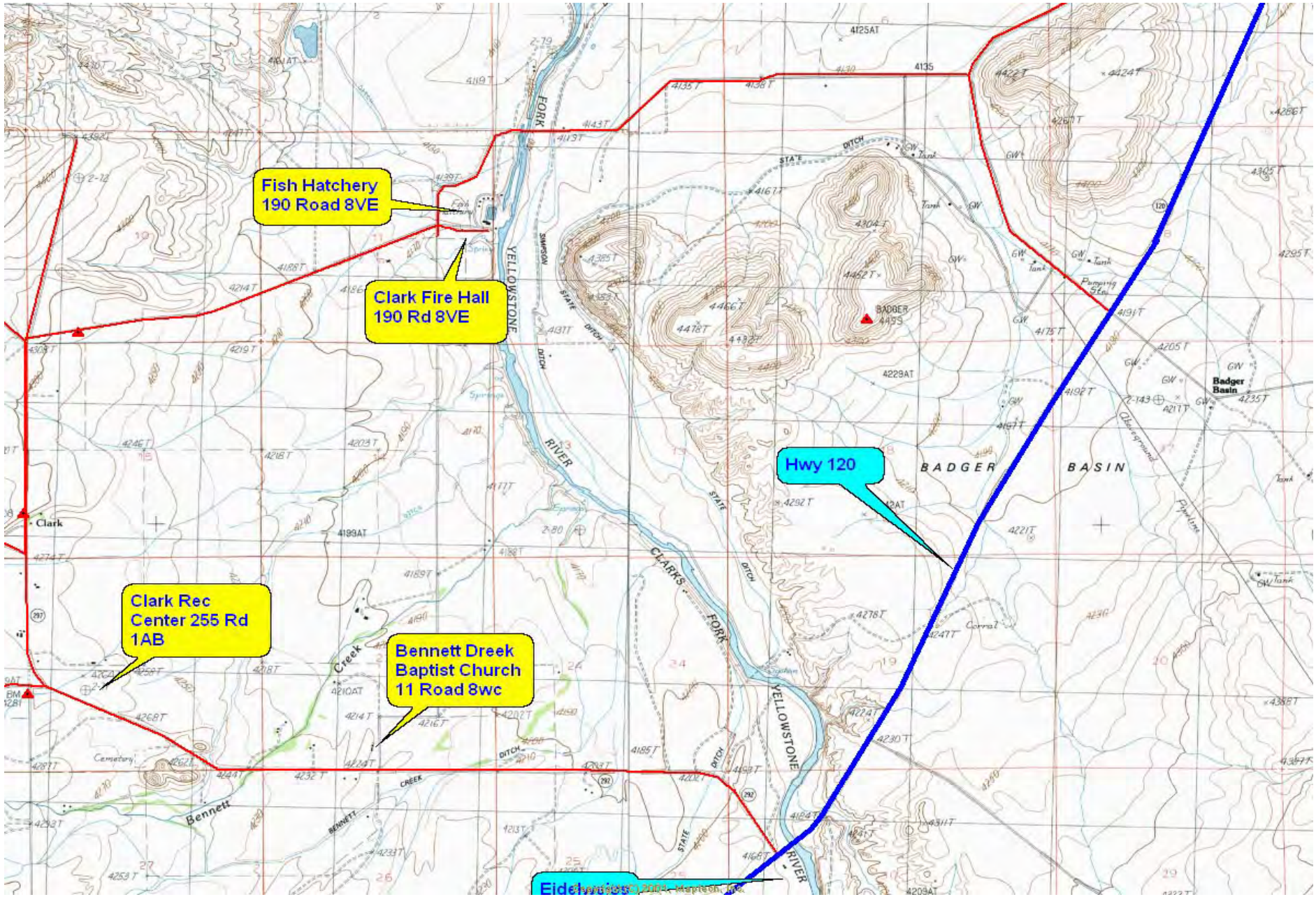
.

EVACUATION PLAN
CLARK ANNEX

There are 2 sites in the Clark area that can be used for evacuation points. The primary will be the Clark Recreation Center and the secondary will be at the Clark Fire Hall, or across the road at the Fish Hatchery. People being evacuated will be requested to check in at the designated facility(s). Here, evacuees will be given information as to the nature of the emergency and a shelter location, if needed. For tracking purposes, even though some people will be staying with family or friends, it is important all persons leaving the area check in at the Evacuation Point. This way, authorities will know everyone is out of the area and how to contact them.

There will be two primary shelter locations in the Clark area. The first will also be at the Clark Recreation Center, since it has larger facilities. The second will be at the Bennett Creek Baptist Church.

See map on following page:

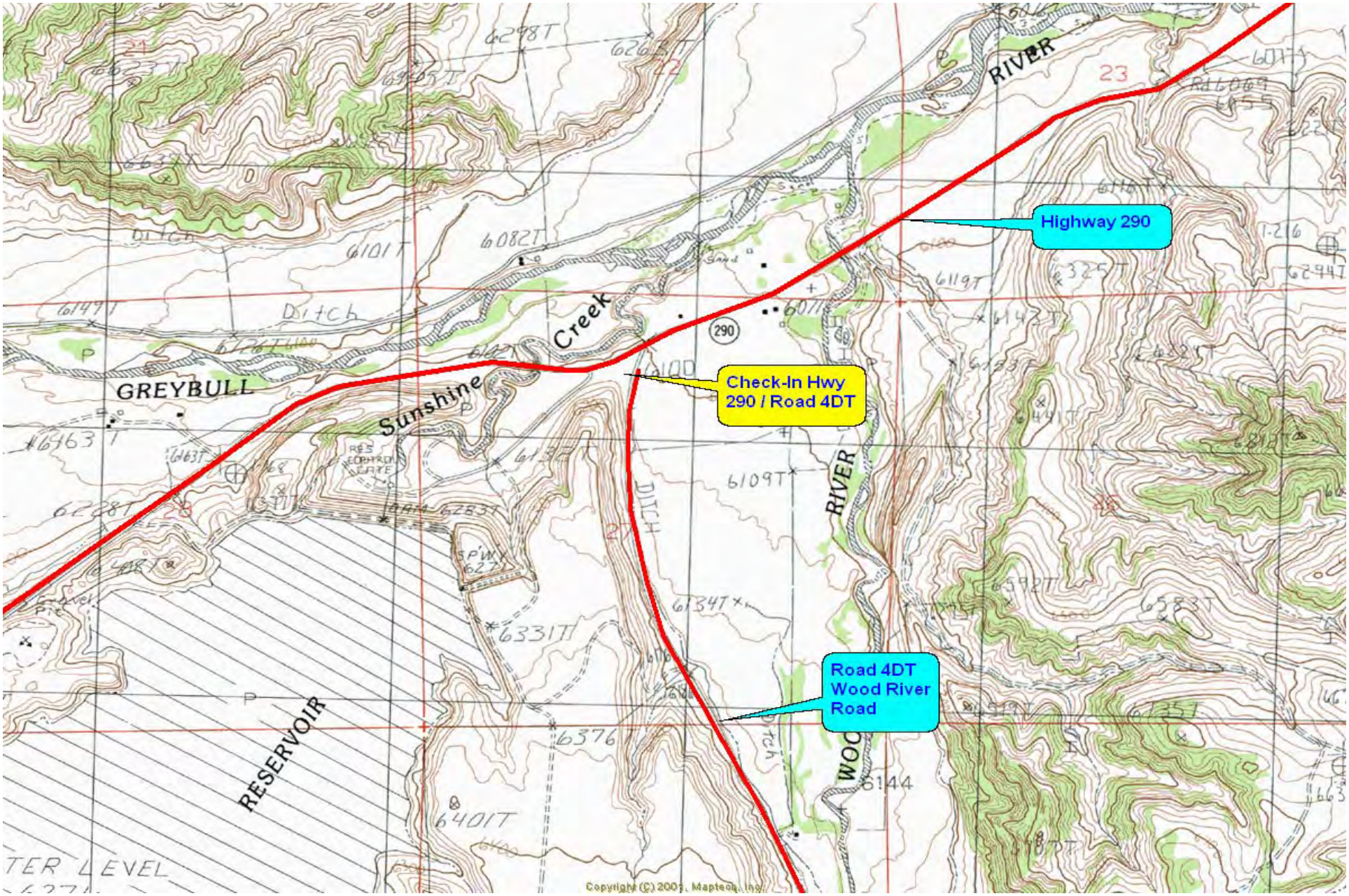

Fish Hatchery
190 Road 8VE
Clark Fire Hall
190 Rd 8VE
Hwy 120
Clark Rec
Center 255 Rd
1AB
Bennett Dreek
Baptist Church
11 Road 8wc
BADGER
BASIN
YELLOWSTONE
RIVER
CLARKS
FORK
Clark
Badger
Basin
Bennett
Creek

EVACUATION PLAN
MEETEETSE ANNEX

The highest risk for evacuation in the Meeteetse area is the corridor along Wood River (Road 4DT) or Highway 290, along with other roads in this area continuing towards 4 Bear Oil Field. One (1) primary road, Highway 290, runs east into Meeteetse.

The most obvious reason for an evacuation will probably be due to a wildland fire driven by winds, usually from the west or southwest. People would have to be evacuated east into Meeteetse. All evacuees will be requested to check in at an Evacuation Point located at the junction of Highway 290 and Road 4DT. This point will be announced during the evacuation notification. At time of check-in, residents will be advised where a shelter is located or is being set up. For tracking purposes, even though some people may wish to stay with family or friends, it is important that all evacuees check in at the Evacuation Point. This way, authorities will know everyone is out of the area and how to contact them.

See map on following page:

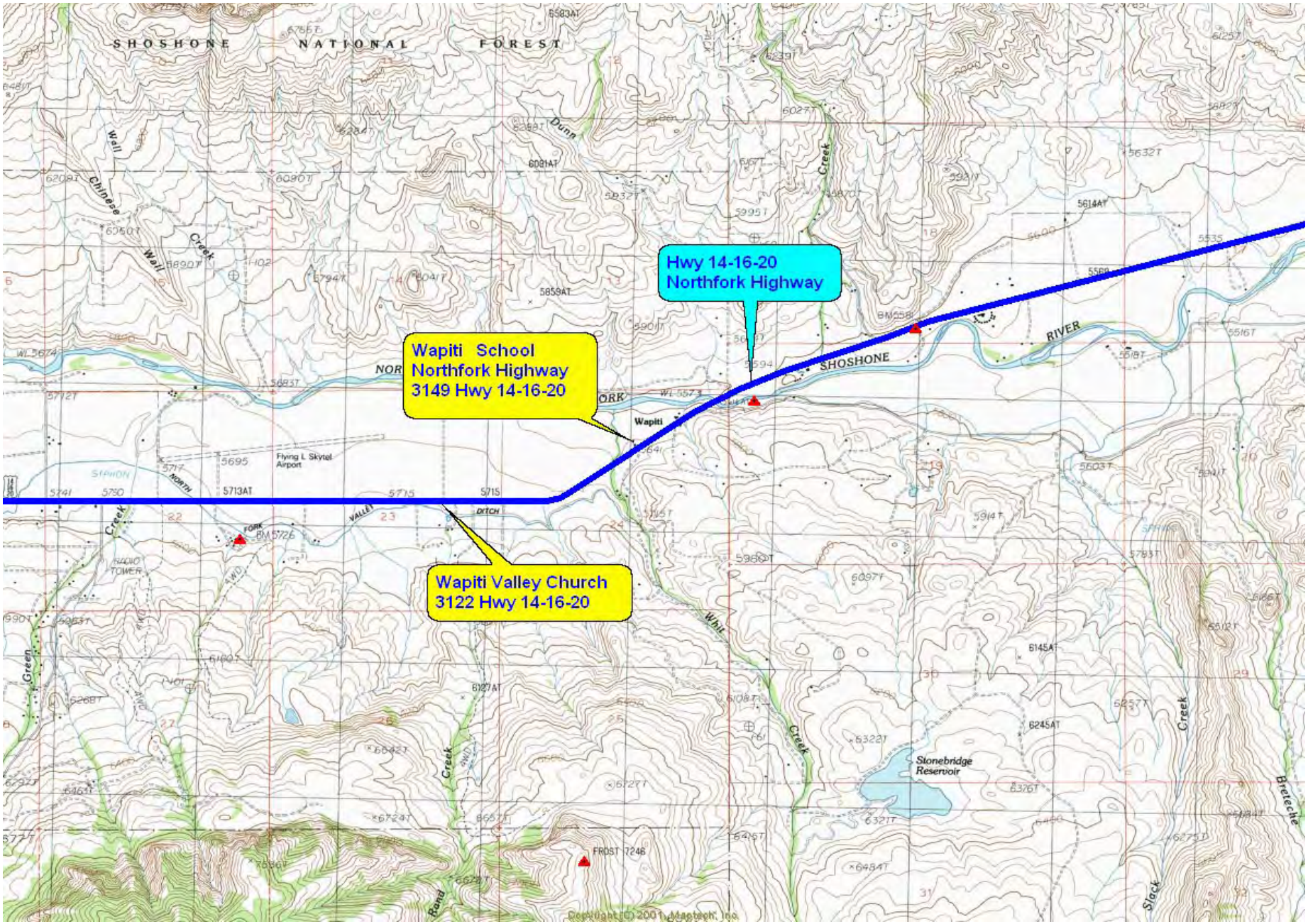

Highway 290
Check-In Hwy 290 / Road 4DT
Road 4DT Wood River Road
GREYBULL
Sunshine
Creek
RIVER
RIVER
RESERVOIR
DITCH
290
Copyright (C) 2001, Maptech, Inc.

EVACUATION PLAN
NORTHFORK ANNEX

The Northfork corridor has one (1) primary road, Highway 14-16-20. The most obvious reason for an evacuation will be due to a wildland fire driven by winds, generally from the west or southwest. Although the road runs between Cody and Yellowstone Park, people will most likely be evacuated east into Cody.

All evacuees will be requested to check in at an Evacuation Point either at the Wapiti School, 3140 HWY 14-16-20, or the Wapiti Valley Church at 3122 HWY 14-16-20. This point will be announced during the evacuation notification. An Evacuation Point may be set up further east, towards Cody, if the evacuation involves residents east of the Wapiti School. At time of check-in, evacuees will be advised where a shelter has been set up, or is being set up. For tracking purposes, even though some people will be staying with family or friends at another residence, it is important all persons leaving the area check in at the Evacuation Point. This way, authorities will know everyone is out of the area and how to contact them.

See map following page:

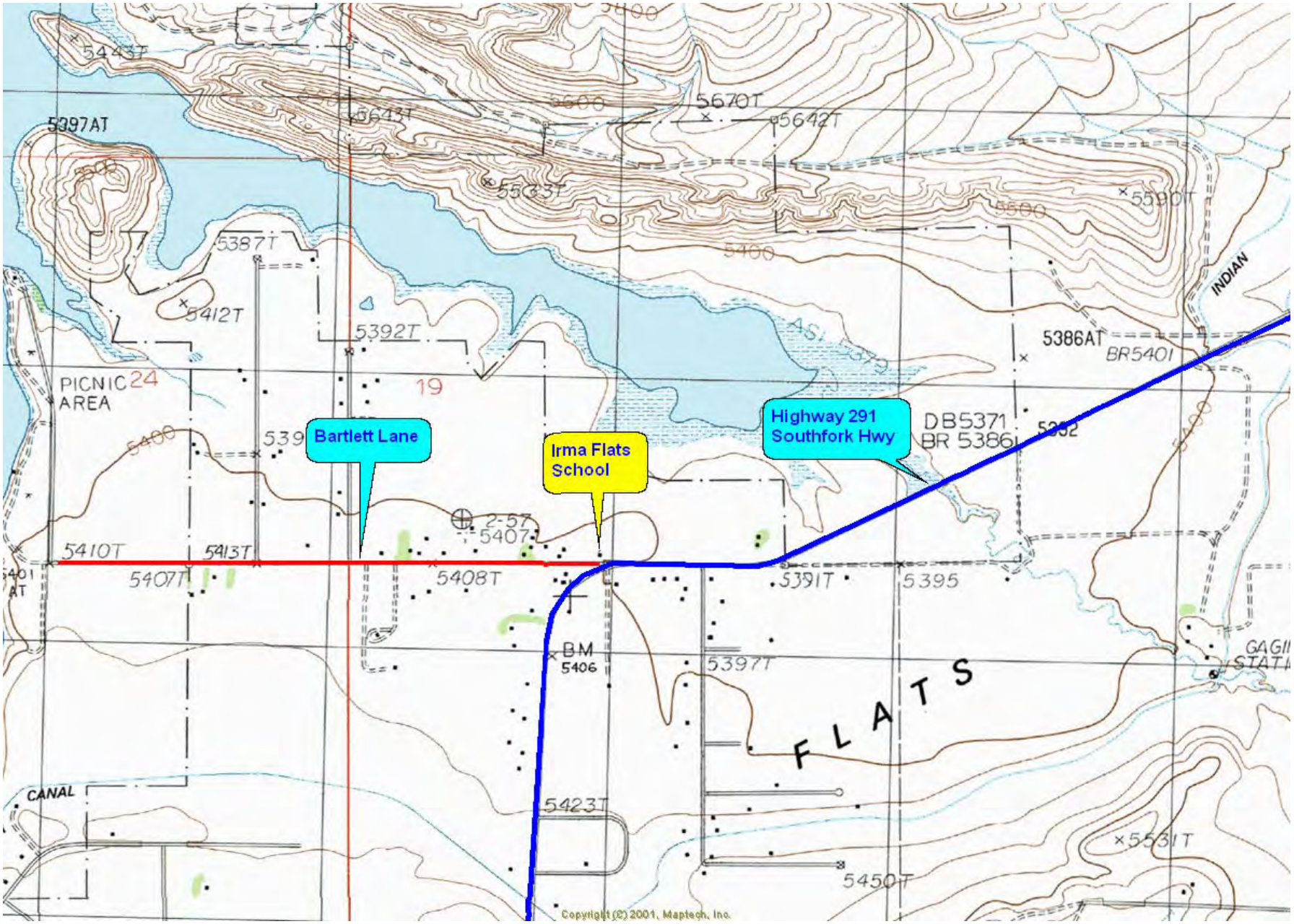

SHOSHONE NATIONAL FOREST
Hwy 14-16-20
Northfork Highway
Wapiti School
Northfork Highway
3149 Hwy 14-16-20
Wapiti Valley Church
3122 Hwy 14-16-20
SHOSHONE
RIVER
Wapiti
Flying L Skytel Airport
Stonebridge Reservoir
Copyright (C) 2001 Maptech, Inc.

EVACUATION PLAN
SOUTHFORK ANNEX

The Southfork corridor only has one (1) primary road, Highway 291, changing to County Road 6WX 9 miles out. Most of the Southfork population is not in a high fire potential area, so chances are the need for evacuation will be minimal.

People will have to be evacuated northeast into Cody. All evacuees will need to check in at the Irma Flats School, located at the junction of Bartlett Lane and the Southfork Road. This point will be announced during the evacuation notification. At time of check in, evacuees will be advised where a shelter has been set up, or is being set up. For tracking purposes, even though some people may have friends or relatives to stay with, it is important all persons leaving the area check in at the Evacuation Point. This way, authorities will know everyone is out of the area and how to contact them.

See map on following page:

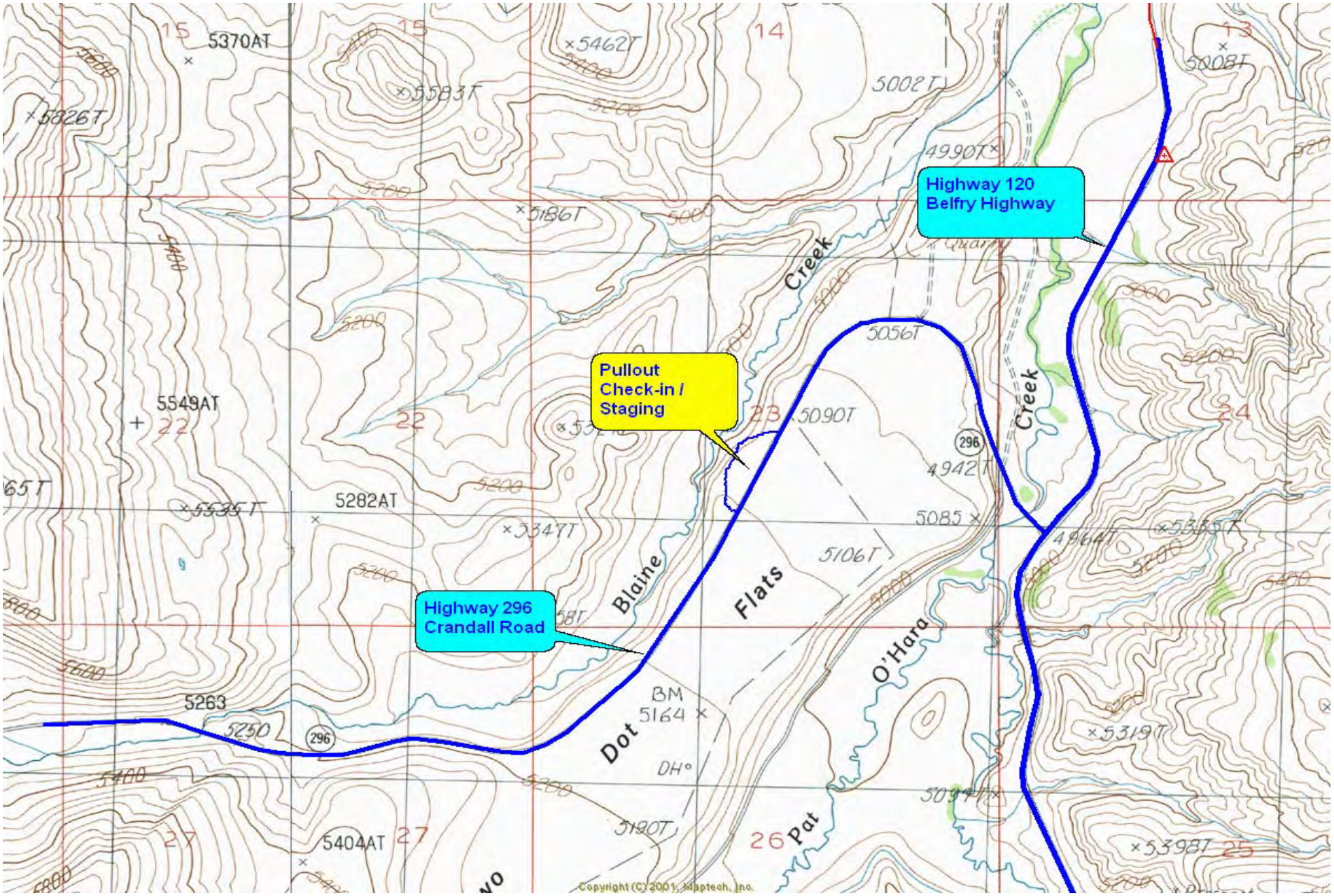

Bartlett Lane
Irma Flats School
Highway 291 Southfork Hwy
PICNIC AREA
FLATS
CANAL
INDIAN
5397AT
5387T
5412T
5392T
5386AT
BR5401
DB5371
BR 5386
5410T
5413T
5407T
5408T
5391T
5395
5397T
5423T
5450T
5531T
BM 5406
Copyright (C) 2001, Maptech, Inc.

EVACUATION PLAN
SUNLIGHT BASIN

Sunlight Basin actually has three (3) potential roads that may be used for evacuation summer and early fall months. Highway 296 (Crandall Rd) exits to Highway 120 to the southeast, Highway 212 exits out to Cooke City, Montana, to the west, and Red Lodge Montana, to the northeast. During the winter and spring months, Highway 212 is only open to snowmobile traffic and is impassable by car or truck.

The most obvious reason for evacuation will be wildland and forest fires. It will be geographically impossible for Park County to set up check in points on Highway 212. The only check in will be at the pullout on Highway 296, approximately 1.5 miles from Highway 120. At time of check in, evacuees will be advised where a shelter is set up, or is being set up. For tracking purposes, even though some people will be staying with family or friends, it is important all persons leaving the area check in at the Evacuation Point. This way, authorities will know everyone is out of the area and how to contact them.

See map on following page:


Highway 120
Belfry Highway
Pullout
Check-in /
Staging
Highway 296
Crandall Road
Blaine
Flats
Dot
O'Hara
Pat
Creek
Creek
5370AT
5549AT
5282AT
5404AT
5263
5462T
5583T
5826T
5186T
5002T
4990T
5056T
5090T
4942T
5085
5106T
5319T
5398T
BM
5164
DH°
5190T
5250
296
Copyright (C) 2001, Maptech, Inc.

EVACUATION PLAN
NON SPECIFIC AREAS OF PARK COUNTY

Most municipal and other rural areas may have multiple evacuation routes. In each of these areas, the emergency will dictate the safest route out of the area. The evacuation route and check in point (s) will be announced at the time of evacuation notification.
At the check in point, evacuees will be advised where shelters are set up, or being set up, and the best route to get there. All evacuees need to check in at the Evacuation Point, even though some may be staying with friends or relatives. This is important for tracking purposes, so authorities will know everyone is out of the area and how to contact them.

Implementation Guidelines, Emergency Operations Center Staff

Communications will play a key role in explaining to the public the need for any evacuation and their ability to access different forms of media quickly, with the primary means of communication being the NOAA Weather Service and Reverse 911 (Code Red). Other forms of getting the warning out will include notifying newspapers, utilizing public address systems, and directing "Faith Based Organizations" to notify their members. (note: these organizations can also help in pre-identifying members who will need special assistance) Also, the EOC may man a "Bank of Phones" or "Mini-Call Center" to help direct and answer the public inquiries and to gather critical information from evacuees, such as bottlenecks or shortfalls.

A. Policy Board

1. The Incident Commander, regardless of agency or whether on-scene or in the Emergency Operations Center, shall determine the need to evacuate an area, the extent of the area to be evacuated, develop an evacuation plan, activate the alert and warning systems, and direct the implementation of the evacuation plan, in consultation with the Park County Sheriff, Park County Emergency Management Council, or MACS (Multi-Agency Coordination System).

2. In the event of a major evacuation in response to an incident under the overall command of a non-law enforcement agency, unified command between that agency and the Sheriff's Department should be considered to facilitate coordination of evacuation operations. In addition, a Sheriff's Deputy should be assigned to the Emergency Operations Center to assist in development of evacuation contingency plans.

3. The EOC staff will utilize the alert and warning guidelines described in the Park County Emergency Operations Plan to warn the public of the emergency condition, and provide the public with evacuation and shelter information, after consultation and direction from the Park County Sheriff and the Park County Emergency Council or MACS.

4. The Incident Commander will establish an inside and outside security perimeter, and shall provide criteria for access to them.

   Security of the inner perimeter shall be the responsibility of the lead emergency response agency.

   Security of the outer perimeter shall be maintained by the Sheriff's Office / Police Department. The outer perimeter will allow for the potential escalation of the hazard, thus ensuring an ample margin of safety for emergency personnel. The Command Post will be established within the outer perimeter (unless Command is in the EOC), and only personnel meeting Command criteria for access will be allowed to enter this area.

EMERGENCY TRAFFIC POLICY

In the event of an evacuation in Park County:

1. All public safety employees not directly involved in the management of the incident shall be available for traffic control and direction. Community Emergency Response Team (CERT) members are also available to assist.

2. The County / City has the authority to close roads, and to restrict access to and from all areas of the County.

3. The Sheriff's Department / Police Department has the authority to remove stalled and parked vehicles which impede the flow of traffic.

4. Traffic flow direction may be altered, reversed, etc., at the direction of the Incident Commander.

5. Incident managers will coordinate changes in traffic flow with the Park County Sheriff, WY Highway Patrol, Park County Road and Bridge, affected police departments, and the Wyoming Department of Transportation.

Evacuation Routes:

1. The WY Highway Patrol will have primary responsibility to ensure evacuation routes are open and effectively managed.

2. They will be assisted by Wyoming Department of Transportation, Park County Sheriff's Office, and Park County Road and Bridge, to help ensure clear and safe passage is maintained.

3. A standing contract with WY AAA for assistance on these designated routes would enhance this mission. They have an established network of towing companies and other assets to help evacuees with wrecks, fuel, or vehicle breakdowns.

4. Contracts or agreements with several gas stations / truck stops and eateries along designated evacuation routes should also be established to meet evacuees' need for food, water, gas, and toilet facilities.

5. Citizens / Volunteers should be in place to assist with animal or livestock movement and care.

Modes of Transportation and Debarkation:

1. Privately owned vehicles (POV s)
    - As mentioned earlier, most evacuees will utilize their POV s
    - Most of our tourists arrive in Park County with their own vehicle
    - Some tourists arrive by tour bus and some fly into Cody. These individuals will have to be identified for mass transportation out of the County.
    - We have identified a number of civilian businesses that have buses and will volunteer their use. These businesses and organizations include river outfitters, faith based groups, and Northwest College.

2. Government owned vehicles (GOV s)
    - Our County's school districts have a total of 62 school buses and vans, with the capability of carrying approximately 2,100 at one time. Some will accommodate wheel chairs.
    - The City of Cody has two or three recreational buses, with the capacity of carrying 56.
    - Park County has various vehicles, trucks, 4 x 4's, etc.
    - Some smaller agencies also have passenger vans

3. Buses, vans, and ambulances of both categories above

4. Rail lines
    - One of the most overlooked transportation capabilities is our rail lines. Park County has active rail spurs from Powell to Cody (and throughout the state).
    - Need to contact the railroads to determine their ability to conduct evacuation operations – does not have to be passenger cars

5. Aircraft
    - Our County has an airport capable of full-up jet service and houses numerous privately owned planes.
    - A standing contract with an airline carrier and a MAA with the Air Guard or Air Force would add another means to move evacuees.
    - Good option for the special needs population who may need immediate medical attention, especially ambulatory patients.

6. Horseback
    - This mode of evacuation has to be included in our plan. There will be a small group of our population, either out of necessity, or fear of losing their livestock, ride out of harm's way on horseback.
    - This could be one of the missions of our citizens / volunteers, to help supply feed and water along the way.

EVACUATION PROTOCOLS

I. General

Under Wyoming Statute, no law enforcement officer or other public safety official has the legal right to impose a mandatory evacuation order on citizens in their own homes. Citizens should be informed of the need to leave a hazardous area, and the possible consequences of not leaving. Citizens who obstruct the evacuation process may be arrested. These protocols cover door to door, siren alert, reverse 911 and mobile public address processes. These methods may be conducted singly, in combination, or in conjunction with the Emergency Broadcast and Cable Interrupt Systems.

II. Door to Door

Door to door contact is an effective, but time and labor intensive method of alerting, warning, and evacuating an area. More detailed information can be shared with the population, and positive confirmation can be made that the individual received the warning, understood the instructions, and knew the consequences of their actions.

A. Receive assignment from Officer supervising the evacuation

The supervisor should prepare a statement that includes:

1. Type of incident, expected duration, and available time to evacuate
2. Recommended actions to be taken by the public
3. Implications of not following actions
4. Evacuation route /s
5. Reception / shelter locations
6. Neighborhood congregation points for those needing transportation

The supervisor should also brief on the number of personnel assisting in evacuation.

B. Conduct Door to Door Evacuation

1. Knock, ring bell, etc. Allow at least one minute for response, more at night
2. If no answer, document time and address, move to next facility
3. If answered, read prepared statement, and:
    a. Determine how many persons are in the building
    b. Determine whether they intend to leave, have a place to go, transportation, etc. If yes to all, document time and address. Using plastic flagging, mark the building in a conspicuous place to indicate contact has been made. Go to next facility.
    c. If they do not intend to leave, ask if they understand the possible dangers if they stay, document the time, address, and number of people remaining. Using plastic flagging, mark the building in a conspicuous place to indicate contact has been made. Move to next facility.
    d. If they intend to leave, but do not have transportation, document the number of people needing assistance, the time, address, and special transportation requirements (ambulance, lift equipped van, etc) and report this information **immediately** to the supervisor. Advise citizens who are able to walk to proceed to the designated congregation point - do not stop your activities to escort them from the area.
    e. If they intend to leave, but do not have a place to go, refer them to the shelter or reception point. Document time and action taken. Using plastic flagging, mark the building in a conspicuous place to indicate contact has been made. Move to the next facility.

C. Reporting

After clearing a portion of your assigned area (this may be by block in a residential area, by store in a shopping center, by floor in an office building, hospital, or by apartment building in a major apartment complex), report information collected to the supervisor. The supervisor should inform the Incident Commander or the Emergency Operations Center (if activated).

BECAUSE OF THE EXTRA TIME NEEDED TO ARRANGE TRANSPORTATION, INFORMATION ON PEOPLE NEEDING EVACUATION ASSISTANCE SHOULD BE TRANSMITTED AT THE TIME OF COLLECTION.

III. Mobile Public Address

Mobile public address is more time efficient than door to door contact, but is able to convey only a limited amount of information. It is most effective used in combination with the Emergency Broadcast System, Cable Override, Code Red, and door to door contact. It may be used to alert and warn the public prior to the request to evacuate, or advise of protective actions short of evacuation.

A. Receive Assignment from Officer supervising the evacuation

The announcer should use the prepared statement adding television or radio stations with more information

B. Conduct Alert

1. Repeat message at each intersection, and at least once mid-block, depending upon length of block.

2. Do not stop to give additional information, etc.

C. Reporting

When an assigned area has been covered, note date and time, and report completion to the supervisor. The supervisor should advise the Incident Commander or the Emergency Operations Center (if activated).

EVACUATION ORDER

1. An emergency condition exists within Park County.

2. It has been determined there is the need to evacuate portions of Park County.

3. Such evacuation is needed to ensure the safety of the public.

Therefore:

a. Park County is requesting the immediate evacuation of:

_____

_____

b. Park County requests those needing special assistance to call: _____. This number has been established to respond to evacuation assistance requests only.

c. Park County is restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____ am / pm.

d. Information and instructions from Park County will be transmitted by radio stations, television and Reverse 911.

Public information will also be available from American Red Cross representatives at facilities now being opened to the public for emergency housing.

Park County will advise the public of the lifting of this order when public safety is assured.

_____
Signature

_____
Date

EVACUATION NEEDS CHECK-LIST

MEDICATIONS AND MEDICAL SUPPLIES:

DAILY PRESCRIPTIONS (Two-Week Supply)
OXYGEN
EYE GLASSES
HEARING AIDS
WALKER, WHEELCHAIR, ETC.

IMPORTANT PAPERS:

PERSONAL IDENTIFICATION (Picture ID, Insurance Policies, Medical / Home, legal papers)
FAMILY PHONE NUMBERS (Please try to include one "out of town" contact)
DRIVER'S LICENSE, CREDIT CARDS, ETC.
COPIES OF PRESCRIPTIONS
DOCTOR'S NAME & PHONE NUMBER

PERSONAL ITEMS:

TOOTHBRUSH, PASTE
SOAP, WASH CLOTH, TOWEL, ETC.

COMFORT ITEMS:

BLANKETS, SLEEPING BAG, PILLOW

EXTRA CLOTHING:

COMFORTABLE CLOTHING

SPECIAL DIETARY FOODS:

BRING NON-PERISHABLE FOOD AND A CAN OPENER
PET FOODS

ENTERTAINMENT ITEMS:

BOOKS, MAGAZINES, CARDS, GAMES
PENCIL / PEN

OTHER:

FLASHLIGHT, BATTERIES, RADIO WITH BATTERIES
CELL PHONE

Contact List – Evacuation Incident

Park County Office of Homeland Security	307-527-1860
Park County Sheriff	307-527-8700
City of Cody Police	307-527-8700
City of Powell Police	307-754-2212
Park County Health Officer	307-840-4265
Park County Public Health Coordinator	307-527-8571
Park County Engineer / Public Works	307-527-8520
Park County Road and Bridge (Cody)	307-587-3447
Park County Road and Bridge (Powell)	307-754-2908
American Red Cross	307-689-0886
CERT	307-527-1860 or Dispatch at 8700
Big Horn County	307-548-2516
Hot Springs County	307-864-4649
Washakie County	307-347-3331
Region VI Response Team	307-347-6379
National Guard Armory (Powell)	307-754-2605
Wyoming Office of Homeland Security	307-777-4663
Wyoming Department of Transportation	307-777-4301
	307-587-2220
Wyoming Highway Patrol – Cody	307-587-9729
State	307-777-4301
Dispatch	307-777-4321
Wyoming Livestock Board	307-777-7515
Wyoming Dept. of Health Region VI Veterinary Coordinator	307-777-6443
	307-568-2967
STATE OF MONTANA EMA	406-444-6911
Churches – Fraternal Organizations – Schools……	
Southern Baptist Volunteer Group	307-261-7042 / 262-2200
Northwest College	307-754-6000
Northwest College – Chartwells	307-754-6013

National Weather Service

Riverton (Big Horn, Fremont, Hot Springs, Johnson, Lincoln, Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties):	307-857-3898
http://www.crh.noaa.gov/riv	800-211-1448
Cheyenne (Albany, Carbon, Converse, Goshen, Laramie, and Platte Counties):	307-772-2468
http://www.crh.noaa.gov/cys	
Billings (Sheridan County)	406-652-0851
http://www.wrh.noaa.gov/byz	
Salt Lake City (Uinta County)	801-524-5133
http://www.wrh.noaa.gov/slc	
Rapid City (Campbell, Crook, and Weston Counties)	605-341-7435
http://www.crh.noaa.gov/unr	

FLOOD / DAM INCIDENT ANNEX

Purpose

Floods can and have caused significant damage in Park County and are one of the more significant natural hazards in the County. A flood can be caused by various events: overflow of waters from precipitation or rapidly melting snow, ice jams, landslide dams, mudflow, etc. Flash floods can occur with little or no warning and can reach full peak in only a few minutes, usually a result from intense storms dropping large amounts of rain within a brief period. Park County is vulnerable in the event of failure of the Buffalo Bill Dam. Mitigation of flood plains and other procedures and response actions must be in place to protect lives and property during such a threat.

Scope

Floods are likely to occur in Park County, mostly in the unincorporated areas. The flood hazard in Cody has been reduced in recent years because of reconstruction and raising of Buffalo Bill Dam. Based on flood history, damaging events occur in Park County about every 2 years. Reported damage is usually from flooded basements, washed out bridges, damaged culverts and canals, damaged roads, damage to crops and farm equipment, other damage to irrigation works and utility lines, and some livestock loss.

Circumstances causing damage or failure of Buffalo Bill Dam on the Shoshone River above Cody have the potential to critically impact public safety and cause extensive property damage, both in Park County and Big Horn County.

Concept of Operations

If a major disaster or event should occur, the Park County EOC will be activated by the Park County Emergency Management Council. If needed, the disaster declaration process will be implemented and presented to the Wyoming Office of Homeland Security for further action. Record keeping and financial procedures will be activated.

Before and during a flood Park County resources shall be directed at achieving the following objectives:

- Public safety
- Monitoring ice jams and providing public warning to downstream property owners
- Monitoring seasonal flood potential and initiating mitigation to protect public facilities, streets, roads and bridges, and other critical infrastructures
- Timely public information and warning on flood potential or immediate danger
- Diversion plans for the efficient flow of floodwaters through the community

Responsibilities (Primary and Support)

Primary: Park County Homeland Security Coordinator
Emergency Management Council / MAC

Task: Determine area (s) affected and determine need for evacuation
Task: Make notifications to State, if necessary
Task: Activate EOC
Task: Resource management and requests
Task: Initiate Code Red

Support: Dispatch / Law Enforcement
NOAA
Park County Engineer / Road and Bridge / Public Works
City's / Town's Public Works

Task: Notification to public of areas being impacted
Task: Coordinate evacuation and traffic control

Support: Bureau of Reclamations

Task: Control and warnings concerning Buffalo Bill Dam

Support: Northwest Rural Water / Shoshone Municipal Pipeline

Task: Monitor and control safety and supply of water to citizens

Contact List – Flood / Dam Incident

Park County Office of Homeland Security	307-527-1860
Park County Sheriff	307-527-8700
City of Cody Police	307-527-8700
City of Powell Police	307-754-2212
Park County Health Officer	307-840-4265
Park County Public Health Coordinator	307-527-8571
Park County UW Extension Coordinator	307-527-8561
Park County Weed and Pest	307-754-8884
Park County Engineer / Public Works	307-527-8520
Wyoming Highway Patrol – Cody	307-587-9729
State	307-777-4301
Dispatch	307-777-4321
Big Horn County	307-548-2516
Hot Springs County	307-864-4649
Washakie County	307-347-3331
Region VI Response Team	307-347-6379
Wyoming Office of Homeland Security	307-777-4663
American Red Cross	307-689-0886
Buffalo Bill Dam Visitor Center	307-527-6076
Bureau of Reclamation / Bureau of Land Management - Cody	307-578-5900
Lovell	307-548-2706
Great Plains Region	307-261-5671
Cody Conservation District	307-587-6763
Meeteetse Conservation District	307-868-2484
Powell Conservation District	307-754-9411
Deaver Irrigation District	307-664-2351
Greybull Valley Irrigation District (Burlington/Emblem Office)	307-762-3555
Heart Mountain Irrigation District	307-754-4685
Lake View Irrigation District	307-587-4003
Shoshone Irrigation District	307-754-5741
Willwood Irrigation District	307-754-3831
Northwest Rural Water District	307-527-4426
Shoshone Municipal Pipeline	307-527-6492

National Weather Service

Riverton (Big Horn, Fremont, Hot Springs, Johnson, Lincoln, Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties):	307-857-3898
http://www.crh.noaa.gov/riv	800-211-1448
Billings (Sheridan County)	406-652-0851
http://www.wrh.noaa.gov/byz	
Salt Lake City (Uinta County)	801-524-5133
http://www.wrh.noaa.gov/slc	

FOOD AND AGRICULTURAL INCIDENT ANNEX

Purpose

The purpose of the Food and Agricultural Incident Annex is to provide guidance for detecting and responding to events impacting the safety of food supplies and agricultural products. This annex identifies the actions, roles and responsibilities of County agencies for threat assessment, laboratory testing, joint investigative / response procedures, and actions related to recovery.

Scope

The goals of Park County's response to food and agricultural incidents are to:

- Conduct risk assessments and evaluate food system vulnerabilities
- Detect the event through inspection and surveillance
- Assess security risks in food and commodity transportation
- Identify and protect at risk populations
- Coordinate risk communication and response activities
- Determine source of threat
- Control and contain suspected food and agricultural products
- Decontaminate suspected locations, machinery, distribution centers, food establishments, transport vehicles etc.

Concept of Operations

In the event of a food and agricultural incident the first level of control will reside within the local government of the affected jurisdiction. It is recognized efforts to prevent and respond to potential deliberate contamination in the food system will require a highly coordinated response to public health and medical emergencies. The second level of control will be exercised through the WHSOC and the Wyoming Department of Health or Wyoming Department of Agriculture / Wyoming Livestock Board on behalf of the governor.

Responsibilities (Primary and Support)

Commercial Food Supply Functions

Primary: Park County Emergency Management Council
Park County Office of Homeland Security
Park County Health Officer
Park County Public Health
Park County UW Extension Office
Park County Sheriff

Support: Wyoming Department of Health
Wyoming Public Health Laboratory
Wyoming Department of Agriculture
Wyoming Department of Agriculture, Consumer Health Division
Wyoming Livestock Board

Task: Surveillance and monitoring to detect intentional contamination of food or spread of disease among crops or livestock at critical nodes in food processing/production
Task: Identify and trace back animals, plants, commodities and food products to sites of production.
Task: Trace forward contaminants to determine extent.
Task: Initiate activities for confirmation / isolation and contact identification / tracing of contaminants.
Task: Assess need to screen food products and livestock traveling from affected locations.
Task: Suspend operations of contaminated establishments.
Task: Laboratory and analysis samples with tie-in to existing programs, including Food Emergency Response Network (FERN)
Task: Support local health departments by coordinating requested supplies, equipment, and personnel.

Support: Wyoming Department of Health

Task: Oversee all public and media relations for Wyoming Department of Health in coordination with WOHS, Park County, and other state agencies.
Task: Staff *All-Hazards Response* telephone line for reporting occurrence of potential public health hazards.

Support: Wyoming Department of Health Director

Task: Activate Wyoming Department of Health Response Plans

Support: Wyoming Department of Agriculture
Wyoming State Veterinarian

Task: Provide animal vaccines and other medicines to respond to potentially devastating animal disease outbreaks through National Veterinary Stockpile.

Support: State Health Officer

Task: Spokesperson for Wyoming Department of Health and Park County Health Officers
Task: Spokesperson under direction of State Health Officer and Epidemiologist
Task: Local identification and tracing

Support: Wyoming Office of Homeland Security

Task: Coordinate with Department of Health Public Information Officer and Park County Public Information Officer for information dissemination

Livestock and Crop Functions

Primary: Wyoming Livestock Board / State Veterinarian
Wyoming Department of Agriculture (Livestock)
Wyoming Regional Veterinary Coordinator

Primary: Park County Office of Homeland Security
Park County UW Extension Office
Park County Health Officer
Park County Public Health Office

Task: Coordinate activities per direction of the State
Task: Assist, as needed

Primary: Wyoming Game and Fish, Wildlife Disease Laboratory

Primary: UW Cooperative Ag Pest Survey
UW College of Agriculture, Plant Sciences Department
UW Department of Renewable Resources, Entomology Department
USDA-APHIS Plant Protection and Quarantine Director (Plants and Insects)

Primary: Wyoming Public Health Laboratory (All)

Task: Import restrictions
Task: Monitor animal disease, exotic plant pest and other pest outbreaks in other states
Task: Test domestic and wild animals and develop plans if disease is detected.
Task: Conduct detection surveys for exotic plant pests.
Task: Initiate contact identification / tracing.
Task: Establish, maintain, and enforce isolation and quarantine of farm products, domestic or wild animals, exotic plant pests or other objects.

Support: Wyoming Department of Agriculture
Wyoming Weed and Pest Districts

Task: Assist in crop damage assessment.
Task: Assist in pest damage assessment.

Support: Wyoming Department of Environmental Quality
Wyoming Livestock Board
Wyoming Game and Fish

Task: Coordination and technical assistance for disposal of animals, crops, or food

Contact List – Food & Agricultural Incident

Park County Office of Homeland Security	307-527-1860
Park County Sheriff	307-527-8700
City of Cody Police	307-527-8700
City of Powell Police	307-754-2212
Park County Health Officer	307-840-4265
Park County Public Health Coordinator	307-527-8571
Park County UW Extension Coordinator	307-527-8561
Park County Weed and Pest	307-754-8884
Wyoming Highway Patrol – Cody	307-587-9729
State	307-777-4301
Dispatch	307-777-4321
Big Horn County	307-548-2516
Hot Springs County	307-864-4649
Washakie County	307-347-3331
Region VI Response Team	307-347-6379
Wyoming Office of Homeland Security	307-777-4663
American Red Cross	307-689-0886
USDA Animal Plant Health Information Service- Plant Protection and Quarantine	307-432-7979
University of Wyoming Cooperative Agriculture Pest Survey	307-766-5278
University of Wyoming College of Agriculture Plant Sciences Department	307-766-3103
University of Wyoming Department of Renewable Resources Entomology Department	307-766-2263
Wildlife Disease Laboratory	307-322-2571 (4576)
Wyoming Department of Administration and Information	307-777-7201
Wyoming Department of Agriculture	307-777-7321
Wyoming Department of Agriculture Consumer Health Division	307-250-8603
Wyoming Department of Environmental Quality (DEQ)	307-777-7937
	307-777-7781
Wyoming Department of Health (24/7 Epidemiology Hotline)	888-996-9104
Wyoming Department of Health Director	866-571-0944
Wyoming Department of Health State Health Officer	307-777-6340
Wyoming Department of Health State Epidemiologist	307-777-7716
Wyoming Dept. of Health Region VI Veterinary Coordinator	307-777-6443
	307-568-2967
Wyoming Game and Fish	307-777-4600
Wyoming Game and Fish Laboratory	307-766-5618
Wyoming Livestock Board	307-777-7515
Wyoming Military Division	Contact Park County Office of Homeland Security
Wyoming Public Health Laboratory (Bioterrorism)	307-777-3735
(Chemical Testing)	307-777-7868
(Microbiology)	307-777-6053
Wyoming State Board of Nursing	307-777-7601
Wyoming State Veterinarian	307-777-6443
Wyoming Weed and Pest Districts	307-777-6585

HAZARDOUS MATERIAL INCIDENT RESPONSE

I. SITUATION

A. General

A variety of hazardous materials (HM) are transported, stored, and used within the Park County area on a daily basis. The hazardous materials include toxic chemicals, flammable liquids and gases, radiological substances, etc. These agents are used by agriculture, industry, and business and have many other domestic applications.

When properly used, applied, controlled, and contained, hazardous materials are immensely beneficial to our society. When accidentally released or improperly handled, they may pose a threat to life, property, and the environment. A fast, efficient response is imperative to effectively manage and mitigate the effects of the accidental release. Inadequate response and recovery operations can be very costly (in terms of dollars, lives, and environmental damage) to the facility owner, to local governments, and to our citizens. Most HM incidents will require a multi-disciplinary notification and/or response, in which case, each respondent must act appropriately and cooperatively in a well-coordinated effort.

This annex is not a stand-alone plan. It must be supported by other state, local and facility emergency operations plans, appropriate equipment resources and trained personnel.

This annex covers the release (s) or potential release (s) of hazardous materials to the air, land, surface, and subsurface waters which pose immediate or major long-term threats to the population and which result from:

1. Accidents or emergency releases involving transportation, storage, and use of agriculture chemicals
2. Industrial incidents, involving industrial and business firms
3. Transportation incidents, involving the various highway networks, railroads, pipelines, and air routes
4. Incidents involving the buildings, structures, and other locations, such as businesses or industrial storage or processing facilities, waste recovery, or disposal sites, and sites of illegal dumping

SPECIAL NOTE: The term “release (s)” means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles) of any hazardous chemicals, extremely hazardous substances, radioactive material, or toxic chemicals.

B. Purpose

This hazardous materials response annex for Park County has been prepared to meet statutory planning requirements of the Federal Superfund Amendments and Reauthorization Act of 1986, SARA, Title III, and to provide for a higher degree of preparedness to deal with incidents involving extremely hazardous substances.

The plan has been specifically designed to serve as an annex to the Park County Emergency Operations Plan (EOP) and supplements that document. Every effort has been made to integrate the hazardous materials incident response annex with the EOP. In that regard, the plan is consistent with existing authorities, planning assumptions, systems and procedures.

C. Objectives

1. Initiate a plan of action to minimize hazards to life and property and adverse impacts upon the environment from the release of a hazardous material

2. Establish procedures for notification, alerting, warnings, and reporting incidents to provide for a coordinated effort on the part of the County, its communities, and industry in response to a hazardous materials emergency

3. Identify emergency response organizations, equipment and other resources which can be employed during such a response

4. Provide a mechanism to integrate community and facility response procedures into the Park County Emergency Operations Plan

5. Delineate the responsibilities of local government and facility owners/ operators and their relationships for response and recovery operation, as well as planning and exercising the operations

D. Legal Authority

1. Civil Defense Act of 1977 as amended (19-5-101 thru 116)

2. Executive Order No. 1998-5

3. Executive Order No. 1998-5 and 2001-6 (SERC)

4. U.S. Code of Federal Regulations, Title 40, Parts 100-359

5. U.S. Code of Federal Regulations, Title 49, Parts 100-199 to include the Hazardous Materials Transportation Act

6. Wyoming Regulations for Discharges of Oil and Hazardous Substances

    a. WS 35-11-301
    b. WS 35-11-302

7. Wyoming Environmental Pesticide Control Act of 1973

    a. 35-7-364
    b. 35-7-374

8. A Strategic Plan for the Comprehensive Management of Wildlife in Wyoming, 1984-1989

9. Superfund Amendments and Reauthorization Act (SARA, Title III)

10. Occupational Health and Safety, Rule 1910.120

11. Federal Water Pollution Control Act, the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA)

NOTE: Other laws, not listed, may also pertain. While this list has been made as comprehensive as possible, this list should be viewed as a partial listing of pertinent laws and regulations.

E. Special County Characteristics

1. Transportation Networks

    a. US 14-16-20 E / W
    b. US 14A & 310
    c. WY Highway 120 N / S
    d. WY Highway 290, 294, 296

2. Pipelines transport various liquid and gaseous petroleum products.

3. Fixed Facilities – Must report hazardous materials handled or stored during the year, per Sara Title III, Tier II

    a. Industrial facilities
    b. Natural gas and propane distributors and storage facilities
    c. Hazardous materials facilities, railroads, trucking and other firms
    d. AG chemical dealers, feed dealers, elevators
    e. Yellowstone Regional and Powell Municipal Airports

4. Waterways: Park County has numerous waterways which are vulnerable to spills created by transportation accidents, illegal dumping, pipeline breaks, or intentional acts.

5. Illegal Dump Sites: These can occur anywhere in the County and may involve materials dumped out of convenience, dumped because they are not allowed in the County landfills, or dumped because they involve illegal operations such as methamphetamine manufacturing.

II. EXECUTION CONCEPTS

A. Relationship to Other Plans

1. The Hazardous Materials Incident Response Annex is part of the Park County Emergency Operations Plan and is intended to be used in conjunction with that plan.

2. Use County EOP annexes, as required, to secure necessary support and accomplish alert and notification tasks, etc.

3. The fixed facility plans, as required by Title III, Tier II, are not included with this annex or the County EOP. They are available at the EOC and at each fire district's main station.

4. Each fixed facility plan must be designed to properly interface with the *Hazardous Materials Incident Response Annex* and the County EOP.

5. Any changes to this annex, the County EOP, or the fixed facility's plan/s, must be fully coordinated to ensure the changes are consistent with the guidance of all current approved plans.

III. HAZARDOUS MATERIALS RESPONSE

Primary: Jurisdictional Fire District
Park County LERA (PCOHS Coordinator) **Local Emergency Response Authority**
City / Town LERA

Task: Initiate the Incident Command System
Task: Establish a Command Post
Task: Communicate using networks
Task: Review priorities:
Life Safety
Incident Stabilization
Property Preservation

Task: Size-up the incident
Task: Establish written objectives
Task: Deploy initial resources
Task: Request back-up resources.
Task: Stage unassigned resources
Task: Monitor situation status
Task: Transfer command, if needed
Task: Consider Unified Command
Task: Establish “Hot Zone”
Task: Make proper notifications - DEQ, WOHS, etc
Task: Determine responsible party
Task: Follow up on cleanup and reimbursement

Support: Law Enforcement

Task: Assist with security of area
Task: Execute evacuation request by Incident Commander, if requested
Task: Traffic control, as necessary
Task: Dispatch services

Support: Emergency Medical Services

Task: Communicate with Incident Commander
Task: Set up Triage and Decontamination areas
Task: Coordinate with area hospitals and medical facilities

Support: Park County Office of Homeland Security

Task: Activate Emergency Management Council (EMC) and / or the Multi-Agency Coordination System (MACS), if needed
Task: Coordinate *evacuation warning and shelter instructions* with RED CROSS
Task: Notify WOHS, if necessary

Support: Park County Public Health
Wyoming Office of Homeland Security
Region VI Response Team

Contact List – Hazardous Material Incident

Park County Office of Homeland Security	307-527-1860
Park County Sheriff	307-527-8700
Park County Fire District #2 – Cody	307-527-8550
Dispatch	307-527-8700
Park County Fire Warden	307-527-8551
Park County Fire District #1 – Powell	307-754-2211
Dispatch	307-754-2212
Park County Fire District #3 - Meeteetse	307-868-2627
Park County Fire District #4 - Clark	307-645-3232
City of Cody Police	307-527-8700
City of Powell Police	307-754-2212
ARSI (Asphalt Refinishing Services, Inc.)	307-587-4450
CHEMTREC	800-424-9300
Park County Health Officer	307-840-4265
Park County Public Health Coordinator	307-527-8571
Park County UW Extension Coordinator	307-527-8561
Park County Weed and Pest	307-754-8884
Wyoming Highway Patrol – Cody	307-587-9729
State	307-777-4301
Dispatch	307-777-4321
Big Horn County	307-548-2516
Hot Springs County	307-864-4649
Washakie County	307-347-3331
Region VI Response Team	307-347-6379
Wyoming Office of Homeland Security	307-777-4663
American Red Cross	307-689-0886

National Weather Service

Riverton (Big Horn, Fremont, Hot Springs, Johnson, Lincoln, Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties):	307-857-3898
http://www.crh.noaa.gov/riv	800-211-1448
Cheyenne (Albany, Carbon, Converse, Goshen, Laramie, and Platte Counties):	307-772-2468
http://www.crh.noaa.gov/cys	
Billings (Sheridan County)	406-652-0851
http://www.wrh.noaa.gov/byz	
Salt Lake City (Uinta County)	801-524-5133
http://www.wrh.noaa.gov/slc	
Rapid City (Campbell, Crook, and Weston Counties)	605-341-7435
http://www.crh.noaa.gov/unr	

LAW ENFORCEMENT AND INVESTIGATION ANNEX – NON TERRORISM INCIDENTS

Purpose

The purpose of this annex is to facilitate an effective law enforcement and investigative response to all criminal acts which are **not** a terrorism incident. **If the incident is a terrorism event, refer to the *Terrorism Law Enforcement and Investigation Incident Annex* of this plan.**

Scope

There are many different incidents for which this annex could pertain. These incidents could be, but are not limited to, the following: Bomb threats or actual bombing incidents, clandestine drug labs, civil unrest, kidnapping, missing persons, homicide, arson, hostage situation, and large scale community events such as bike rallies.

The Wyoming Office of Homeland Security could provide support with specialized logistical resources such as a bomb technician, bomb hazardous robot, and bomb dogs. This office also has communication resources and mobile command centers available. Radiological personnel are also available to the local jurisdiction.

Command and Control

The Park County Sheriff or other local law enforcement agency requesting the assistance of the Wyoming Office of Homeland Security is the lead entity. Local law enforcement will maintain control of the incident; however, they can request assistance from the Wyoming Division of Criminal Investigation, which includes the Wyoming Crime Lab and the Wyoming Office of Homeland Security. Depending on the incident, federal assistance through the FBI, DEA and BATF can be requested. The local jurisdiction may request assistance when all their capabilities have been exhausted.

The Wyoming Office of Homeland Security has a **support role only** in any criminal or law enforcement incident.

Concept of Operations

Local law enforcement, fire, and emergency medical services can handle most emergencies occurring on a day-to-day basis. A large-scale criminal act could overwhelm a small agency. Although local law enforcement agencies may have the training to handle the incident, they may not have specialized equipment or specialized personnel to handle some incidents. The role of the Wyoming Office of Homeland Security is a logistical support role. The WOHS office could coordinate specialized personnel such as bomb technicians and equipment to support the operation. For incidents that may involve hazardous materials, Regional Emergency Response Teams can be coordinated though WOHS Regional Division.

As with most large-scale incidents, communication can be problematic. The Park County IT Department and Park County Office of Homeland Security can offer radios, personnel, etc., as logistical support during an incident. The WOHS communication trailer can be deployed to an incident as a support function within the rural areas of this state and the command vehicle can be deployed to assist local jurisdiction /s. Personnel from the WOHS office are trained in Incident Command, GIS, and other specialty areas of incident response, and could provide needed resources for the local jurisdiction /s.

Through the Governor's office, the Wyoming Office of Homeland Security can coordinate with the Attorney General's office to obtain a military response. The military department can assist with personnel, logistics, and possible air support.

If the incident involves a federal crime, federal law enforcement agencies may be called to assist. These crimes could consist of kidnapping, which would involve the FBI, or Illegal use of a firearms or explosive devices, which would involve the Bureau of Alcohol, Tobacco, and Firearms (ATF). The Drug Enforcement Agency (DEA) may be called to assist with drug offenses that are in violation of federal law.

In incidents involving a clandestine lab (illegal drug lab), law enforcement and hazmat teams may be utilized. The Division of Criminal Investigation, EPA, and DEQ will be needed to assist with not only the investigation but also the cleanup of the incident site. The investigation of all clandestine labs and cleanup should involve the DEA. DEA should be contacted early in the incident of clandestine lab /s. DEA not only brings its expertise as a resource, but also is a valuable logistics component. The cleanup costs of these incidents can be very high, well beyond a small jurisdiction's or even the state's capabilities. DEA could assist with the funding for the cleanup of clandestine labs.

Coordinating Agencies

City of Cody Police
City of Powell Police
Park County Sheriff
Park County Emergency Management Council
Park County Office of Homeland Security
Wyoming Office of Homeland Security

Cooperating Agencies

Department of Environmental Quality (DEQ)
Division of Criminal Investigation (DCI)
Fire District #1 – Powell
Fire District #2 – Cody
Fire District #3 - Meeteetse
Fire District #4 – Clark
Park County Attorney
Park County Coroner
Park County Public Health
Park County Road & Bridge/ Public Works
Park County Search and Rescue (SAR)
City of Cody Public Works
City of Powell Public Works
Town of Meeteetse Public Works
Powell Valley Healthcare EMS
West Park Hospital EMS
Regional Bomb Squad
Regional Swat Teams
Regional Emergency Response Teams
Wyoming Attorney General Office
Wyoming Department of Health
Wyoming Department of Transportation (WYDOT)
Wyoming Highway Patrol (WHP)

Cooperating Federal Agencies

Bureau of Alcohol Tobacco & Firearms (BATF)
Drug Enforcement Agency (DEA)
Environmental Protection Agency (EPA)
Federal Bureau of Investigation (FBI)
US Attorney General Office

Contact List – Law Enforcement and Investigation
Non Terrorism Incident

Park County Office of Homeland Security	307-527-1860
Park County Sheriff	307-527-8700
City of Cody Police	307-527-8700
City of Powell Police	307-754-2212
Park County Health Officer	307-840-4265
Park County Public Health Coordinator	307-527-8571
Park County UW Extension Coordinator	307-527-8561
Wyoming Highway Patrol – Cody	307-587-9729
State	307-777-4301
Dispatch	307-777-4321
Big Horn County	307-548-2516
Hot Springs County	307-864-4649
Washakie County	307-347-3331
Region VI Response Team	307-347-6379
Wyoming Office of Homeland Security	307-777-4663
American Red Cross	307-689-0886
Wyoming Attorney General's Office	307-777-7841
US Attorney General's Office	307-772-2124

Bomb Technician Support

Operations Unit Chief	307-777-4903
	307-214-9594
Casper / Natrona County	307-235-8278
Campbell County	307-682-6102
Cheyenne / Laramie County	307-637-6519
Sweetwater County	307-872-6350
Bureau of Alcohol Tobacco & Firearms – Cheyenne	307-772-2346
National	801-524-7000
Division of Criminal Investigation (DCI)	307-777-7181
Drug Enforcement Agency (DEA)	307-772-2391
Environmental Protection Agency (EPA) – Region 8	800-424-8802
	800-227-8917
Federal Bureau of Investigation - Denver	303-629-7171
Cheyenne	307-632-6224
Wyoming Department of Environmental Quality (DEQ)	307-777-7937
	307-777-7781
Wyoming Department of Health - Director	866-571-0944

National Weather Service

Riverton (Big Horn, Fremont, Hot Springs, Johnson, Lincoln, Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties):	800-211-1448
	307-857-3898

LAW ENFORCEMENT AND INVESTIGATION ANNEX – TERRORISM INCIDENTS

Purpose

The purpose of this annex is to facilitate an effective law enforcement and investigative response to all threats or acts of terrorism within Park County and the State of Wyoming, regardless of whether they are deemed credible. To accomplish this, the annex establishes a structure for a systematic, coordinated, unified, timely, and effective law enforcement and investigative response to threats or acts of terrorism within Park County and the State of Wyoming.

Definitions

Terrorism: Terrorism as defined by the Department of Justice is:

> "A violent act or an act dangerous to human life, in violation of the criminal laws of the United States or any segment to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives."
>
> The FBI recognizes two categories of terrorism: Domestic and International.
>
> **Domestic** terrorism involves groups or individuals whose terrorist activities are directed at elements of our government without foreign direction. The Oklahoma City bombing is an example of domestic terrorism.
>
> **International** terrorism involves groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside the United States or whose activities transcend national boundaries. The World Trade Center bombing is an example of international terrorism.

WMD (Weapon of Mass Destruction)

> FY97 National Defense Authorization Act, Public Law 104-201, September 23, 1996 (quoted at http://www.fas.org/nuke/control/ctr/docs/hr3230-2.html), giving it added field-context credibility
>
> The term "weapon of mass destruction" means any weapon or device intended, or has the capability, to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of:
>
> A. toxic or poisonous chemicals or their precursors;
> B. a disease organism; or
> C. radiation or radioactivity

The FBI defines WMD as:

"Mass casualties and extensive property damage are the trademarks of weapons of mass destruction, making their detection, prevention, and destruction an FBI priority. A weapon of mass destruction (WMD), though typically associated with nuclear / radiological, chemical, or biological agents, may also take the form of explosives, such as the bombing of the Alfred P. Murrah Federal Building in Oklahoma City, Oklahoma in 1995. A weapon crosses the WMD threshold when the consequences of its release overwhelm local responders."

Differences between Terrorist Weapons of Mass Destruction Incidents and other incidents:

As in all incidents, terrorist Weapons of Mass Destruction incidents may involve mass casualties and damage to infrastructure, buildings, and other types of property. However, there are several factors surrounding terrorist Weapons of Mass Destruction incidents, unlike any other type of incident, which must be taken into consideration. The first responders' ability to identify aspects of the incident (i.e., signs and symptoms exhibited by victims) and report them accurately will be the key to maximizing the use of critical local resources and triggering a state, and eventually a federal response.

Situation and Assumptions

A. Introduction:

The complexity, scope, and potential consequences of a terrorist threat or incident require there be a rapid and decisive capability to resolve the situation. The resolution of the consequence management elements of an act of terrorism demands an extraordinary level of communication at all levels of government. No single federal, state or local government has the capability to respond independently and mitigate the consequences of such an event. A threat or act may affect a single location or multiple locations, each of which may be a disaster scene, a hazardous materials scene, and / or a crime scene simultaneously.

B. Situation:

1. The situation may not be recognizable until there are multiple casualties. Most chemical and biological agents are not detectable by methods used for explosives and firearms. Most agents can be carried in containers that look like ordinary items. Medical personnel may not associate the symptoms with a biological agent (i.e., anthrax presents as "flu like" symptoms).

2. Time is working against responding elements. The incident can expand exponentially very quickly. In addition, the effects of some chemicals and biological agents worsen over time.

3. Responders are placed at a higher risk of becoming casualties. Because agents are not readily identifiable, responders may become contaminated before recognizing the agent involved. First responders may, in addition, be targets for secondary releases or explosions.

4. The location of the incident will be treated as a crime scene. Therefore, it is important to ensure actions on-scene are coordinated between response organizations to minimize any conflicts between law enforcement authorities, who view the incident as a crime scene, and other responders who view it as a hazardous materials or disaster scene.

C. Assumptions:

1. Contamination of critical facilities, infrastructure, and large geographic areas may result from a terrorist Weapons of Mass Destruction act. Victims may carry an agent unknowingly into public transportation, facilities, businesses, residences, doctor's offices, or emergency rooms because they don't realize they are contaminated. First responders may carry the agent to fire stations, hospitals, or to the location of a subsequent call.

2. There may be multiple events (e.g., one event in an attempt to influence another event's outcome)

3. The scope of the act may expand geometrically and may affect neighboring jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carrying agents far from the initial source.

4. There will be a stronger reaction from the public than with other types of incidents. The thought of exposure to a chemical or biological agent or radiation evokes terror and hysteria in most people. The fear of the unknown also makes the public's response more severe. Those concerned about possible exposure (walking well) will overwhelm facilities and use critical resources. (e.g. antibiotics)

5. Support facilities, such as utility stations and 911 centers, along with critical infrastructure, are at risk as targets.

6. Specialized state and local response capabilities may be overwhelmed.

7. The need for a Joint Information Center (JIC), to ensure the public is provided the correct information and appropriate guidance on what to do, is absolutely essential.

Direction and Control

Primary: Park County Sheriff
City of Cody Police / City of Powell Police

Task: Initial direction and control responsibilities based on agency protocols
Task: Establishing ICP and Objectives
Task: Search and Rescue

Support: Park County Office of Homeland Security

Task: Activate EOC
Task: Notify Emergency Management Council and/or MAC
Task: Notify Wyoming Office of Homeland Security
Task: Initiate and prepare *Disaster Declaration* to State
Task: Assist IC in Resource Management

Support: Federal Bureau of Investigation (FBI)
Department of Criminal Investigation (DCI)

Task: Establish Joint Field Operations Center (JFO)
Task: Provide liaison with local command structure to facilitate joint decision making (Unified Command)

Support: Wyoming Office of Homeland Security

Task: Primary crisis management
Task: Authority for response to terrorist events
Task: Primary management support

Support: West Park Hospital
Powell Valley Hospital
Cody Clinic
Urgent Care
Park County Public Health
Park County Health Officer

Task: Maintain medical services by maintaining agreements with outside providers, as necessary

Support: American Red Cross
The Salvation Army
Southern Baptist Church

Task: Establish temporary shelters and mass feeding locations

Support: Federal Emergency Management Agency (FEMA)
Wyoming National Guard

Task: Urban Search and Rescue Teams
Task: Emergency medical care for entrapped victims
Task: Hazardous material survey and evaluation
Task: Reconnaissance to assess damage, needs, and provide feedback to local, state and federal officials

AUTHORITIES AND REFERENCES

1. Park County

a. Park County Emergency Operations Plan
b. Resolutions by Park County Board of County Commissioners
c. Local Agency / Departmental Action Plans

2. Wyoming

a. Wyoming Statutes, Title 19, Chapter 13, Article 1
b. Wyoming Event Management Plan
c. Wyoming Emergency Response Plan

3. Federal

a. Presidential Decision Directive 39
b. Presidential Decision Directive 62
c. Robert T. Stafford Disaster Relief and Emergency Assistance Act
d. National Response Plan / National Response Framework

4. Other Plans and Directives

a. Each County and Tribal Emergency Operations Plan
b. Federal Radiological Emergency Response Plan
c. National Oil and Hazardous Substance Pollution Contingency Plan
d. Department of Defense Directive 3025.15 Military Assistance to Civil Authorities

Coordinating Agencies

City of Cody Police
City of Powell Police
Park County Sheriff
Federal Bureau of Investigation
Park County Emergency Management Council
Park County Office of Homeland Security
Wyoming Office of Homeland Security

Cooperating Agencies

Department of Environmental Quality (DEQ)
Division of Criminal Investigation (DCI)
Park County Attorney
Park County Coroner
Park County Public Health
Park County Road & Bridge / Public Works
Park County Search and Rescue (SAR)
City of Cody Public Works
City of Powell Public Works
Town of Meeteetse Public Works
Fire District #1 – Powell
Fire District #2 – Cody
Fire District #3 – Meeteetse
Fire District #4 – Clark
Powell Valley Healthcare EMS
West Park Hospital EMS
Mental Health Agencies
Big Horn County
Hot Springs County
Washakie County
Regional Bomb Squads
Regional Emergency Response Teams
Region VI Response Team
Wyoming Attorney General Office
Wyoming Department of Agriculture
Wyoming Department of Health
Wyoming Department of Transportation
Wyoming Highway Patrol
Wyoming Livestock Investigators
Wyoming State Veterinary
Private Sector

Cooperating Federal Agencies

FEMA Urban Search and Rescue Task Force
National Weather Service
Environmental Protection Agency (EPA)
US Attorney General Office

Contact List – Law Enforcement and Investigation
Terrorism Incident

Park County Office of Homeland Security	307-527-1860
Park County Sheriff	307-527-8700
City of Cody Police	307-527-8700
City of Powell Police	307-754-2212
Park County Health Officer	307-840-4265
Park County Public Health Coordinator	307-527-8571
Park County UW Extension Coordinator	307-527-8561
Park County Weed and Pest	307-754-8884
Wyoming Highway Patrol – Cody	307-587-9729
State	307-777-4301
Dispatch	307-777-4321
Big Horn County	307-548-2516
Hot Springs County	307-864-4649
Washakie County	307-347-3331
Region VI Response Team	307-347-6379
Wyoming Office of Homeland Security	307-777-4663
American Red Cross	307-689-0886

Bioterrorism

24-Hour Health Department Bioterrorism Hot-Line	888-996-9104
Bioterrorism Laboratory Coordinator	307-777-3735
Wyoming Department of Health- Director	866-571-0944

Bomb Technician Support

Operations Unit Chief	307-777-4903
	307-214-9594
Casper / Natrona County	307-235-8278
Campbell County	307-682-6102
Cheyenne / Laramie County	307-637-6519
Sweetwater County	307-872-6350
Division of Criminal Investigation (DCI)	307-777-7181
Environmental Protection Agency (EPA) – Region 8	800-424-8802
	800-227-8917
Federal Bureau of Investigation – Denver	303-629-7171
Cheyenne	307-632-6224
FEMA Urban Search and Rescue	303-235-4800
Wyoming Department of Agriculture	307-777-7321
Wyoming Department of Environmental Quality (DEQ)	307-777-7937
	307-777-7781
Wyoming Game and Fish	307-777-4600
Wyoming Livestock Board	307-777-7515

National Weather Service

Riverton (Big Horn, Fremont, Hot Springs, Johnson, Lincoln, Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties):	307-857-3898
http://www.crh.noaa.gov/riv	800-211-1448
Cheyenne (Albany, Carbon, Converse, Goshen, Laramie, and Platte Counties):	307-772-2468
http://www.crh.noaa.gov/cys	
Billings (Sheridan County)	406-652-0851
http://www.wrh.noaa.gov/byz	
Salt Lake City (Uinta County)	801-524-5133
http://www.wrh.noaa.gov/slc	
Rapid City (Campbell, Crook, and Weston Counties)	605-341-7435
http://www.crh.noaa.gov/unr	

TORNADO INCIDENT ANNEX

Purpose

The Tornado Incident Annex is to facilitate an effective response to the occurrence of a tornado within Park County Wyoming. Tornado events usually do not have adequate warning. In an event of a tornado, local jurisdiction can be overwhelmed very quickly. Critical infrastructure, roads, and other services can be affected. Restoration of the critical infrastructure and the housing and care of victims becomes a critical effort.

Scope

The goals are:

- Response
- Protection of life and property
- Organize evacuation, where needed
- Facilitate recovery efforts
- Restoration of critical infrastructure

Concept of Operations

In the event of a tornado the first level of control will rest with the local jurisdiction. WOHS will support the County / local jurisdiction by bringing in other state and federal assistance. Private and volunteer organizations will also be involved in the response to an event such as a tornado. The County can ask for assistance from the state when County / local resources are exhausted. The local jurisdiction will remain in control even when state and federal assistance is requested. Resources, including donations, will need to be managed and addressed, as with any large natural disaster or event. Refer to the *Support Annexes, Volunteer and Donations*, for further guidance.

Responsibilities (Primary and Support)

Primary: Park County Emergency Management Council / MACS
Park County Office of Homeland Security

Task: Coordinate local response with Law Enforcement, Search and Rescue, EMS, Fire, Road and Bridge / Public Works, etc.
Task: Prepare a *Disaster Declaration*, if needed, and submit to State

Support: Park County Sheriff
City of Cody Police
City of Powell Police
Park County Search and Rescue

Support: American Red Cross
Southern Baptist Church
The Salvation Army

Task: Feeding and housing of victims

Support: Park County Road and Bridge / Public Works
City of Cody Public Works
City of Powell Public Works
Town of Meeteetse Public Works

Task: Restore critical infrastructure, maintain transportation routes, debris removal, control access to scene

Support: West Park Hospital EMS
Powell Valley Healthcare EMS

Support: Park County Fire Districts

Support: Wyoming Office of Homeland Security

Task: Support local jurisdiction, operate WHSOC, coordinate other state and federal assistance

Support: Wyoming Department of Transportation

Task: Assist in evacuation routes, maintain the state highway systems

Support: Wyoming Highway Patrol

Task: Monitor and assist in evacuation, assist in scene security

Support: Wyoming National Guard

Task: Assist with the security of the effected area, assist with debris removal, assist with the removal of the injured, assist with transportation

Support: Wyoming Department of Environmental Quality

Task: Assist in the protection and restoration of water systems, monitor waterways, assist in the permitting and guidance for the disposal of debris

Support: Wyoming Department of Health

Task: Monitor the public health issues, assist in the coordination of health care

Support: National Weather Service

Task: Monitor weather patterns, provide weather conditions and forecasts

Support: Federal Emergency Management Agency

Task: Assist with recovery efforts, assist with housing and social services

Support: Department of Family Services

Task: Assist with social services

Support: Local citizens / volunteers

Task: Rescue, evacuation, tracking, and care of animals

Support: Other Region VI Counties (Big Horn, Hot Springs, and Washakie)

Task: Assist as needed, per mutual aid agreements

Other Cooperating Entities:

Federal:
- Environmental Protection Agency (EPA)
- Housing Urban Development (HUD)
- Small Business Administration (SBA)

Private:
- Local industry
- Local volunteers – CERT, VIP, etc.
- Spontaneous volunteers
- Private insurance companies

Representatives of Special Needs Population / Unable to Self-Evacuate

Contact List – Tornado Incident

Park County Office of Homeland Security	307-527-1860
Park County Sheriff	307-527-8700
City of Cody Police	307-527-8700
City of Powell Police	307-754-2212
Park County Health Officer	307-840-4265
Park County Public Health Coordinator	307-527-8571
Park County UW Extension Coordinator	307-527-8561
Wyoming Highway Patrol – Cody	307-587-9729
State	307-777-4301
Dispatch	307-777-4321
Big Horn County	307-548-2516
Hot Springs County	307-864-4649
Washakie County	307-347-3331
Region VI Response Team	307-347-6379
Wyoming Office of Homeland Security	307-777-4663
American Red Cross	307-689-0886
Federal Emergency Management Agency (FEMA)	303-235-4800
Wyoming Department of Environmental Quality (DEQ)	307-777-7781
	307-777-7937
Wyoming Department of Family Services	307-587-6246
	307-777-7561
Wyoming Department of Health – Director	866-571-0944
Wyoming Department of Transportation	307-777-4301
	307-587-2220
Wyoming State Geological Survey	307-766-2286

National Weather Service

Riverton (Big Horn, Fremont, Hot Springs, Johnson, Lincoln, Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties):	307-857-3898
http://www.crh.noaa.gov/riv	800-211-1448
Cheyenne (Albany, Carbon, Converse, Goshen, Laramie, and Platte Counties):	307-772-2468
http://www.crh.noaa.gov/cys	
Billings (Sheridan County)	406-652-0851
http://www.wrh.noaa.gov/byz	
Salt Lake City (Uinta County)	801-524-5133
http://www.wrh.noaa.gov/slc	
Rapid City (Campbell, Crook, and Weston Counties)	605-341-7435
http://www.crh.noaa.gov/unr	

WILDLAND FIRE INCIDENT ANNEX

Purpose

The purpose of this annex is to facilitate an effective fire suppression response. The protection of life is paramount in fire suppression efforts.

Scope

Large-scale wildland fires, or even urban fires, can be overwhelming for the local fire departments. The Wyoming State Forestry Division is the coordinating agency. The Wyoming Office of Homeland Security can provide support with specialized resources, such as communication equipment, trained operational personnel, and mobile command resources. The Wyoming Office of Homeland Security has a support role in fire suppression.

Command and Control

The local fire department will maintain control utilizing the county fire wardens. The State Forestry Division, with the request from the county fire warden, can assist with wildland fires. The State Forestry Division can bring in state assets such as aircraft and federal assistance. The State Forestry Division can advise the Governor of the need for federal assistance. With this request a federal declaration can be obtained.

Concept of Operations

The local fire department has control while the fire is within the local jurisdiction. A change of command may take place depending upon the land ownership and the resources used. If the fire is on federal land, the corresponding federal agency will have jurisdiction, even though the local fire department may be the first called and to arrive on scene. If the fire is beyond the capabilities of the local fire department, the State Forestry Division can be called upon. The county fire warden can make the request for the Wyoming State Forestry Division to assist with the fire. The Wyoming State Forestry Division then recommends to the Governor a federal declaration is needed. Upon the Governor's declaration, assistance through FEMA is obtained.

Once the State Forestry Division has been requested, the *Mini Fire Mobilization Plan* should be followed. This plan is updated for every fire season.

Primary: **Park County Fire District #1 – Powell** **<u>AND / OR</u>**
Park County Fire District #2 – Cody
Park County Fire District #3 – Meeteetse
Park County Fire District #4 – Clark

Task: Proceed under agency protocols

Support: **State Forestry Division**
United States Forest Service
Bureau Of Land Management
U.S. Department of the Interior

Support: **Park County Office of Homeland Security**

Task: Advise Emergency Management Council / MAC
Task: Activate County Evacuation Plan, if necessary
Task: Liaison with Wyoming Office of Homeland Security
Task: Activate EOC, if necessary

Support: **Park County Sheriff's Office**

Task: Traffic control
Task: Search and Rescue, if needed
Task: Evacuation, if needed

Support: **Wyoming Highway Patrol**
Wyoming Dept of Transportation

Task: Traffic control

Support: **West Park Hospital**
Powell Valley Health Care
West Park EMS
Powell EMS

Support: **National Weather Service /**
National Oceanic and Atmospheric Administration (NOAA)

Task: Provide up to date and accurate weather information

Support: **Local citizens / volunteers**

Task: Animal rescue, evacuation, tracking, and care, if needed

Support: **Park County Weed and Pest**

Task: Inspect staging sites for noxious weeds and plants

Coordinating Agencies

Park County Fire District #1 – Powell
Park County Fire District #2 – Cody
Park County Fire District #3 – Meeteetse
Park County Fire District #4 – Clark
Park County Emergency Management Council
Park County Office of Homeland Security
Wyoming Office of Homeland Security

Cooperating Agencies

Park County Health Officer
Park County Public Health
Park County Road and Bridge / Public Works
Park County Sheriff
Park County Search and Rescue
Park County Weed and Pest
Powell Valley Healthcare EMS
West Park Hospital EMS
Wyoming Department of Health
Wyoming Department of Transportation (WYDOT)
Wyoming Highway Patrol
Wyoming National Guard
Wyoming Office of Homeland Security

Cooperating Federal Agencies

FEMA Fire Management
US Department of Agriculture
US Department of Interior
US Forest Service

Contact List – Wildland Fire Incidents

Park County Office of Homeland Security	307-527-1860
Park County Sheriff	307-527-8700
City of Cody Police	307-527-8700
City of Powell Police	307-754-2212
Park County Fire District #2 – Cody	307-527-8550
Dispatch	307-527-8700
Park County Fire Warden	307-527-8551
Park County Fire District #1 – Powell	307-754-2211
Dispatch	307-754-2212
Park County Fire District #3 – Meeteetse	307-868-2627
Park County Fire District #4 – Clark	307-645-3232
Park County Health Officer	307-840-4265
Park County Public Health Coordinator	307-527-8571
Park County UW Extension Coordinator	307-527-8561
Park County Weed and Pest	307-754-8884
Wyoming Highway Patrol – Cody	307-587-9729
State	307-777-4301
Dispatch	307-777-4321
Big Horn County	307-548-2516
Hot Springs County	307-864-4649
Washakie County	307-347-3331
Region VI Response Team	307-347-6379
Wyoming Office of Homeland Security	307-777-4663
American Red Cross	307-689-0886
USFS Shoshone Forest Officer – 808 Meadow Lane	307-527-6241
Wapiti District Ranger – North Zone – 203 Yellowstone	307-587-6921

Wyoming Department of Health	307-777-7656
Wyoming Department of Health – Director	866-571-0944
	307-777-7656
Wyoming Department of Transportation	307-777-4301
	307-587-2220
State Fire Investigators	
Buffalo	307-684-7127
Laramie	307-745-8733

Wyoming National Guard….Contact PC Office of Homeland Security for activation

National Weather Service

Riverton - (Big Horn, Fremont, Hot Springs, Johnson, Lincoln, Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties):	307-857-3898
http://www.crh.noaa.gov/riv	800-211-1448
Cheyenne - (Albany, Carbon, Converse, Goshen, Laramie, and Platte Counties):	307-772-2468
http://www.crh.noaa.gov/cys	
Billings - (Sheridan County)	406-652-0851
http://www.wrh.noaa.gov/byz	
Salt Lake City - (Uinta County)	801-524-5133
http://www.wrh.noaa.gov/slc	
Rapid City - (Campbell, Crook, and Weston Counties)	605-341-7435
http://www.crh.noaa.gov/unr	

WINTER STORM INCIDENT ANNEX

Purpose

The purpose of this annex is to facilitate an effective response to winter storms. The most common incident that can occur in the State of Wyoming is a winter storm.

Scope

Winter storms can affect large portions of the state. Power outages can hinder the response to such incidents. Loss of electrical power can be life threatening due to sub-zero temperatures.

Command and Control

The Park County Office of Homeland Security Coordinator, requesting the assistance of the Wyoming Office of Homeland Security is the lead entity. The Wyoming Office of Homeland Security will have a support role in localized winter storms. If a large-scale storm is affecting several regions or jurisdictions, the Wyoming Office of Homeland Security will have more of a lead role or serve as an Area Command Authority. (ACA)

Concept of Operations

Local emergency managers can handle most incidents that occur on a day-to-day basis. A large-scale winter storm can overwhelm a local jurisdiction. Loss of critical services such as electrical power can be life threatening in a winter storm. Sub-zero temperatures are a concern for anyone caught outdoors or in a home that has lost power.

Emergency shelters may have to be setup for those who are without power and heat. Travelers may need to be sheltered when the roads are closed due to the storm. Local areas can become overwhelmed with travelers stranded due to roads being closed or other weather related issues. Local motels may be filled to capacity with travelers and restaurants and grocery stores can be overwhelmed and have limited food supplies.

Specialized equipment such as snow-cats may be needed to deliver critical resources and to assist with evacuation. Local search and rescue personnel may also be needed to assist with an evacuation.

Local public works and road and bridge crews will be needed to assist with delivery of critical resources, as well as keeping emergency routes accessible.

The Disaster Recovery Manager may be able to assist with the cost of such a disaster.

Primary: Park County Office of Homeland Security

Task: Activate EOC, if necessary
Task: Notify Emergency Management Council
Task: Coordinate resources
Task: Liaison with Wyoming Office of Homeland Security
Task: Activate American Red Cross for shelters, if needed
Task Insure outside communications are established and maintained

Support: Park County Sheriff

Task: Assist with evacuations
Task: Activate Search and Rescue, when needed
Task: Assist with road closures and motorist assistance
Task: Dispatch services

Support: Park County Search and Rescue

Task: Assist with inaccessible motorists and residents
Task: Assist with evacuation, where needed

Support: Park County Road and Bridge / Public Works
City of Cody Public Works / Street Department
City of Powell Public Works / Street Department
Town of Meeteetse Public Works / Street Department

Task: Snow removal
Task: Clear roadways for emergency traffic

Support: Public Utility Companies
City of Cody / City of Powell / Town of Meeteetse
Electrical
Water
Phone

Task: Restoring infrastructure services

Support: National Weather Service /
National Oceanic and Atmospheric Administration (NOAA)

Task: Provide up to date and accurate weather information
Task: Provide weather warnings and road closures

Support: American Red Cross
The Salvation Army

Task: Provide emergency shelters and food

Coordinating Agencies

Park County Emergency Management Council
Park County Office of Homeland Security
Wyoming Office of Homeland Security

Cooperating Agencies

City of Cody Police
City of Powell Police
Park County Sheriff
Park County Search and Rescue
Park County Public Health
Park County Road and Bridge / Public Works
City of Cody Public Works
City of Powell Public Works
Town of Meeteetse Public Works
Powell Valley Healthcare EMS
West Park Hospital EMS
Park County CERT
National Weather Service / NOAA
Wyoming Department of Transportation (WYDOT)
Wyoming Highway Patrol
Wyoming Livestock Investigators
Wyoming Public Service Commission
Wyoming State Veterinarian

Private Sector

Representatives of Special Needs Population / Unable to Self-Evacuate
Citizens / volunteers to handle and care for pets and animals

Contact List – Winter Storm Incident

Park County Office of Homeland Security	307-527-1860
Park County Sheriff	307-527-8700
City of Cody Police	307-527-8700
City of Powell Police	307-754-2212
Park County Health Officer	307-840-4265
Park County Public Health Coordinator	307-527-8571
Park County Engineer / Road and Bridge	307-527-8520
City of Cody	307-527-7511
City of Powell	307-754-5106
Town of Meeteetse	307-868-2278
American Red Cross	307-689-0886
Big Horn County	307-548-2516
Hot Springs County	307-864-4649
Washakie County	307-347-3331
Region VI Response Team	307-347-6379
Wyoming Office of Homeland Security	307-777-4663
Wyoming Department of Transportation	307-777-4301
	307-587-2220
Wyoming Highway Patrol – Cody	307-587-9729
State	307-777-4301
Dispatch	307-777-4321

Wyoming National Guard….Contact PC Office of Homeland Security for activation

National Weather Service

Riverton (Big Horn, Fremont, Hot Springs, Johnson, Lincoln, Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties):	307-857-3898
http://www.crh.noaa.gov/riv	800-211-1448
Cheyenne (Albany, Carbon, Converse, Goshen, Laramie, and Platte Counties):	307-772-2468
http://www.crh.noaa.gov/cys	
Billings (Sheridan County)	406-652-0851
http://www.wrh.noaa.gov/byz	
Salt Lake City (Uinta County)	801-524-5133
http://www.wrh.noaa.gov/slc	
Rapid City (Campbell, Crook, and Weston Counties)	605-341-7435
http://www.crh.noaa.gov/unr	

APPENDICES

1. CONTACT NAMES AND NUMBERS……..1-15

2. DECLARING DISASTERS……..1-3

3. HAZARDS ANALYSIS……..1-3

4. MUTUAL AID AGREEMENTS /
   MEMOS OF UNDERSTANDING……1-58
   - City of Cody and Park County
   - City of Powell and Park County
   - Town of Meeteetse and Park County
   - Big Horn, Park, Washakie, Hot Springs, and Fremont Counties

5. RESOLUTIONS……..1-16
   - #2009-13 Rescinds the 1997 Resolution to Establish the Park County Emergency Management Agency and its Governing Council
   - #2009-14 Reestablishes the Park County Emergency Management Council and the Park County Office of Homeland Security
   - #2005-72 Designation of NIMS For All Incident Management
   - #JAN 1997 Established Emergency Management Agency and Council
   - #2009-59 Adopting this Park County Emergency Operations Plan

6. RESOURCES……..……1-4

CONTACT NAMES AND NUMBERS

AIRPORT

Yellowstone Regional Airport…….……307-587-5096

ATTORNEY

Park County Attorney……...……..307-527-8660

BOMB TECHNICIAN SUPPORT

Cody Police Bomb Squad…….……307-527-8700

Wyoming Office of Homeland Security…….…….…..……...307-777-4663

Operation's Unit Chief (Kim Lee)…….…….……...…..307-777-4903
307-214-9594

Casper / Natrona County……..……307-235-8278

Campbell County……...…..……307-682-6102

Cheyenne / Laramie County……307-637-6519

Sweetwater County……. …..……307-872-6350

BUFFALO BILL DAM

United States Department of the Interior
Bureau of Reclamation – Great Plains Region……307-261-5671

Operating Personnel…….307-527-6256

Visitor Center……...307-527-6076

COLLEGE

Northwest College…….……...307-754-6000

CORONER

Park County Coroner…….……....307-587-3011

EMERGENCY MANAGEMENT

Park County Office of Homeland Security…….……..307-527-1860
Coordinator:
Office……..……307-527-1861
Cell Phone……307-899-8990
Cell Phone……307-272-0306

Cody Emergency Coordinator…….307-527-8724
Home Phone…….307-527-7199
Cell Phone……307-899-0901

Meeteetse Emergency Coordinator…….…….307-868-2278
Home Phone…….……307-868-2319

Powell Emergency Coordinator……..…….307-754-9541
Home Phone…….307-754-5281
Cell Phone……...…….307-250-1499

Big Horn County Coordinator…….307-548-2516
Cell Phone……307-

Fremont County Coordinator……...307-856-2374
Home Phone…….307-856-4965
Cell Phone……....307-850-8986

Hot Springs County Coordinator…….……307-864-4649
Home Phone…….307-864-2574
Cell Phone…….……...307-921-1922

Washakie County Coordinator…….……...307-347-3331
Home Phone……307-347-3412
Cell Phone…….……..307-431-0346

Wyoming Office of Homeland Security……..…..……...307-777-4663

EMERGENCY MANAGEMENT COUNCIL

Park County Courthouse…..…….…….…….....….....800-786-2844

Park County Commissioners……..…(Office)...……....…….307-527-8510
French…..…Home……..……..……....307-754-5420
Cell……..…….307-202-1785
Grosskopf...Home……..……307-587-6607
Cell…….307-272-2770
Hall……..…Work…….……..307-587-6062
Cell……..…….……307-899-8684

Park County Commissioners……(Continued)

Livingston….Home……..…….....……307-527-7415

Cell……..…….307-899-3057

Tilden…..….Home……..……..…..307-587-1352

Cell…….307-899-2486

Park County Homeland Security Coordinator…….……307-527-1860

Office……..……..……...307-527-1861

Cell Phone……307-899-8990

Cell Phone……307-272-0306

Park County Sheriff…….……307-527-8700

Office…….…..307-527-8711

Cell Phone…….……307-899-7401

EXECUTIVE GROUP / MULTI-AGENCY COORDINATION SYSTEM (MACS)

Park County Homeland Security Coordinator…….307-527-1860

Office …….……...307-527-1861

Cell Phone……307-899-8990

Cell Phone……307-272-0306

Park County Sheriff…….……307-527-8700

Office…….……307-527-8711

Cell Phone…….……307-899-7401

Cody Police Chief……(Perry Rockvam)……..……..307-527-8724

Dispatch…….……307-527-8700

Powell Police Chief…..(Roy Eckerdt)…….……..……307-754-2212

Dispatch ..…….……307-754-2212

Mayor – City of Cody……..307-527-7511

Mayor – City of Powell…….……..…….……...307-754-5106

Mayor – Town of Meeteetse……..…….……307-868-2278

City of Cody Administrator……..……...307-527-3462

City of Powell Administrator……..307-754-5106

Town of Meeteetse……..307-868-2278

Any other agency representatives deemed necessary to alleviate the emergency / disaster.

EXTENSION OFFICE

Park County UW Extension…….307-527-8560

FEDERAL

Bureau of Alcohol, Tobacco & Firearms……(Cheyenne)…….…..……307-772-2346
801-524-7000

United States Department of the Interior
Bureau of Reclamation – Great Plains Region …….…...307-261-5671

Bureau of Reclamation / Bureau of Land Management…(Cody) ……..……307-578-5900
(Lovell)…….307-548-2706

Environmental Protection Agency (EPA)……(Region 8) …….……800-424-8802
(National)……...800-227-8917

Federal Bureau of Investigation……Cheyenne ……..307-632-6224
Denver…….…….303-629-7171

FEDERAL EMERGENCY MANAGEMENT AGENCY

FEMA…….…….303-235-4800

FEMA Urban Search and Rescue ……303-235-4800

FIRE DISTRICTS

Park County Fire District #1 – Powell……..…….……..307-754-2211
Dispatch ……..……..……307-754-2212

Park County Fire District #2 – Cody…….……..…….307-527-8550
Dispatch ……..……..……307-527-8700
Fire Warden …..……..…….307-527-8551

Park County Fire District #3 – Meeteetse…….….……..307-868-2627
Dispatch…….……..……...307-527-8700

Park County Fire District #4 – Clark…….……..…307-645-3232
Dispatch ……..…….…….……...307-754-2212

FOOD & SHELTER

American Red Cross……(Gillette)..……307-689-0886

Chartwells……(NW College)……..……307-754-6013

Southern Baptist Volunteer Group ……..307-261-7042
307-262-2200

The Salvation Army…….……303-296-2456

Yellowstone Baptist Church……307-587-5995

FOREST SERVICES

US Forest Service Supervisor….(Shoshone)……808 Meadow Lane..…..…….307-527-6241

Wapiti District Ranger……(North Zone)……203 Yellowstone Avenue...……307-527-6921

Wyoming State Forestry Division……307-856-8655

HAZMAT

A.R.S.I……(Environmental Cleanup)…….307-587-4450

CHEMTREC……..(Hazmat Emergencies)…..……800-424-9300

Park County Radiological Officer……307-527-1861

Region VI Hazmat Team.(Worland)……(Chris Kocher)…….…....307-347-6379

Wyoming Office of Homeland Security…….…..307-777-4663
WIPP / Radiological Services Supervisor..(Scott Ramsay)…….…….307-777-4951
Cell……..307-421-0206

Wyoming Highway Patrol…....Cody……..…….…….…..307-587-9729
State……..…….…….……...307-777-4301
Dispatch……307-777-4321

WHP has jurisdiction for all RA or Radiological Incidents within Wyoming

IT / COMMUNICATIONS DEPARTMENT

Park County IT Department…….…307-527-1850
Coordinator ……...….……..307-527-8715
Cell Phone…….……..……...307-899-2777
Home Phone……...307-527-6756

City of Cody IT Department……(Scott Kitchen)…….…307-527-3466
307-899-2508

City of Powell IT Department…(Zack Thorington)..…..…….……307-754-2212
307-254-0622

LAW ENFORCEMENT

Park County Sheriff…….……....307-527-8700
Dispatch …….……...307-527-8700
Office……(Sheriff Scott Steward)…….….…….…….307-527-8711
Cell Phone…….…….…...307-899-7401
Search and Rescue ….…..…….…….…..…...307-527-8740

Cody Police Department……(Chief Perry Rockvam)……..……..307-527-8724
Dispatch…….…….....307-527-8700
Bomb Squad……..307-527-8700

Powell Police Department……..(Chief Roy Eckerdt)……...307-754-2212
Dispatch ……..…….……307-754-2212

Wyoming Highway Patrol…....Cody……..…….…….….307-587-9729
State……..…….…….……..307-777-4301
Dispatch……...307-777-4321

MEDIA / PUBLIC INFORMATION

Billings Gazette…….…….……..…...307-527-7250

Cody Enterprise…….…..……307-587-2231

National Weather Service – Riverton…….…(NOAA – WY)……307-857-3898
800-211-1448
Big Horn, Fremont, Hot Springs, Johnson, Lincoln,
Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties

Park County Public Information Officer……( )…….….……..To Be Filled

Powell Tribune……..…….….307-754-2221

R.A.C.E.S……COUNTY…….……..……To Be Filled

R.A.C.E.S……..STATE……..…….…….…..307-634-7474

RADIO / TV:

Big Horn Radio Network – VP……307-578-5001

Big Horn Radio Network – News Director…….……..…..307-578-5019

Charter / Spectrum Communications……..…….888-438-2427

AM……..…….307-578-5014
KCGL – FM…….307-578-5011
KZMQ – AM/FM…….307-578-5000
KTAG – FM…….307-578-5000

KPOW – AM - Primary EBS / EAS…….…….……..307-754-5183

KSVI TV – ABC 6…….……..406-652-4743
KTVQ-2 TV - Billings…….…….…...406-252-5611
KULR-8 TV – Billings……....406-656-8000

TCT Broadband…….……..800-354-2911

MEDICAL / EMS / HOSPITALS

Park County Coroner……(Tim Power)…….…..……307-587-3011

Park County Health Officer..……(DR. Aaron Billen)……..…….……..……307-840-4265

Park County Public Health…….…...……...307-527-8571

Powell EMS & Ambulance……..…….……...307-754-2267

Powell Valley Health Care……...……307-754-7257

West Park Ambulance Supervisor ……(Phillip Franklin)…….……..……....307-578-2450

West Park Hospital E.R. Director ……..…(Loretta Stapleton)..…….……..307-578-2011

MUSEUM

Buffalo Bill Historical Center……..307-587-4771
Security Office……..307-578-4057
Collections Emergency Response… (Beverly Perkins)…….307-578-4029
Cell Phone……..307-250-6837

NATIONAL GUARD

PLEASE CALL PARK COUNTY HOMELAND SECURITY FOR ACTIVATION!

Wyoming National Guard, Adjutant General….(Major General Luke Reiner)…….307-772-5233
LT. Col. Paul Phillips……307-631-5124……...307-772-5288
Joint Operations Center…..……..…….307-772-5112

National Guard Armory – Powell…….……....307-754-2605

National Guard Armory – Worland…….307-548-2861

PET CARE & EVACUATION

…….……..……..…307-527-1860 or Dispatch at 8700

Park County Humane Society…….307-587-5110

Park County Veterinarian……(DR. Lynne Chadwick)……...307-527-7213

Wyoming Livestock Board……..….……..307-777-7515

Wyoming Livestock Board HS Law Enforcement
Dale Bratton…….307-777-6437
307-256-0953

Wyoming Department of Health Region VI Veterinary Coordinator
DR. Timothy Graham, D.V.M……...307-272-9488
307-568-2967

Wyoming Department of Health State Epidemiologist ……..……....……307-777-7716

Wyoming Department of Health State Health Officer……..…….……...……...307-777-6340

Wyoming Department of Health State Public Health Veterinarian
Karl Musgrave, D.V.M.…….307-777-5825
307-421-8591

PUBLIC HEALTH

Park County Health Officer……(DR. Aaron Billen)…….……....307-840-4265

Park County Public Health……..…….……..307-527-8570
Public Health Coordinator……..……..307-527-8571
Emergency Response Coordinator….……..307-527-8579
Cell Phone……....

PUBLIC WORKS

City of Cody Public Works……..…….……...307-527-7511

City of Powell Public Works…….……...307-754-5106

Town of Meeteetse Public Works ……..……..……..307-868-2278

Park County Public Works……..…….307-527-8520
Engineer……..…….…307-527-8523
Cell Phone…….……307-899-3107
Landfill Superintendent……..……..307-527-1811
Office ……..……..….…….307-527-1818
Cell Phone…….…..……..307-272-0211

Park County Road and Bridge……..……....307-527-8520
Cody…….……..307-587-3447
After Hours Cell Phone…….……....307-899-2768
Powell……..…….…….....307-754-2908
After Hours Cell Phone…….……....307-899-3202

SCHOOLS

Park County District #6 – Cody – Superintendent.....Ray Schulte……307-587-4253
Cell……..…….……307-213-0848

Park County District #6 – Cody – Transportation… Mark Cozzens…….....……307-587-2851
Cell ……..…….……307-899-1434

Park County District #1 – Powell – Superintendent..Kevin Mitchell ..……....307-754-2215
Cell ……..… 307-272-5105
On Call…….……307-202-0828

Park County District #1 – Powell – Support Services……...……...307-764-6186

Park County District #1 – Powell – Bus Garage……...….……..307-754-4546

Park County District #16 – Meeteetse – Superintendent…Jay Curtis…….……...307-868-2501
Cell……..…307-272-2751

Northwest College – Powell – President……..…….……...307-754-6111

SOCIAL SERVICES / SENIOR CITIZENS

American Red Cross……..(Gillette)…….…….……307-689-0886

Department of Family Services……..…..….……...307-587-6246

The Salvation Army……..…….……..……303-296-2456

Senior Citizens Center – Cody…….……..…..……....307-587-6221

Senior Citizens Center – Meeteetse…….……..…….…...307-868-2622

Senior Citizens Center – Powell……..…….……307-754-4223

SPECIAL NEEDS / UNABLE TO SELF EVACUATE / CHILD CARE

American Red Cross……..(Gillette)…….307-689-0886

CERT……..307-527-1860 or Dispatch at 8700

Child Care Finder……307-754-8457

Department of Family Services……..…..……...307-587-6246

Health Alert Network……(Paul Card)……....307-777-7189

Northern Developmental Disability Service Provider…….....307-587-3571

The Salvation Army……..…….……..……....303-296-2456

Wyoming Independent Living Rehabilitation…….……307-587-7881
800-640-4815

STATE OF WYOMING

Wyoming Attorney General's Office……..……...……..…….. 307-777-7841

Wyoming Bio-Terrorism Laboratory Coordinator……..……..……307-777-3735

Wyoming Office of Homeland Security…….…..……...307-777-4663

Operation's Unit Chief (Kim Lee)…….…….……...…..307-777-4903

307-214-9594

Security Unit Chief (Larry Green)……307-777-4908

307-214-9716

Wyoming Bureau of Reclamations / Bureau of Land Management…..(Cody)……307-578-5900
(Mills)……...307-261-5671

Wyoming Department of Administration and Information ……..……...…. …307-777-7201

Wyoming Department of Agriculture…….…….…….307-777-7321

Wyoming Department of Agriculture Consumer Health Services……..715-760-0811
Cell Phone…. (Vicky Case)…….……307-250-8603
Customer Service Hotline.....1-888-413-0114

Wyoming Department of Environmental Quality (DEQ)…….….…….….307-777-7937

Joe Hunter……307-777-7781

Wyoming Department of Family Services……..307-777-7561
307-587-6246

Wyoming Department of Health…..(24/7 Epidemiology Hotline)…….……..…..888-996-9104

Wyoming Department of Health……..…….……..307-777-7656
Director…….866-571-0944

Wyoming Department of Health (24-Hour Bioterrorism Hot-Line)……..888-996-9104

Wyoming Department of Health – Health Alert Network…(WARN)……307-777-7189

Wyoming Department of Health Region VI Veterinary Coordinator
DR. Timothy Graham, D.V.M……...307-272-9488
307-568-2967

Wyoming Department of Health State Epidemiologist……..…….…….307-777-7716

Wyoming Department of Health State Health Officer……..……..…..……....307-777-6340

Wyoming Department of Health State Public Health Veterinarian
Karl Musgrave, D.V.M.…….307-777-5825
307-421-8591

Wyoming Department of Transportation (WYDOT)……..…….……....307-777-4301

Cody……(DST 5)……..307-587-2220

Wyoming Division of Criminal Investigation (DCI).....307-777-7181

Wyoming Drug Enforcement Agency (DEA)……..307-772-2391

Wyoming Game and Fish…….307-777-4600

Wyoming Game and Fish Laboratory…….……..…….307-766-5618

Wyoming Highway Patrol……..Cody…….……307-587-9729
State…….……...……307-777-4301
Dispatch……...307-777-4321

Wyoming Livestock Board…….…….307-777-7515

Wyoming Livestock Board HS Law Enforcement
Dale Bratton…….…….….……307-777-6437
307-256-0953

Wyoming Livestock Investigators…….……...307-777-7515

Wyoming Military Division…….…..…….Call Park County Homeland Security

Wyoming National Guard…….……..……Call Park County Homeland Security

Wyoming Office of Homeland Security…….…….……...307-777-4663
Director….(Guy Cameron)……...307-777-4663
Cell Phone……..307-275-2490
Operations Unit Chief…(Kim Lee)……307-777-4903
Cell Phone……..307-214-9594
Kelly Ruiz, PIO……307-777-4909
Cell Phone…….307-214-3388
Security Unit Chief…(Larry Green)……307-777-4908
Cell Phone…….……307-214-9716

Wyoming Office of Homeland Security……..307-777-4663
WIPP / Radiological Services Supervisor..(Scott Ramsay)…….307-777-4951
Cell Phone.....307-421-0206

Wyoming Public Health Laboratory (Bio-Terrorism)…….……307-777-3735
(Chemical Testing)…….…….…...……307-777-7868
(Microbiology)…….…….....307-777-6053

Wyoming Region VI Response Team (Worland)…….……..….307-347-6379

Wyoming State Board of Nursing……..……...……..307-777-7601

Wyoming State Fire Investigators…(Buffalo)……..….....……..307-684-7127
(Laramie)…….…….…….……...……..307-745-8733

Wyoming State Forester……..…….……...….…..307-777-7586
Fax…….307-777-5986

Wyoming State Forestry Division…….……...……..307-856-8655

Wyoming State Geological Survey…….307-766-2286

Wyoming State Veterinarian……..…..…..……...……307-777-6443

Wyoming Weed and Pest Districts 307-777-6585

Wildlife Disease Laboratory……(Laramie)…….…….……...307-322-2571

STATE OF MONTANA EMA……406-444-6911

UNIVERSITY OF WYOMING

University of Wyoming Cooperative Agriculture Pest Survey…….……307-766-5278

University of Wyoming College of Agriculture
Plant Sciences Department……..…….307-766-3103

University of Wyoming Department of Renewable Resources
Entomology Department…….……..…..……307-766-2263

US

United States Department of the Interior
Bureau of Reclamation – Great Plains Region…….……307-261-5671

US Attorney General's Office…….……..……...307-772-2124

US Department of the Interior – Yellowstone Ntl Park……..……307-344-2124
Supervisory Geologist……..……307-344-2441

USDA Animal Plant Health Information Service
Plant Protection and Quarantine……..……307-432-7979

UTILITIES / TELEPHONE

Blakeman Propane……..……..……..…….307-587-5183

Energy West……..….……..307-587-4281

Garland Light & Power……..……..…….…...307-754-2881

Montana Dakota Utilities (MDU)……..……..800-638-3278

Pacific Power……...…….……....800-552-5345

Q West / Century Link…….800-777-9594

Charter / Spectrum Business……877-747-3669

Utility Locates – Underground……..…….……800-849-2476

V1 Propane…….…….……..…….……..307-587-9887

VOLUNTEERS

Community Emergency Response Team……(CERT)…….…….……..307-527-1860
Cell Phone…….307-899-8990

R.A.C.E.S…….……... To Be Filled

Special Ops Group…….…..307-527-5000

Volunteers in Police Service……..(VIPS)……..…….307-527-8724

WATER / CONSERVATION / IRRIGATION

Cody Conservation District……..……....307-587-6763

Meeteetse Conservation District……..307-868-2484

Powell Conservation District……..…….……....307-754-9411

Northwest Rural Water District…(Manager, Mike Mackey)…….……307-527-4426
Cell Phone……..307-899-2927
Home Phone……...

Shoshone Municipal Pipeline……(Manager, Craig Barsness)……...……...307-527-6492
Cell Phone…….307-899-3782
Home Phone……..307-527-4028

Deaver Irrigation District…….……307-664-2351

Greybull Valley Irrigation District…….…….307-762-3555

Heart Mountain Irrigation District…….……..307-754-4685

Lake View Irrigation District…….……..307-587-4003

Shoshone Irrigation District…….……307-754-5741

Willwood Irrigation District…….…….….……..307-754-3831

WEATHER

National Weather Service

Riverton……307-857-3898
800-211-1448

Big Horn, Fremont, Hot Springs, Johnson, Lincoln,
Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties
http://www.crh.noaa.gov/riv

Cheyenne……307-772-2468

Albany, Carbon, Converse, Goshen, Laramie, and Platte Counties
http://www.crh.noaa.gov/cys

Billings……406-652-0851

Sheridan County
http://www.wrh.noaa.gov/byz

Salt Lake City……801-524-5133

Uinta County
http://www.wrh.noaa.gov/slc

Rapid City……605-341-7435

Campbell, Crook, and Weston Counties
http://www.crh.noaa.gov/unr

WEED & PEST

Park County Weed and Pest – Cody……307-527-8885……307-754-8885

Park County Weed and Pest District – Powell……307-754-8884

Wyoming Weed and Pest Districts……307-777-9044
307-777-6585

IN THE CASE OF **ANY** DISASTER OR EMERGENCY

- Incident Command will be used
- First on the scene is Incident Commander until relieved by a more senior or more qualified individual
- Establish a Command Post / Unified Command Post
- Dispatch will be notified of incident / event
- EOC will be activated by Emergency Management Council / Park County Office of Homeland Security (PCOHS)
- PCOHS Coordinator will serve as liaison to Emergency Management Council and the State
- Activate NOAA warning / EBS warning systems / Reverse 911
- PIO Officer will be established, along with a Joint Information Center
- Disaster Declarations made by Park County Emergency Management Council to Wyoming Office of Homeland Security (WOHS) / Governor
- Request for State aid by Park County Emergency Management Council to WOHS
- Evacuation /s ordered by Park County Board of County Commissioners and administered by Park County Sheriff
- Resource listings updated and available
- Emergency contacts list updated and available
- Red Cross must be called before any actions are taken for food and shelter
- Activate Local citizens / volunteers to rescue, handle, and care for pets and livestock
- Activate Community Emergency Response Team (CERT) for assistance to First Responders

RESOLUTION NUMBER _____

Whereas Park County, Wyoming has suffered significant damage to and loss of numerous homes and caused by a occurring on

_____, _____; and

Whereas the economic loss is being assessed and determined; and

Whereas the estimated cost of clean-up and debris removal, emergency housing, and restoration of full services to the community is in excess of County resources available,

Now, therefore, be it resolved the Board of County Commissioners of Park County, Wyoming declares this to be a disaster area.

Adopted and approved this _____ day of _____, _____.

PARK COUNTY BOARD OF COMMISSIONERS

_____
Chairperson

_____
Commissioner

_____
Commissioner

_____
Commissioner

_____
Commissioner

RESOLUTION NUMBER _____

Whereas the City / Town of _____, Wyoming has suffered significant damage to and loss of numerous homes and caused by a

occurring on _____ , _____ ; and

Whereas the economic loss is being assessed and determined; and

Whereas the estimated cost of clean-up and debris removal, emergency housing, and restoration of full services to the affected areas of the community is far in excess of city / town resources available,

Now, therefore, be it resolved the City / Town Council of _____, Wyoming declares this to be a disaster area.

Dated at _____, Wyoming this _____ day of _____, _____.

_____	_____
Mayor	Councilman
_____	_____
Councilman	Councilman
_____	_____
Councilman	Councilman

HAZARDS ANALYSIS

1. Park County is considered to have a **high risk** of a disaster or emergency occurring due to:

    a. Extreme heat / drought
    b. Flood / flash floods
    c. Hail
    d. Landslide
    e. Lightning
    f. Tornados
    g. Wildland fire

2. A **moderate risk** of a disaster or emergency occurring due to:

    a. Avalanche
    b. Earthquake
    c. Extreme cold / winter storm
    d. Hazardous material – fixed location
    e. Hazardous material – in transit
    f. Health related
    g. Industrial transport accidents
    h. Pandemic flu
    i. Pipeline breakage or damage

3. A **low risk** of a disaster or emergency occurring due to:

    a. Dam failure
    b. Terrorism
    c. Volcanic activity

4. Other risks:

    a. Civil disturbance
    b. Material or resource shortage
    c. Non-weather, agricultural related
    d. Evacuation of Yellowstone National Park, for various reasons
    e. National emergency: The County is not a target area (subject to direct effects of a nuclear weapons burst – blast, heat, initial radiation) However, protective measures against radioactive fallout will be necessary.

HAZARDS ANALYSIS

Figure 1: Summarizes the type of hazards and potential impacts:

Hazard	Probability	Property Affected	Population Affected	Jurisdiction Affected
Dam Failure	Low	Medium	Medium	Portions of County, Cody, Powell
Extreme Heat / Drought	High	Medium	High	All
Earthquake	Medium	High	Medium	Portions of County and Municipalities
Floods / Flash Flooding	High	Medium	Medium	All
Hail	High	High	High	All
Landslide	High	Medium	Medium	County
Lightning	High	Low	Low	All
Snow Avalanche	Medium	Low	Low	County
High Winds / Tornado	High	Medium	Medium	All
Wildland Fire	High	High	Medium	County
Extreme Cold / Winter Storm	Medium	Medium	Medium	All
Hazardous Materials	Medium	Medium	Medium	All

Hazard	Probability	Property Affected	Population Affected	Jurisdiction Affected
Volcanic Activity	Low	High	High	All
Pandemic Flu	Medium	Low	Medium	All
Industrial Transport Accidents	Medium	Low	Low	All
Pipeline Breakage	Medium	Medium	Low	County
Health Related	Medium	Low	Medium	All
Terrorism	Low	Low	Low	All

MUTUAL AID AGREEMENT BETWEEN
PARK COUNTY, WYOMING AND CITY of CODY, WYOMING

PARTIES.

This Mutual Aid Agreement (hereinafter: Agreement) is entered into between City of Cody, Wyoming, (hereinafter: City of Cody), whose address is 1338 Rumsey Avenue, Cody, Wyoming, 82414, and Park County, Wyoming, (hereinafter: Park County), whose address is 1002 Sheridan Avenue, Cody, Wyoming, 82414.

PURPOSE.

The purpose of this Agreement is to establish the terms and conditions by which either party may request aid and assistance from the other party in responding to an emergency and /or disaster that exceeds the resources available to the requesting party's territorial jurisdiction.

This Agreement provides for the activation of a Multi-Agency Coordination System, (hereinafter: MACS) consisting of elected officials from both jurisdictions, County Commissioners, County Clerk and Treasurer, Sheriff, City Council persons, Mayor, Chief of Police, City Administrator, and Coordinators, to meet and jointly determine policy and procedures in the case of an emergency involving both Park County and City of Cody.

GENERAL PROVISIONS

1. TERM OF AGREEMENT

This Agreement is effective upon the day and date of the last signature affixed hereto. This Agreement shall remain in full force and effect until terminated by the parties. The Agreement may be terminated, without cause, by either party upon thirty (30) days written notice, which shall be delivered to the other party, by hand or by certified mail sent to the address listed herein.

2. EXECUTION OF AGREEMENT.

This Agreement shall be authorized and approved by the governing body of each party to the Agreement. Each party shall be responsible for the timely submission, filing, or recording of the agreement, and any subsequent amendment thereof, with local governmental or regulatory offices, in the proper form and format as required by law. Therefore, this Agreement document shall be executed *TWO (2)* times such that City of Cody will have ONE (1) executed copy with original seals and signatures and Park County will have ONE (1) executed copy with original seals and signatures.

3. DEFINITIONS

Assistance includes party's local emergency response agency personnel, equipment, facilities, services, supplies, aid, and other resources which are requested by Recipient from Provider.

Authorized Representative means the party's employee(s) who are authorized to request, to offer, or to otherwise provide assistance under the terms of the Agreement. A list of authorized representatives identified by name and position or office, shall be attached to the executed copy of this Agreement. Unless otherwise notified, in the event of personnel changes the parties agree that a successor to a position or office is a duly authorized representative.

Disaster means any emergency which has been officially declared a disaster by gubernatorial or presidential executive order.

Emergency means any incident or situation that has occurred, is occurring or will occur in the immediate future that poses a major threat to public safety and causes or threatens to cause loss of life, serious injury, significant damage to property, or major harm to public health or the environment, as a result of an occurrence or imminent threat of widespread or severe damage or loss of life or property, resulting from a natural, technological, or man-made emergency situation, and which a local entity has declared as being beyond the capabilities of its local emergency response agencies.

Employee means a person providing emergency response services who is under the exclusive direction or control of a party or local emergency response agency, whether the person is compensated for those services (e.g. wages) or is employed in a volunteer capacity.

Incident Command System (ICS) means a standardized on-scene emergency management chain of command process during an incident which applies to all response personnel from multiple disciplines, response agencies and/or jurisdictions. ICS is used to centralize control of the facilities, equipment, personnel, procedures, and communications resources of multiple jurisdictions and functional agencies, both public and private, under a common organizational structure and mobilize such resources to best respond to the emergency incident.

Local emergency declaration means the written document, signed by a local entity's chief executive officer, as approved by the local entity's governing body, which specifies and attests to the occurrence or imminent threat of an emergency that is beyond the capability of all resources available to the local entity within its geographical boundaries.

Local emergency management agency means the organizational unit of a municipality, county or fire district with primary jurisdiction, responsibility, and authority for

Coordinating all Homeland Security and Emergency Management activities within the local entity's specified geographical boundaries.

Local Response Agency means a governmental agency or privately organized entity that provides emergency response services, including the following: *Fire, Law Enforcement, Emergency Medical Services, Transportation, Communication, Incident Command, Public Works and Engineering, Building Inspection, Planning, Staging and Information Assistance, Mass Care, Citizens Corps, Public Health, Medical Service Providers, Search and Rescue, Evacuee Shelters, and Emergency Operations Center (EOC).*

Local entity means a municipality, county or fire district.

Provider means the party that furnishes, or is requested to furnish, assistance under the terms of this Agreement.

Recipient means the party that requests or receives assistance under the terms of this Agreement.

REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

4. PROCEDURES FOR REQUESTING AND PROVIDING MUTUAL AID.

a. Requests for Assistance.
When either party becomes affected by, or is under imminent threat of, an emergency or disaster and has officially declared an emergency, it may request emergency-related mutual aid assistance through an authorized representative by submitting a written request, or an oral request followed as soon as practicable by written confirmation, to the other party. Recipient shall not request assistance unless resources available within the stricken area are deemed inadequate. Requests for assistance must be transmitted by an authorized representative of Recipient.

When assistance is required from the State/Federal level the MACS (consisting of the local jurisdictions involved) will submit a Declaration of Emergency or Disaster to the State Office of Homeland Security accompanied by a copy of the original declaration made by the primary impacted jurisdiction.

b. Required Information.
Each request for assistance shall provide the following information to the extent known by Recipient:

Local Emergency Declaration(s): Identification of all local entities that have formally declared an emergency.

Stricken Area and Status: A general description summarizing the condition of the community (e.g. whether disaster or emergency is imminent, in progress or has already occurred) and of the damage sustained to date.

Incident Command: Identification of the Incident Commander(s) and the person(s) to which Provider's supervisory personnel will report upon arrival at the designated staging location.

Request for Assistance: Identification of amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of the time they will be needed by Recipient, including:

Services and Infrastructure: Identification of available public services and infrastructure systems in Recipient's geographical limits, if any, as well as identification of those public services and infrastructure systems made unavailable by the emergency and which Recipient is requesting assistance re-establishing.

Facilities: Identification of the type(s) of sites, structures or buildings outside of

Recipient's geographical limits or jurisdictionally-owned facility (eg: Paul Stock Aquatics and Recreation Center, Cody Convention Center, Park County Search & Rescue Hall, Park County Complex, Park County Courthouse, or Emergency Operations Center) being requested to serve as relief centers, shelters, staging areas, Command Posts, evacuation points, etc for incoming emergency personnel, evacuees, or goods and services.

Length of Deployment: Unless a shorter or longer duration is identified in the initial request for assistance, the normal initial duration of Provider's assistance shall be seven days and may be extended, if necessary, in seven day increments.

Food, Housing, Self Sufficiency and Travel: Unless Recipient's request for assistance specifies self-sufficient personnel and resources only, Recipient shall be responsible for providing food and housing for Provider's personnel from the time of their arrival at a designated location to the time of their departure. However, Provider's personnel will be, to the greatest extent possible, self-sufficient while working in the emergency or disaster area. Recipient shall be responsible for transportation cost for Provider's personnel traveling to and from the stricken area, subject to the reimbursement provisions of this Agreement.

Communications: Identification of the command structure and contact person(s) therein who will coordinate communications between Provider's personnel and Recipient. Provider shall furnish communications equipment sufficient to maintain internal communications between its own personnel during deployment.

Rights and Privileges: Assurances that Provider's personnel rendering assistance under the terms of this Agreement shall have the same powers, duties, rights, privileges and immunities incidental to their regular employment or position with Provider.

c. Providing Assistance.
No party is required to provide assistance under this Agreement unless it determines that it has sufficient resources to do so. The parties agree that when an authorized representative of Recipient contacts an authorized representative of Provider, Provider will assess its local emergency response agencies resources to determine the availability of requested personnel, equipment and other assistance, including the feasibility of deploying the same without advance compensation. Provider agrees to communicate information about the availability of resources to Recipient as soon as possible and not later than twenty-four (24) hours, from the initial contact.

d. State and Federal Assistance.
Unless otherwise agreed to by Provider, Recipient shall be responsible for coordinating all requests for assistance to local, state, or federal authorities.

e. ICS / Unified Incident Command System.

The parties agree that Recipient shall coordinate and utilize a standard Incident Command System (ICS), to the greatest extent possible, for an emergency requiring mutual aid assistance under this Agreement. Recipient's ICS shall be consistent with the concepts and principles of the National Incident Management System (NIMS) developed by the U.S. Department of Homeland Security. The parties agree that Recipient's ICS must allow for Unified Command (UC), if necessary, to provide the most efficient and effective means for coordination and communications of personnel and resources; 1) deployed by various agencies and jurisdiction at the federal, state, and local levels; 2) deployed to an emergency occurring in two of more jurisdictions; or 3) deployed to an emergency occurring near the geographic boundary between two or more jurisdictions. Utilization of UC and ICS shall not be interpreted as increasing or decreasing the authority, responsibility, and accountability inherent to a local emergency response agency deployed by Provider under the terms of this Agreement.

f. Supervision and Control.

The parties agree that Provider's personnel, equipment and resources will be under the ICS guidelines as required for NIMS compliance. An Incident Commander (IC), assigned by the Recipient Jurisdiction, will be responsible for coordination of the entire incident. Direct supervision and control of personnel, equipment and resources shall remain with Provider's designated supervisory personnel and Recipient shall advise Provider's supervisory personnel of the work tasks to be assigned to Provider's personnel. While deployed under the terms of this Agreement, the responsibilities of Provider's supervisory personnel shall include: maintaining daily time records, material records, and logs of equipment hours; overseeing the use, operation, and maintenance of Provider's equipment and other resources; and regularly reporting to the IC about progress made and/or set-backs encountered.

g. Recall of Personnel.

The parties agree that Provider's personnel and other resources shall remain subject to recall at any time. If such a recall is necessary, Provider shall give Recipient the most immediate and earliest possible notice of the recall.

h. Summary Report.

Within twenty (20) days of the return of all personnel and resources deployed under this Agreement, Recipient will prepare a report summarizing the event and provide a copy to Provider. The report shall include a chronology of events and a description of personnel, equipment, materials and other aid provided to Recipient by Provider. The summary reporting requirement may be satisfied by sending Provider a copy of any after action report required by state or federal authorities which contains the requisite information.

5. REIMBURSEMENT

Unless otherwise agreed upon by Recipient and Provider, the terms and conditions

governing reimbursement for assistance provided under this Agreement shall be in accordance with the following provisions:

a. Personnel.
During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. Recipient shall reimburse Provider for payroll costs and actual expenses (including travel expenses, benefits, and workers compensation premiums, claims and expenses) attributed to, and incurred as a result of providing assistance to Recipient.

b. Equipment.
Provider shall be reimbursed by Recipient for the use of its equipment during the period of assistance according to the lesser of, 1) the rates established by the rules of the Wyoming Office of Homeland Security; 2) the rates established by the regulations of the Federal Emergency Management Agency at 44 CFR 206.228; or 3) the actual replacement, operation, and maintenance expenses incurred by Provider. Each party shall maintain its own equipment in safe and operational condition. At the request of Provider, Recipient, if practical may provide fuels, miscellaneous supplies, and minor repairs. If the equipment charges are based on the pre-established state or federal hourly rates, then Provider's charges to Recipient shall be reduced by the total value of the fuels, supplies, and repairs furnished by Recipient and by the amount of any insurance proceeds received by Provider.

c. Materials and Supplies.
Provider shall be reimbursed for all materials and supplies furnished by it and used or damaged during the period of assistance, except for the costs of equipment, fuel, maintenance materials, labor and supplies, which shall be included in the equipment rates established above. No reimbursement may be sought for materials or supplies damaged by the gross negligence or willful and wanton misconduct of Provider's personnel. The measure of reimbursement shall be determined in accordance with 44 CFR 206.228 or other state and federal regulations in effect at the time of the disaster. In the alternative, the parties may agree that Recipient will replace, with like kind and quality as determined by Provider, the materials and supplies used or damaged. If such an agreement is reached, it shall be reduced to writing and duly approved by the governing body of each party.

d. Record Keeping.
Provider shall maintain records and submit invoices for reimbursement to Recipient in accordance with existing policies and practices. Recipient is responsible for making sure that Provider's personnel have the information, directions, and assistance necessary to meet any specific record keeping needs, including such record keeping required to seek state or federal reimbursement assistance.

e. Payment.

Provider shall bill Recipient for all reimbursable expenses with an itemized statement as soon as practicable after the expenses are incurred, but not later than sixty (60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with applicable federal or state regulations. Recipient shall pay the bill, or advise of any disputed items, not later than sixty (60) days following receipt of the statement.

f. Federal or State Aid.
Recipient's duty to reimburse Provider for its assistance is in no way contingent upon the availability of federal or state aid nor Recipient's receipt of the same.

g. Waiver of Reimbursement.
Provider, or any agency or subdivision thereof, reserves the right to assume or donate, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided. Provider shall inform Recipient of the waiver as soon as practicable after the expenses are incurred, but not later than sixty (60) days following the period of assistance. Provider shall send Recipient written documentation that Provider's governing body ratified and/or expressed approval of the decision not to seek reimbursement.

6. INSURANCE

a. Unemployment and Workers Compensation Coverage.
During the period of assistance, each party shall maintain its own unemployment insurance and workers compensation insurance coverage, as required by law, for its employees and shall require the same from its local emergency response agencies.

b. Automobile Liability Coverage.
During the period of assistance, each party shall be responsible for complying with the state motor vehicle laws including the registration, licensing and liability coverage for its own vehicles. The parties shall provide automobile liability insurance coverage in an amount no less than the maximum liability amount specified in the Wyoming Governmental Claims Act, W.S. § 1-39-101 *et seq*., per occurrence for owned, non-owned, and hired vehicles, or shall maintain a comparable self-insurance program. If a party's emergency response utilizes services from a local emergency response agency that is a private or volunteer based entity with response vehicles titled in the entity's name, the party utilizing such services shall be responsible for guaranteeing that the entity has the automobile liability coverage as outlined in this section.

c. General Liability.
To the extent permitted by law and without waiving governmental and/or sovereign immunity, each party shall be responsible for addressing any and all claims, demands, suits, actions, damages, and causes of action related to or arising out of or in any way connected with its own actions or omissions, and those of its employees, in providing

mutual aid assistance rendered or performed pursuant to the terms and conditions of this Agreement. Each party agrees to obtain general liability, public official's liability and law enforcement liability insurance, as applicable, in an amount no less than the maximum liability amount specified in the Wyoming Governmental Claims Act, W.S. § 1-39-101 *et seq.,* per occurrence, or be comparably covered by a self-insurance program.

d. General Insurance Policy Requirements.
All insurance policies required under this Agreement shall be in effect during the period of assistance. All policies shall be primary and not contributory. During the period of assistance, parties shall pay the premiums on the required policies and shall not allow the policies to be revoked, canceled, amended, or allowed to lapse without thirty (30) days notification to the other party, if possible, or shall otherwise provide such notification immediately upon learning that a policy has been, or will be, revoked, canceled, amended, or allowed to lapse.

7. SOVEREIGN IMMUNITY.
By entering into this agreement, the parties do not waive any governmental or sovereign immunity. Each party specifically retains all immunities and defenses available to it as a sovereign or governmental entity pursuant to state law, including Wyoming Statute 1- 39-101, *et seq.* Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity.

8. INDEMNIFICATION.
Each party to this Agreement shall be responsible for its own actions or omissions or the actions or omissions of its employees and agents at all times. Neither party agrees to insure, defend, or indemnify the other and nothing herein shall be construed as a waiver of its governmental or sovereign immunity.

9. THIRD PARTY BENEFICIARY RIGHTS.
The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between and among the parties to this Agreement, and shall insure solely to the benefit of such parties. The provisions of this Agreement are only intended to assist the parties in determining and performing their obligations under this Agreement. The parties expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce its provisions to seek any remedy arising out of a party's performance or failure to perform any term or condition herein, or to bring any action or suit for the breach of any terms or condition herein.

10. TITLES NOT CONTROLLING.
Titles of paragraphs are for reference only and shall not be used to construe the language of this Agreement.

11. APPLICABLE LAW.

In the event that the construction, interpretation, and enforcement of this Agreement are subjected to adjudication in a court of law, the construction, interpretation, and enforcement of the terms of the Agreement, and each party's duties and responsibilities thereunder, shall be governed by the laws of the State of Wyoming. In such event, the Courts of the State of Wyoming shall have jurisdiction over the Agreement and the parties. Venue shall be in the Fifth Judicial District of Park County.

12. ENTIRETY OF AGREEMENT.

This Agreement consists of a total of eleven (11) pages, plus Attachment A, City of Cody's Designation of Authorized Representatives, consisting of one (1) pages, and Attachment B, Park County's Designation of Authorized Representatives, consisting of one (1) pages, together representing the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

13. SEVERABILITY.

Should any portion of the Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

14. AMENDMENTS.

Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed, and signed by all parties to this Agreement with the same approvals, certifications, submissions and other requirements applicable to the original Agreement.

REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

SIGNATURES.

In witness whereof, the parties to this Agreement through their duly authorized officials or representatives, hereby execute this Agreement on the dates set out below, and in doing so certify that each has read, understood, and agreed to the terms and conditions of this Agreement as set forth herein and has the authority to enter into this legally binding contractual agreement. The effective date of this Agreement is the date of the last signature and seal affixed to this page.

City of Cody

Nancy Tia Brown — Feb. 23, 09

Signature — Date

Nancy Tia Brown

Mayor

Printed Name and Title

Attested by: Jennifer R. Lorencrance — Feb. 23, 09

Clerk/Notary — Date

Affix Official Seal:

Park County

Bill Breese — 3-17-09

Signature — **Date**

Printed Name and Title

Attested by: Kelly Jenson — 3-17-09

Clerk/Notary — **Date**

Affix Official Seal: **11**

ATTACHMENT A to Mutual Aid Agreement between City of Cody and Park County

DESIGNATION OF AUTHORIZED REPRESENTATIVES FOR City of Cody

Issued: ____03/17/09_____ Number of Pages: ____13_____

Name: **Andy Whiteman**
Position/Office/Title: **City Administrator**
Address: **PO Box 2200, Cody Wy 82414**
Phone number: **527-7511** Cell number: **272-4462**
Alternate number(s): Fax number: **527-6532**
Email or Other:**andy@cityofcody.com**
Name: Nancy Tia Brown
Position/Office/Title: **Mayor**
Address: **PO Box 2200, Cody Wy 82414**
Phone number: **527-7511** Cell number:
Alternate number(s): Fax number :**527-6532**
Email or Other: **mayorroger@cityofcody.com**

Name: **Sam Krone**
Position/Office/Title: **Cody City of Council President**
Address: **PO Box 2200, Cody Wy 82414**
Phone number: **527-8660** Cell number: **272-0082**
Alternate number(s): Fax number: **527-8868**
Email or Other: **skrone@parkcounty.us**
Name: Jenni Rosencranse
Position/Office/Title: **Administrative Service Director**
Address: **PO Box 2200, Cody Wy 82414**
Phone number: **527-7511** Cell number: **272-0942**
Alternate number(s): Fax number: :**527-6532**
Email or Other: **jennir@cityofcody.com**

Name**: Perry Rockvam**
Position/Office/Title: **Chief of Police**
Address: **1402 River View Drive Cody, Wy 82414**
Phone number: **527-8700** Cell number: **899-0901**
Alternate number(s): Fax number: **527-8722**
Email or Other: **prockvam@codypd.net**

ATTACHMENT B to Mutual Aid Agreement between City of Cody and Park County

DESIGNATION OF AUTHORIZED REPRESENTATIVES FOR Park County

Issued: ____03/17/09_____ Number of Pages: _____13_____

Name: **Bill Brewer**
Position/Office/Title: **Park County Commissioner (Vice Chairman)**
Address: **1002 Sheridan Ave Cody, Wy 82414**
Phone number: **527-8510** Cell number: **250-1748**
Alternate number(s): **527-5741** Fax number: **527-8515**
Email or Other: **bbrewer@parkcounty.us**

Name: **Bucky Hall**
Position/Office/Title: **Park County Commissioner (Vice Chairman)**
Address: **1002 Sheridan Ave Cody, Wy 82414**
Phone number: **527-8510** Cell number: **899-8684**
Alternate number(s): **587-3684** Fax number: **527-8515**
Email or Other: **bbrewer@parkcounty.us**

Name: **Scott Steward**
Position/Office/Title: **Park County Sheriff**
Address: **1402 River View Dr Cody, Wy, 82414**
Phone number: **527-8711** Cell number: **899-7401**
Alternate number(s): **754-7066** Fax number: **527-8708**
Email or Other: **ssteward@parkcountysheriff.net**

Name: **Martin Knapp**
Position/Office/Title: **Park County Office of Homeland Security Coordinator**
Address: **1131 11th St, Cody, Wy, 82414**
Phone number: **527-1860** Cell number: **899-8990 / 272-0306**
Alternate number(s): **587-2001** Fax number: **587-4064**
Email or Other: **mknapp@parkcounty.us**

Name: **Ginny Ramey**
Position/Office/Title: **PC Homeland Security Office Manager**
Address: **1131 11th St Cody, WY 82414**
Phone number: **527-1860** Cell:number:
Alternate number(s): **587-4617** Fax number: **587-4064**
Email or Other:**glramey@parkcounty.us**

PARK COUNTY OFFICE OF HOMELAND SECURITY

1131 11TH Street, Cody, Wyoming 82414 *Ph:307-527-1860* *Fax: 307-587-4064*

mailed 03/30/09

March 24,2009

Doyle Stout,

As per our phone conversation, please consider this letter a confirmation to there being a Mutual Aid Agreement between the City of Cody and Park County regarding facilities between the two jurisdictions that may be used during an emergency. This agreement was signed by the Mayor of Cody and Park County Commissioners on March 17th, 2009.

> *Facilities: Identification of the type(s) of sites, structures or buildings outside of Recipient's geographical limits or jurisdictionally-owned facility (eg: Paul Stock Aquatics and Recreation Center, Cody Convention Center, Park County Search & Rescue Hall, Park County Complex, Park County Courthouse, or Emergency Operations Center) being requested to serve as relief centers, shelters, staging areas, Command Posts, evacuation points, etc for incoming emergency personnel, evacuees, or goods and services.*

M K Knapp

Mart Knapp
Park County Homeland Security Coordinator

e-mailed copy to Francis Clymer @ LIBRARY 03/30/09

MUTUAL AID AGREEMENT BETWEEN
PARK COUNTY, WYOMING AND CITY of POWELL, WYOMING

PARTIES.
This Mutual Aid Agreement (hereinafter: Agreement) is entered into between City of Powell, Wyoming, (hereinafter: City of Powell), whose address is 250 North Clark St, Powell, Wyoming, 82435, and Park County, Wyoming, (hereinafter: Park County), whose address is 1002 Sheridan Avenue, Cody, Wyoming, 82414.

PURPOSE.
The purpose of this Agreement is to establish the terms and conditions by which either party may request aid and assistance from the other party in responding to an emergency and /or disaster that exceeds the resources available to the requesting party's territorial jurisdiction .

This Agreement provides for the activation of a Multi-Agency Coordination System, (hereinafter: MACS) consisting of elected officials from both jurisdictions, County Commissioners, County Clerk and Treasurer, Sheriff, City Council persons, Mayor, Chief of Police, City Administrator, and Coordinators, to meet and jointly determine policy and procedures in the case of an emergency involving both Park County and City of Powell.

GENERAL PROVISIONS

1. TERM OF AGREEMENT
This Agreement is effective upon the day and date of the last signature affixed hereto. This Agreement shall remain in full force and effect until terminated by the parties. The Agreement may be terminated, without cause, by either party upon thirty (30) days written notice, which shall be delivered to the other party, by hand or by certified mail sent to the address listed herein.

2. EXECUTION OF AGREEMENT.
This Agreement shall be authorized and approved by the governing body of each party to the Agreement. Each party shall be responsible for the timely submission, filing, or recording of the Agreement and any subsequent amendment thereof with local governmental or regulatory offices, in the proper form and format as required by law. Therefore, this Agreement document shall be executed *TWO (2)* times such that City of Powell will have ONE (1) executed copy with original seals and signatures and Park County will have ONE (1) executed copy with original seals and signatures.

3. DEFINITIONS

Assistance includes party's local emergency response agency personnel, equipment, facilities, services, supplies, aid, and other resources which are requested by Recipient from Provider.

Authorized Representative means the party's employee(s) who are authorized to request, to offer, or to otherwise provide assistance under the terms of the Agreement. A list of authorized representatives identified by name and position or office, shall be attached to the executed copy of this Agreement. Unless otherwise notified, in the event of personnel changes the parties agree that a successor to a position or office is a duly authorized representative.

Disaster means any emergency which has been officially declared a disaster by gubernatorial or presidential executive order.

Emergency means any incident or situation that has occurred, is occurring or will occur in the immediate future that poses a major threat to public safety and causes or threatens to cause loss of life, serious injury, significant damage to property, or major harm to public health or the environment, as a result of an occurrence or imminent threat of widespread or severe damage or loss of life or property, resulting from a natural, technological, or man-made emergency situation, and which a local entity has declared as being beyond the capabilities of its local emergency response agencies.

Employee means a person providing emergency response services who is under the exclusive direction or control of a party or local emergency response agency, whether the person is compensated for those services (e.g. wages) or is employed in a volunteer capacity.

Incident Command System (ICS) means a standardized on-scene emergency management chain of command process during an incident which applies to all response personnel from multiple disciplines, response agencies and/or jurisdictions. ICS is used to centralize control of the facilities, equipment, personnel, procedures, and communications resources of multiple jurisdictions and functional agencies, both public and private, under a common organizational structure and mobilize such resources to best respond to the emergency incident.

Local emergency declaration means the written document, signed by a local entity's chief executive officer, as approved by the local entity's governing body, which specifies and attests to the occurrence or imminent threat of an emergency that is beyond the capability of all resources available to the local entity within its geographical boundaries.

Local emergency management agency means the organizational unit of a municipality, county or fire district with primary jurisdiction, responsibility, and authority for

Coordinating all Homeland Security and Emergency Management activities within the local entity's specified geographical boundaries.

Local Response Agency means a governmental agency or privately organized entity that provides emergency response services, including the following: *Fire, Law Enforcement, Emergency Medical Services, Transportation, Communication, Incident Command, Public Works and Engineering, Building Inspection, Planning, Staging and Information Assistance, Mass Care, Citizens Corps, Public Health, Medical Service Providers, Search and Rescue, Evacuee Shelters, and Emergency Operations Center (EOC).*

Local entity means a municipality, county or fire district.

Provider means the party that furnishes, or is requested to furnish, assistance under the terms of this Agreement.

Recipient means the party that requests or receives assistance under the terms of this Agreement.

REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

4. PROCEDURES FOR REQUESTING AND PROVIDING MUTAL AID.

a. Requests for Assistance.
When either party becomes affected by, or is under imminent threat of, an emergency or disaster and has officially declared an emergency, it may request emergency-related mutual aid assistance through an authorized representative by submitting a written request, or an oral request followed as soon as practicable by written confirmation, to the other party. Recipient shall not request assistance unless resources available within the stricken area are deemed inadequate. Requests for assistance must be transmitted by an authorized representative of Recipient.

When assistance is required from the State/Federal level the MACS (consisting of the local jurisdictions involved) will submit a Declaration of Emergency or Disaster to the State Office of Homeland Security accompanied by a copy of the original declaration made by the primary impacted jurisdiction.

b. Required Information.
Each request for assistance shall provide the following information to the extent known by Recipient:

Local Emergency Declaration(s): Identification of all local entities that have formally declared an emergency.

Stricken Area and Status: A general description summarizing the condition of the community (e.g. whether disaster or emergency is imminent, in progress or has occurred already) and of the damage sustained to date.

Incident Command: Identification of the Incident Commander(s) and the person(s) to which Provider's supervisory personnel will report upon arrival at the designated staging location.

Request for Assistance: Identification of amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of the time they will be needed by Recipient, including:

Services and Infrastructure: Identification of available public services and infrastructure systems in Recipient's geographical limits, if any, as well as identification of those public services and infrastructure systems made unavailable by the emergency and which Recipient is requesting assistance re-establishing

Facilities: Identification of the type(s) of sites, structures or buildings outside of Recipient's geographical limits or jurisdictionally-owned facility (eg: Alternate EOC, Park County Search & Rescue Hall (Powell Unit), Park County Annex,) being requested to serve as relief centers, shelters, staging areas, Command Posts, evacuation points, etc for incoming emergency personnel, evacuees, or goods and services.

Length of Deployment: Unless a shorter or longer duration is identified in the initial request for assistance, the normal initial duration of Provider's assistance shall be seven days and may be extended, if necessary, in seven day increments.

Food, Housing, Self Sufficiency and Travel: Unless Recipient's request for assistance specifies self-sufficient personnel and resources only, Recipient shall be responsible for providing food and housing for Provider's personnel from the time of their arrival at a designated location to the time of their departure. However, Provider's personnel will be, to the greatest extent possible, self-sufficient while working in the emergency or disaster area. Recipient shall be responsible for transportation cost for Provider's personnel traveling to and from the stricken area, subject to the reimbursement provisions of this Agreement.

Communications: Identification of the command structure and contact person(s) therein who will coordinate communications between Provider's personnel and Recipient. Provider shall furnish communications equipment sufficient to maintain internal communications between its own personnel during deployment.

Rights and Privileges: Assurances that Provider's personnel rendering assistance under the terms of this Agreement shall have the same powers, duties, rights, privileges and immunities incidental to their regular employment or position with Provider.

c. Providing Assistance.
No party is required to provide assistance under this Agreement unless it determines that it has sufficient resources to do so. The parties agree that when an authorized representative of Recipient contacts an authorized representative of Provider, Provider will assess its local emergency response agencies resources to determine the availability of requested personnel, equipment and other assistance, including the feasibility of deploying the same without advance compensation. Provider agrees to communicate information about the availability of resources to Recipient as soon as possible and not later than twenty-four (24) hours, from the initial contact.

d. State and Federal Assistance.
Unless otherwise agreed to by Provider, Recipient shall be responsible for coordinating all requests for assistance to local, state, or federal authorities.

e. ICS / Unified Incident Command System.
The parties agree that Recipient shall coordinate and utilize a standard Incident Command System (ICS), to the greatest extent possible for an emergency requiring mutual aid assistance under this Agreement. Recipient's ICS shall be consistent with the concepts and principles of the National Incident Management System (NIMS) developed by the U.S. Department of Homeland Security. The parties agree that Recipient's ICS must allow for Unified Command (UC), if necessary, to provide the most efficient and effective means for

coordination and communications of personnel and resources; 1) deployed by various agencies and jurisdictions at the federal, state, and local levels; 2) deployed to an emergency occurring in two of more jurisdictions; or 3) deployed to an emergency occurring near the geographic boundary between two or more jurisdictions. Utilization of UC and ICS shall not be interpreted as increasing or decreasing the authority, responsibility, and accountability inherent to a local emergency response agency deployed by Provider under the terms of this Agreement.

f. Supervision and Control.
The parties agree that Provider's personnel, equipment and resources will be under the ICS guidelines as required for NIMS compliance. An Incident Commander (IC), assigned by the Recipient Jurisdiction, will be responsible for coordination of the entire incident. Direct supervision and control of personnel, equipment and resources shall remain with Provider's designated supervisory personnel and Recipient shall advise Provider's supervisory personnel of the work tasks to be assigned to Provider's personnel. While deployed under the terms of this Agreement, the responsibilities of Provider's supervisory personnel shall include: maintaining daily time records, material records, and logs of equipment hours; overseeing the use, operation, and maintenance of Provider's equipment and other resources; and regularly reporting to the IC about progress made and/or set-backs encountered.

g. Recall of Personnel.
The parties agree that Provider's personnel and other resources shall remain subject to recall at any time. If such a recall is necessary, Provider shall give Recipient the most immediate and earliest possible notice of the recall.

h. Summary Report.
Within twenty (20) days of the return of all personnel and resources deployed under this Agreement, Recipient will prepare a report summarizing the event and provide a copy to Provider. The report shall include a chronology of events and a description of personnel, equipment, materials and other aid provided to Recipient by Provider. The summary reporting requirement may be satisfied by sending Provider a copy of any after action report required by state or federal authorities which contains the requisite information.

5. REIMBURSEMENT
Unless otherwise agreed upon by Recipient and Provider, the terms and conditions governing reimbursement for assistance provided under this Agreement shall be in accordance with the following provisions:

a. Personnel.
During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. Recipient shall reimburse Provider for payroll costs and actual expenses (including travel expenses, benefits, and workers compensation premiums, claims and expenses) attributed to, and incurred as a result of providing assistance to Recipient.

b. Equipment.
Provider shall be reimbursed by Recipient for the use of its equipment during the period of assistance according to the lesser of: 1) the rates established by the rules of the Wyoming Office of Homeland Security; 2) the rates established by the regulations of the Federal Emergency Management Agency at 44 CFR 206.228; or 3) the actual replacement, operation, and maintenance expenses incurred by Provider. Each party shall maintain its own equipment in safe and operational condition. At the request of Provider, Recipient, if practical may provide fuels, miscellaneous supplies, and minor repairs. If the equipment charges are based on the pre-established state or federal hourly rates, then Provider's charges to Recipient shall be reduced by the total value of the fuels, supplies, and repairs furnished by Recipient and by the amount of any insurance proceeds received by Provider.

c. Materials and Supplies.
Provider shall be reimbursed for all materials and supplies furnished by it and used or damaged during the period of assistance, except for the costs of equipment, fuel, maintenance materials, labor and supplies, which shall be included in the equipment rates established above. No reimbursement may be sought for materials or supplies damaged by the gross negligence or willful and wanton misconduct of Provider's personnel. The measure of reimbursement shall be determined in accordance with 44 CFR 206.228 or other state and federal regulations in effect at the time of the disaster. In the alternative, the parties may agree that Recipient will replace, with like kind and quality as determined by Provider, the materials and supplies used or damaged. If such an agreement is reached, it shall be reduced to writing and duly approved by the governing body of each party.

d. Record Keeping.
Provider shall maintain records and submit invoices for reimbursement to Recipient in accordance with existing policies and practices. Recipient is responsible for making sure that Provider's personnel have the information, directions, and assistance necessary to meet any specific record keeping needs, including such record keeping required to seek state or federal reimbursement assistance.

e. Payment.
Provider shall bill Recipient for all reimbursable expenses with an itemized statement as soon as practicable after the expenses are incurred, but not later than sixty (60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with applicable federal or state regulations. Recipient shall pay the bill, or advise of any disputed items, not later than sixty (60) days following receipt of the statement.

f. Federal or State Aid.
Recipient's duty to reimburse Provider for its assistance is in no way contingent upon the availability of federal or state aid nor Recipient's receipt of the same.

g. Waiver of Reimbursement.
Provider, or any agency or subdivision thereof, reserves the right to assume or donate, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment

and resources provided. Provider shall inform Recipient of the waiver as soon as practicable after the expenses are incurred, but not later than sixty (60) days following the period of assistance. Provider shall send Recipient written documentation that Provider's governing body ratified and/or expressed approval of the decision not to seek reimbursement.

6. INSURANCE

a. Unemployment and Workers Compensation Coverage.
During the period of assistance, each party shall maintain its own unemployment insurance and workers compensation insurance coverage, as required by law, for its employees and shall require the same from its local emergency response agencies.

b. Automobile Liability Coverage.
During the period of assistance, each party shall be responsible for complying with the state motor vehicle laws including the registration, licensing and liability coverage for its own vehicles. The parties shall provide automobile liability insurance coverage consistent with those amounts specified in the Wyoming Governmental Claims Act, W.S. § 1-39-101 *et seq*., per occurrence for owned, non-owned, and hired vehicles, or shall maintain a comparable self-insurance program. If a party's emergency response utilizes services from a local emergency response agency that is a private or volunteer based entity with response vehicles titled in the entity's name, the party utilizing such services shall be responsible for guaranteeing that the entity has the automobile liability coverage as outlined in this section.

c. General Liability.
To the extent permitted by law and without waiving governmental and/or sovereign immunity, each party shall be responsible for addressing any and all claims, demands, suits, actions, damages, and causes of action related to or arising out of or in any way connected with its own actions or omissions, and those of its employees, in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of this Agreement. Each party agrees to obtain general liability, public official's liability and law enforcement liability insurance, as applicable, with minimum single limits consistent with those amounts specified in the Wyoming Governmental Claims Act, W.S. § 1-39-101 *et seq*., or be comparably covered by a self-insurance program.

d. General Insurance Policy Requirements.
All insurance policies required under this Agreement shall be in effect during the period of assistance. All policies shall be primary and not contributory. During the period of assistance, parties shall pay the premiums on the required policies and shall not allow the policies to be revoked, canceled, amended, or allowed to lapse without thirty (30) days notification to the other party, if possible, or shall otherwise provide such notification immediately upon learning that a policy has been, or will be, revoked, canceled, amended, or allowed to lapse.

7. SOVEREIGN IMMUNITY.
By entering into this agreement, the parties do not waive any governmental or sovereign

immunity. Each party specifically retains all immunities and defenses available to it as a sovereign or governmental entity pursuant to state law, including Wyoming Statute 1-39-101, *et seq.* Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity.

8. INDEMNIFICATION.

Each party to this Agreement shall be responsible for its own actions or omissions or the actions or omissions of its employees and agents at all times. Neither party agrees to insure, defend, or indemnify the other and nothing herein shall be construed as a waiver of its governmental or sovereign immunity.

9. THIRD PARTY BENEFICIARY RIGHTS.

The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between and among the parties to this Agreement, and shall insure solely to the benefit of such parties. The provisions of this Agreement are only intended to assist the parties in determining and performing their obligations under this Agreement. The parties expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce its provisions to seek any remedy arising out of a party's performance or failure to perform any term or condition herein, or to bring any action or suit for the breach of any terms or condition herein.

10. TITLES NOT CONTROLLING.

Titles of paragraphs are for reference only and shall not be used to construe the language of this Agreement.

11. APPLICABLE LAW.

In the event that the construction, interpretation, and enforcement of this Agreement are subjected to adjudication in a court of law, the construction, interpretation, and enforcement of the terms of the Agreement, and each party's duties and responsibilities thereunder, shall be governed by the laws of the State of Wyoming. In such event, the Courts of the State of Wyoming shall have jurisdiction over the Agreement and the parties. Venue shall be in the Fifth Judicial District of Park County.

12. ENTIRETY OF AGREEMENT.

This Agreement consists of a total of eleven (11) pages, plus Attachment A, City of Powell's Designation of Authorized Representatives, consisting of one (1) pages, and Attachment B, Park County's Designation of Authorized Representatives, consisting of one (1) pages, together representing the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

13. SEVERABILITY.

Should any portion of the Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

14. AMENDMENTS.

Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed, and signed by all parties to this Agreement with the same approvals, certifications, submissions and other requirements applicable to the original Agreement.

REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

SIGNATURES.
In witness whereof, the parties to this Agreement through their duly authorized officials or representatives, hereby execute this Agreement on the dates set out below, and in doing so certify that each has read, understood, and agreed to the terms and conditions of this Agreement as set forth herein and has the authority to enter into this legally binding contractual agreement. The effective date of this Agreement is the date of the signature and seal last affixed to this page.

City of Powell

Signature — Date: 2/27/09

Signature — Date: 2/27/2009

Scott Mangold — **Mayor, City of Powell**

David H. Blevins — **Office of Homeland Security City of Powell**

Printed Name and Title

CITY OF POWELL, PARK COUNTY, WYOMING MUNICIPAL SEAL

Attested by: Ardisce R. Busboom — 2-27-09

Clerk/Notary — Date

Affix Official Seal: Park County

Signature — Date: 3-17-09

Signature — Date

Printed Name and Title

Attested by: Kelly Jenni — 3-17-09

Clerk/Notary — Date

Affix Official Seal: 11

ATTACHMENT A to Mutual Aid Agreement between City of Powell and Park County

DESIGNATION OF AUTHORIZED REPRESENTATIVES FOR City of Powell

Issued: 3/17/2009 Number of Pages 13

Name: **Scott Mangold**
Position/Office/Title: **Mayor, City of Powell**
Address: **270 N. Clark Street, Powell**
Phone Number: **(307)754-5106**
Cell Phone Number: **(307)202-0527**
FAX Number: **(307)754-5385**
E-mail: **mayormangold@cityofpowell.com**
Mailing Address: **P.O. Box 1008**
Powell, WY 82435

Name: **Zane Logan**
Position/Office/Title: **City Administrator, City of Powell**
Address: **270 N. Clark Street**
Phone Number: **(307)754-5106**
Cell Phone Number: **(307)254-0236**
Alternate Phone Number: **(307)754-9644**
FAX Number: **(307)754-5385**
E-mail: **zlogan@cityofpowell.com**
Mailing Address: **P.O. Box 1008**
Powell, WY 82435

Name: **David Blevins**
Position/Office/Title: **Office of Homeland Security**
Address: **249 N. Clark Street, Powell**
Phone Number: **(307)754-9541**
Cell Phone Number: **(307)250-1499**
Alternate number: **(307)754-5281**
FAX Number: **(307)754-9543**
E-mail: **Dave@DaveBlevins.net**
Mailing Address: **P.O. Box 794**
Powell, WY 82435

ATTACHMENT B to Mutual Aid Agreement between City of Powell and Park County

DESIGNATION OF AUTHORIZED REPRESENTATIVES FOR Park County

Issued: 03/17/09 Number of Pages: 13

Name: **Bill Brewer**
Position/Office/Title: **Park County Commissioner (Chairman)**
Address: **1002 Sheridan Ave Cody, Wy 82414**
Phone number: **527-8510** Cell number: **250-1748**
Alternate number(s): **527-5741** Fax number: **527-8515**
Email or Other: **bbrewer@parkcounty.us**

Name: **Bucky Hall**
Position/Office/Title: **Park County Commissioner (Vice Chairman)**
Address: **1002 Sheridan Ave Cody, Wy 82414**
Phone number: **527-8510** Cell number: **899-8684**
Alternate number(s): **587-3684** Fax number: **527-8515**
Email or Other: **bhall@parkcounty.us**

Name: **Scott Steward**
Position/Office/Title: **Park County Sheriff**
Address: **1402 River View Dr Cody, Wy, 82414**
Phone number: **527-8711** Cell number: **899-7401**
Alternate number(s): **754-7066** Fax number: **527-8708**
Email or Other: **ssteward@parkcountysheriff.net**

Name: **Martin Knapp**
Position/Office/Title: **Park County Office of Homeland Security Coordinator**
Address: **1131 11th St, Cody, Wy, 82414**
Phone number: **527-1860** Cell number: **899-8990 / 272-0306**
Alternate number(s): **587-2001** Fax number: **587-4064**
Email or Other: **mknapp@parkcounty.us**

Name: **Ginny Ramey**
Position/Office/Title: **PC Homeland Security Office Manager**
Address: **1131 11th St Cody, WY 82414**
Phone number: **527-1860** Cell:number:
Alternate number(s): **587-4617** Fax number: **587-4064**
Email or Other: **glramey@parkcounty.us**

MUTUAL AID AGREEMENT BETWEEN
PARK COUNTY, WYOMING AND TOWN of MEETEETSE, WYOMING

PARTIES.
This Mutual Aid Agreement (hereinafter: Agreement) is entered into between Town of Meeteetse, Wyoming, (hereinafter: Town of Meeteetse), whose address is 910 Park Ave, Meeteetse, Wyoming, 82433, and Park County, Wyoming, (hereinafter: Park County), whose address is 1002 Sheridan Avenue, Cody, Wyoming, 82414.

PURPOSE.
The purpose of this Agreement is to establish the terms and conditions by which either party may request aid and assistance from the other party in responding to an emergency and /or disaster that exceeds the resources available to the requesting party's territorial jurisdiction .

This Agreement provides for the activation of a Multi-Agency Coordination System, (hereinafter: MACS) consisting of elected officials from both jurisdictions, County Commissioners, County Clerk and Treasurer, Sheriff, City Council persons, Mayor, and Coordinators, to meet and jointly determine policy and procedures in the case of an emergency involving both Park County and Town of Meeteetse.

GENERAL PROVISIONS

1. TERM OF AGREEMENT
This Agreement is effective upon the day and date of the last signature affixed hereto. This Agreement shall remain in full force and effect until terminated by the parties. The Agreement may be terminated, without cause, by either party upon thirty (30) days written notice, which shall be delivered to the other party, by hand or by certified mail sent to the address listed herein.

2. EXECUTION OF AGREEMENT.
This Agreement shall be authorized and approved by the governing body of each party to the Agreement. Each party shall be responsible for the timely submission, filing, or recording of the Agreement and any subsequent amendment thereof with local governmental or regulatory offices, in the proper form and format as required by law. Therefore, this Agreement document shall be executed *TWO (2)* times such that Town of Meeteetse will have ONE (1) executed copy with original seals and signatures and Park County will have ONE (1) executed copy with original seals and signatures.

3. DEFINITIONS

Assistance includes party's local emergency response agency personnel, equipment, facilities, services, supplies, aid, and other resources which are requested by Recipient from Provider.

Authorized Representative means the party's employee(s) who are authorized to request, to offer, or to otherwise provide assistance under the terms of the Agreement. A list of authorized representatives identified by name and position or office, shall be attached to the executed copy of this Agreement. Unless otherwise notified, in the event of personnel changes the parties agree that a successor to a position or office is a duly authorized representative.

Disaster means any emergency which has been officially declared a disaster by gubernatorial or presidential executive order.

Emergency means any incident or situation that has occurred, is occurring or will occur in the immediate future that poses a major threat to public safety and causes or threatens to cause loss of life, serious injury, significant damage to property, or major harm to public health or the environment, as a result of an occurrence or imminent threat of widespread or severe damage or loss of life or property, resulting from a natural, technological, or man-made emergency situation, and which a local entity has declared as being beyond the capabilities of its local emergency response agencies.

Employee means a person providing emergency response services who is under the exclusive direction or control of a party or local emergency response agency, whether the person is compensated for those services (e.g. wages) or is employed in a volunteer capacity.

Incident Command System (ICS) means a standardized on-scene emergency management chain of command process during an incident which applies to all response personnel from multiple disciplines, response agencies and/or jurisdictions. ICS is used to centralize control of the facilities, equipment, personnel, procedures, and communications resources of multiple jurisdictions and functional agencies, both public and private, under a common organizational structure and mobilize such resources to best respond to the emergency incident.

Local emergency declaration means the written document, signed by a local entity's chief executive officer, as approved by the local entity's governing body, which specifies and attests to the occurrence or imminent threat of an emergency that is beyond the capability of all resources available to the local entity within its geographical boundaries.

Local emergency management agency means the organizational unit of a municipality, county or fire district with primary jurisdiction, responsibility, and authority for

Coordinating all Homeland Security and Emergency Management activities within the local entity's specified geographical boundaries.

Local Response Agency means a governmental agency or privately organized entity that provides emergency response services, including the following: *Fire, Law Enforcement, Emergency Medical Services, Transportation, Communication, Incident Command, Public Works and Engineering, Building Inspection, Planning, Staging and Information Assistance, Mass Care, Citizens Corps, Public Health, Medical Service Providers, Search and Rescue, Evacuee Shelters, and Emergency Operations Center (EOC).*

Local entity means a municipality, county or fire district.

Provider means the party that furnishes, or is requested to furnish, assistance under the terms of this Agreement.

Recipient means the party that requests or receives assistance under the terms of this Agreement.

REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

4. PROCEDURES FOR REQUESTING AND PROVIDING MUTUAL AID.

a. Requests for Assistance.
When either party becomes affected by, or is under imminent threat of, an emergency or disaster and has officially declared an emergency, it may request emergency-related mutual aid assistance through an authorized representative by submitting a written request, or an oral request followed as soon as practicable by written confirmation, to the other party. Recipient shall not request assistance unless resources available within the stricken area are deemed inadequate. Requests for assistance must be transmitted by an authorized representative of Recipient.

When assistance is required from the State/Federal level the MACS (consisting of the local jurisdictions involved) will submit a Declaration of Emergency or Disaster to the State Office of Homeland Security accompanied by a copy of the original declaration made by the primary impacted jurisdiction.

b. Required Information.
Each request for assistance shall provide the following information to the extent known by Recipient:

Local Emergency Declaration(s): Identification of all local entities that have formally declared an emergency.

Stricken Area and Status: A general description summarizing the condition of the community (e.g. whether disaster or emergency is imminent, in progress or has already occurred) and of the damage sustained to date.

Incident Command: Identification of the Incident Commander(s) and the person(s) to which Provider's supervisory personnel will report upon arrival at the designated staging location.

Request for Assistance: Identification of amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of the time they will be needed by Recipient, including:

Services and Infrastructure: Identification of available public services and infrastructure systems in Recipient's geographical limits, if any, as well as identification of those public services and infrastructure systems made unavailable by the emergency and which Recipient is requesting assistance re-establishing.

Facilities: Facilities: Identification of the type(s) of sites, structures or buildings outside of Recipient's geographical limits being requested to serve as relief centers, shelters, or staging areas for incoming emergency personnel, goods and services.

Length of Deployment: Unless a shorter or longer duration is identified in the initial request for assistance, the normal initial duration of Provider's assistance shall be seven days and may be extended, if necessary, in seven day increments.

Food, Housing, Self Sufficiency and Travel: Unless Recipient's request for assistance specifies self-sufficient personnel and resources only, Recipient shall be responsible for providing food and housing for Provider's personnel from the time of their arrival at a designated location to the time of their departure. However, Provider's personnel will be, to the greatest extent possible, self-sufficient while working in the emergency or disaster area. Recipient shall be responsible for transportation cost for Provider's personnel traveling to and from the stricken area, subject to the reimbursement provisions of this Agreement.

Communications: Identification of the command structure and contact person(s) therein who will coordinate communications between Provider's personnel and Recipient. Provider shall furnish communications equipment sufficient to maintain internal communications between its own personnel during deployment.

Rights and Privileges: Assurances that Provider's personnel rendering assistance under the terms of this Agreement shall have the same powers, duties, rights, privileges and immunities incidental to their regular employment or position with Provider.

c. Providing Assistance.
No party is required to provide assistance under this Agreement unless it determines that it has sufficient resources to do so. The parties agree that when an authorized representative of Recipient contacts an authorized representative of Provider, Provider will assess its local emergency response agencies resources to determine the availability of requested personnel, equipment and other assistance, including the feasibility of deploying the same without advance compensation. Provider agrees to communicate information about the availability of resources to Recipient as soon as possible and not later than twenty-four (24) hours, from the initial contact.

d. State and Federal Assistance.
Unless otherwise agreed to by Provider, Recipient shall be responsible for coordinating all requests for assistance to local, state, or federal authorities.

e. ICS / Unified Incident Command System.
The parties agree that Recipient shall coordinate and utilize a standard Incident Command System (ICS), to the greatest extent possible, for an emergency requiring mutual aid assistance under this Agreement. Recipient's ICS shall be consistent with the concepts and principles of the National Incident Management System (NIMS) developed by the U.S. Department of Homeland Security. The parties agree that Recipient's ICS must

allow for Unified Command (UC), if necessary, to provide the most efficient and effective means for coordination and communications of personnel and resources; 1) deployed by various agencies and jurisdictions at the federal, state, and local levels; 2) deployed to an emergency occurring in two of more jurisdictions; or 3) deployed to an emergency occurring near the geographic boundary between two or more jurisdictions. Utilization of UC and ICS shall not be interpreted as increasing or decreasing the authority, responsibility, and accountability inherent to a local emergency response agency deployed by Provider under the terms of this Agreement.

f. Supervision and Control.
The parties agree that Provider's personnel, equipment and resources will be under the ICS guidelines as required for NIMS compliance. An Incident Commander (IC), assigned by the Recipient Jurisdiction, will be responsible for coordination of the entire incident. Direct supervision and control of personnel, equipment and resources shall remain with Provider's designated supervisory personnel and Recipient shall advise Provider's supervisory personnel of the work tasks to be assigned to Provider's personnel. While deployed under the terms of this Agreement, the responsibilities of Provider's supervisory personnel shall include: maintaining daily time records, material records, and logs of equipment hours; overseeing the use, operation, and maintenance of Provider's equipment and other resources; and regularly reporting to the IC about progress made and/or set-backs encountered.

g. Recall of Personnel.
The parties agree that Provider's personnel and other resources shall remain subject to recall at any time. If such a recall is necessary, Provider shall give Recipient the most immediate and earliest possible notice of the recall.

h. Summary Report.
Within twenty (20) days of the return of all personnel and resources deployed under this Agreement, Recipient will prepare a report summarizing the event and provide a copy to Provider. The report shall include a chronology of events and a description of personnel, equipment, materials and other aid provided to Recipient by Provider. The summary reporting requirement may be satisfied by sending Provider a copy of any after action report required by state or federal authorities which contains the requisite information.

5. REIMBURSEMENT
Unless otherwise agreed upon by Recipient and Provider, the terms and conditions governing reimbursement for assistance provided under this Agreement shall be in accordance with the following provisions:

a. Personnel.
During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. Recipient shall reimburse Provider for payroll costs and actual expenses (including travel expenses, benefits, and workers compensation premiums, claims and expenses) attributed to, and incurred as a result of providing assistance to Recipient.

b. Equipment.
Provider shall be reimbursed by Recipient for the use of its equipment during the period of assistance according to the lesser of: 1) the rates established by the rules of the Wyoming Office of Homeland Security; 2) the rates established by the regulations of the Federal Emergency Management Agency at 44 CFR 206.228; or 3) the actual replacement, operation, and maintenance expenses incurred by Provider. Each party shall maintain its own equipment in safe and operational condition. At the request of Provider, Recipient, if practical, may provide fuels, miscellaneous supplies, and minor repairs. If the equipment charges are based on the pre-established state or federal hourly rates, then Provider's charges to Recipient shall be reduced by the total value of the fuels, supplies, and repairs furnished by Recipient and by the amount of any insurance proceeds received by Provider.

c. Materials and Supplies.
Provider shall be reimbursed for all materials and supplies furnished by it and used or damaged during the period of assistance, except for the costs of equipment, fuel, maintenance materials, labor and supplies, which shall be included in the equipment rates established above. No reimbursement may be sought for materials or supplies damaged by the gross negligence or willful and wanton misconduct of Provider's personnel. The measure of reimbursement shall be determined in accordance with 44 CFR 206.228 or other state and federal regulations in effect at the time of the disaster. In the alternative, the parties may agree that Recipient will replace, with like kind and quality as determined by Provider, the materials and supplies used or damaged. If such an agreement is reached, it shall be reduced to writing and duly approved by the governing body of each party.

d. Record Keeping.
Provider shall maintain records and submit invoices for reimbursement to Recipient in accordance with existing policies and practices. Recipient is responsible for making sure that Provider's personnel have the information, directions, and assistance necessary to meet any specific record keeping needs, including such record keeping required to seek state or federal reimbursement assistance.

e. Payment.
Provider shall bill Recipient for all reimbursable expenses with an itemized statement as soon as practicable after the expenses are incurred, but not later than sixty {60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with applicable federal or state regulations. Recipient shall pay the bill, or advise of any disputed items, not later than sixty (60) days following receipt of the statement.

f. Federal or State Aid.
Recipient's duty to reimburse Provider for its assistance is in no way contingent upon the availability of federal or state aid nor Recipient's receipt of the same.

g. Waiver of Reimbursement.
Provider, or any agency or subdivision thereof, reserves the right to assume or donate, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided. Provider shall inform Recipient of the waiver as soon as practicable after the expenses are incurred, but not later than sixty (60) days following the period of assistance. Provider shall send Recipient written documentation that Provider's governing body ratified and/or expressed approval of the decision not to seek reimbursement.

6. INSURANCE

a. Unemployment and Workers Compensation Coverage.
During the period of assistance, each party shall maintain its own unemployment insurance and workers compensation insurance coverage, as required by law, for its employees and shall require the same from its local emergency response agencies.

b. Automobile Liability Coverage.
During the period of assistance, each party shall be responsible for complying with the state motor vehicle laws including the registration, licensing and liability coverage for its own vehicles. The parties shall provide automobile liability insurance coverage in an amount no less than the maximum liability amount specified in the Wyoming Governmental Claims Act, W.S. § 1-39-101 *et seq*., per occurrence, for owned, non-owned, and hired vehicles, or shall maintain a comparable self-insurance program. If a party's emergency response utilizes services from a local emergency response agency that is a private or volunteer based entity with response vehicles titled in the entity's name, the party utilizing such services shall be responsible for guaranteeing that the entity has the automobile liability coverage as outlined in this section.

c. General Liability.
To the extent permitted by law and without waiving governmental and/or sovereign immunity, each party shall be responsible for addressing any and all claims, demands, suits, actions, damages, and causes of action related to or arising out of or in any way connected with its own actions or omissions, and those of its employees, in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of this Agreement. Each party agrees to obtain general liability, public official's liability and law enforcement liability insurance, as applicable, in an amount no less than the maximum liability amount specified in the Wyoming Governmental Claims Act, W.S. § 1-39-101 *et seq*., per occurrence, or be comparably covered by a self-insurance program.

d. General Insurance Policy Requirements.
All insurance policies required under this Agreement shall be in effect during the period of assistance. All policies shall be primary and not contributory. During the period of assistance, parties shall pay the premiums on the required policies and shall not allow the policies to be revoked, canceled, amended, or allowed to lapse without thirty (30) days

notification to the other party, if possible, or shall otherwise provide such notification immediately upon learning that a policy has been, or will be, revoked, canceled, amended, or allowed to lapse.

7. SOVEREIGN IMMUNITY.

By entering into this agreement, the parties do not waive any governmental or sovereign immunity. Each party specifically retains all immunities and defenses available to it as a sovereign or governmental entity pursuant to state law, including Wyoming Statute 1- 39-101, *et seq.* Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity.

8. INDEMNIFICATION.

Each party to this Agreement shall be responsible for its own actions or omissions or the actions or omissions of its employees and agents at all times. Neither party agrees to insure, defend, or indemnify the other and nothing herein shall be construed as a waiver of its governmental or sovereign immunity.

9. THIRD PARTY BENEFICIARY RIGHTS.

The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between and among the parties to this Agreement, and shall insure solely to the benefit of such parties. The provisions of this Agreement are only intended to assist the parties in determining and performing their obligations under this Agreement. The parties expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce its provisions to seek any remedy arising out of a party's performance or failure to perform any term or condition herein, or to bring any action or suit for the breach of any terms or condition herein.

10. TITLES NOT CONTROLLING.

Titles of paragraphs are for reference only and shall not be used to construe the language of this Agreement.

11. APPLICABLE LAW.

In the event that the construction, interpretation, and enforcement of this Agreement are subjected to adjudication in a court of law, the construction, interpretation, and enforcement of the terms of the Agreement, and each party's duties and responsibilities thereunder, shall be governed by the laws of the State of Wyoming. In such event, the Courts of the State of Wyoming shall have jurisdiction over the Agreement and the parties. Venue shall be in the Fifth Judicial District of Park County.

12. ENTIRETY OF AGREEMENT.

This Agreement consists of a total of eleven (11) pages, plus Attachment A, Town of Meeteetse Designation of Authorized Representatives, consisting of one (1) page, and Attachment B, Park County's Designation of Authorized Representatives, consisting of one (1) page, together representing the entire and integrated Agreement

between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

13. SEVERABILITY.
Should any portion of the Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

14. AMENDMENTS.
Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed, and signed by all parties to this Agreement with the same approvals, certifications, submissions and other requirements applicable to the original Agreement.

REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

SIGNATURES.

In witness whereof, the parties to this Agreement through their duly authorized officials or representatives, hereby execute this Agreement on the dates set out below, and in doing so certify that each has read, understood, and agreed to the terms and conditions of this Agreement as set forth herein and has the authority to enter into this legally binding contractual agreement. The effective date of this Agreement is the date of the last signature and seal affixed to this page.

Town of Meeteetse

Signature — Date: 4/1/09

John A Abbott

Mayor

Printed Name and Title

Attested by: Clerk/Notary — Date: 4/1/09

Affix Official Seal:

Park County

Signature — Date: 4-7-09

Bill Brewer, Chairman

Printed Name and Title

Attested — Date: 4-7-09

Clerk/Notary — Date:

Affix Official Seal: 11

ATTACHMENT A to Mutual Aid Agreement between Town of Meeteetse and Park County

DESIGNATION OF AUTHORIZED REPRESENTATIVES FOR Town of Meeteetse

Name: John A. Abbott
Position/Office/Title: Mayor
Address: PO Box 38, Meeteetse, WY 82433
Phone number: 307-868-2278 Cell number: 307-272-1787
Alternate number(s): Fax number: 307-868-2608
Email or Other: meeteetse@tctwest.net

Name: Larry Rankine
Position/Office/Title: Emergency Management Coordinator
Address: PO Box 38, Meeteetse, WY 82433
Phone number: 307-868-2213 Cell number: 307-272-0296
Alternate number(s): Fax number: 307-868-2608
Email or Other: larryfr@tctwest.net

Name: Dan Talkington
Position/Office/Title: Public Works Director
Address: PO Box 38
Phone number: 307-868-2278 Cell number: 307-272-6619
Alternate number(s): Fax number: 307-868-2608
Email or Other: meeteetse@tctwest.net

Name: Angela R. Johnson
Position/Office/Title: Clerk Treasurer
Address: PO Box
Phone number: 307-868-2278 Cell number: 307-272-6621
Alternate number(s): Fax number: 307-868-2608
Email or Other: meeteetse@tctwest.net

Name: Lee Ruppert
Position/Office/Title: Public Works Asst.
Address: PO Box 38
Phone number: 307-868-2278 Cell number: 307-272-6620
Alternate number(s): Fax number: 307-868-2608
Email or Other: meeteetse@tctwest.net

ATTACHMENT B to Mutual Aid Agreement between Town of Meeteetse and Park County

DESIGNATION OF AUTHORIZED REPRESENTATIVES FOR Park County

Name: **Bill Brewer**
Position/Office/Title: **Park County Commissioner (Chairman)**
Address: **1002 Sheridan Ave Cody, Wy 82414**
Phone number: **527-8510** Cell number: **250-1748**
Alternate number(s): **527-5741** Fax number: **527-8515**
Email or Other: **bbrewer@parkcounty.us**

Name: **Bucky Hall**
Position/Office/Title: **Park County Commissioner (Vice Chairman)**
Address: **1002 Sheridan Ave Cody, Wy 82414**
Phone number: **527-8510** Cell number: **899-8684**
Alternate number(s): **587-3684** Fax number: **527-8515**
Email or Other: **bhall@parkcounty.us**

Name: **Scott Steward**
Position/Office/Title: **Park County Sheriff**
Address: **1402 River View Dr Cody, Wy, 82414**
Phone number: **527-8711** Cell number: **899-7401**
Alternate number(s): **754-7066** Fax number: **527-8708**
Email or Other: **ssteward@parkcountysheriff.net**

Name: **Martin Knapp**
Position/Office/Title: **Park County Office of Homeland Security Coordinator**
Address: **1131 11th St, Cody, Wy, 82414**
Phone number: **527-1860** Cell number: **899-8990 / 272-0306**
Alternate number(s): **587-2001** Fax number: **587-4064**
Email or Other: **mknapp@parkcounty.us**

Name: **Ginny Ramey**
Position/Office/Title: **PC Homeland Security Office Manager**
Address: **1131 11th St Cody, WY 82414**
Phone number: **527-1860** Cell:number:
Alternate number(s): **587-4617** Fax number: **587-4064**
Email or Other:**glramey@parkcounty.us**

PARK COUNTY OFFICE OF HOMELAND SECURITY

1131 11TH Street, Cody, Wyoming 82414 *Ph:307-527-1860* *Fax: 307-587-4064*

COPY

Town of Meeteetse;

Here is your copy of the Park County Resolution your Mayor signed. It has been a long process but it is all up to date now. Cody and Powell's Mutual Aid Agreements were also signed at the same time. If and when you sign the Mutual Aid Agreement for Meeteetse, I will get that signed also. If you have any questions please feel free to contact me.

Thank you for your assistance,

Mart

Mart Knapp, Coordinator, Park
County Office of Homeland Security

MUTUAL AID AGREEMENT BETWEEN
BIG HORN COUNTY, PARK COUNTY, WASHAKIE COUNTY,
HOT SPRINGS COUNTY AND FREMONT COUNTY

PARTIES.

This Mutual Aid Agreement (hereinafter Agreement) is entered into between Big Horn County, Park County, Washakie County, Hot Springs County and Fremont County, hereinafter referred to as "Parties" or "Party" whose addresses are as follows: Big Horn County, P.O. Box 31 Basin, Wyoming 82410, Park County, 1002 Sheridan Avenue Cody, Wyoming 82414, Washakie County, 1001 Big Horn Avenue Worland, Wyoming 82401, Hot Springs County, 415 Arapahoe Thermopolis, Wyoming 82443, and Fremont County, 322 North 8th West Riverton, Wyoming 82501

PURPOSE.

The purpose of this Agreement is to establish the terms and conditions by which the Parties may request aid and assistance from any other Party in responding to an emergency or disaster that exceeds the resources available in the requesting Party's territorial jurisdiction.

GENERAL PROVISIONS.

1. TERM OF AGREEMENT.

This Agreement is effective upon the day and date of the last signature affixed hereto. This Agreement shall remain in full force and effect until terminated as set forth herein. The entire Agreement may be terminated, without cause, by written agreement of the Parties. Any Party may terminate its participation in this Agreement upon thirty (30) days written notice delivered to the other Parties by hand or by certified mail sent to the address listed herein.

2. EXECUTION OF AGREEMENT.

This Agreement shall be authorized and approved by the governing body of each Party to the agreement. Each Party shall be responsible for the timely submission, filing, or recording of the agreement and any subsequent amendment or termination thereof with local governmental or regulatory offices, in the proper form and format as required by law. Therefore, this Agreement document shall be executed five times such that each Party will have one executed copy with original seals and signatures. A copy of the final signed agreement will be provided to each Party's Emergency Management Coordinator. A copy will also be provided to the Wyoming Office of Homeland Security Herschler Building, 1E 122 West 25th St. Cheyenne, Wyoming 82002.

3. DEFINITIONS.

Assistance- includes a Party's local emergency response agency personnel, employees, equipment, facilities, services, supplies, aid, and other resources which are requested by Recipient from Provider.

Authorized Representative- means the Parties' employee(s) who are authorized to request, to offer, or to otherwise provide assistance under the terms of this Agreement. A list of authorized representatives identified by name and position or office, shall be attached to the executed copy of this Agreement. Unless otherwise notified, in the event of personnel changes the parties agree that a successor to a position or office is a duly authorized representative.

Disaster- means any emergency which has been officially declared a disaster (or is imminent) by a local emergency declaration, gubernatorial or presidential executive order.

Emergency- means any incident or situation that has occurred, is occurring, or will occur in the immediate future that poses a major threat to public safety and causes or threatens to cause loss of life, serious injury, significant damage to property, or major harm to public health or the environment as a result of an occurrence or imminent threat of widespread or severe damage or loss of life or property resulting from a natural, technological, or manmade emergency situation, and which a local entity has declared as being beyond the capabilities of its local emergency response agencies.

Employee– means a person providing emergency response services who is under the exclusive direction or control of a Party or local emergency response agency, whether the person is compensated for those services (e.g. wages) or is employed in a volunteer capacity.

Incident Command System– (ICS) means a standardized on-scene emergency management chain of command process during an incident which applies to all response personnel from multiple disciplines, response agencies and/or jurisdictions. ICS is used to centralize control of the facilities, equipment, personnel, procedures, and communications resources of multiple jurisdictions and functional agencies, both public and private, under a common organizational structure and mobilize such resources to best respond to the emergency incident.

Local emergency declaration- means the written document, signed by a local entity's chief executive officer, as approved by the local entity's governing body, which specifies and attests to the occurrence or imminent threat of an emergency that is beyond the capability of all resources available to the local entity within its geographical boundaries.

Local emergency management agency– means the organizational unit of a municipality, county or fire district with primary jurisdiction, responsibility, and authority for coordinating all homeland security and emergency management activities within the local entity's specified geographical boundaries.

Local emergency response agency- means a governmental agency or privately organized entity that provides emergency response services, including the following: Law Enforcement, Communications, Incident Command, Emergency Management, Search & Rescue, Citizens Corps, County Fire Warden, Emergency Medical Services, Medical, Individuals with specialized training, Public Health, and County personnel.

Local entity- means a municipality, county or fire district.

Provider- means the party that furnishes, or is requested to furnish, assistance under the terms of this Agreement.

Recipient- means the party that requests or receives assistance under the terms of this Agreement.

4. PROCEDURES FOR REQUESTING AND PROVIDING MUTUAL AID.

a. Requests for Assistance.
When any Party becomes affected by, or is under imminent threat of, an emergency or disaster and has officially declared an emergency, it may request emergency-related mutual aid assistance through an authorized representative by submitting a written request, or an oral request followed as soon as practicable by written confirmation, to any other Party. Recipient shall not request assistance unless resources available within the stricken area are deemed inadequate. Requests for assistance must be transmitted by an authorized representative of recipient.

b. Required Information.
Each request for assistance shall provide the following information to the extent known by Recipient:

Local Emergency Declaration(s): Identification of all local entities that have formally declared an emergency or are in the process of declaring an emergency, or need assistance.

Stricken Area and Status: A general description summarizing the condition of the community (e.g. whether disaster or emergency is imminent, in progress or has already occurred) and of the damage sustained to date.

Incident Command: Identification of the Incident Commander(s) and the person(s) and the location to which Provider's supervisory personnel will report upon arrival at the designated staging location.

Request for Assistance: Identification of amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed by Recipient, including, but not limited to:

> *Services and Infrastructure:* Identification of available public services and infrastructure systems in Recipient's geographical limits, if any, as well as identification of those public services and infrastructure systems made unavailable by the emergency and which Recipient is requesting assistance reestablishing.
>
> *Facilities:* Identification of the type(s) of sites, structures or buildings outside of Recipient's geographical limits being requested to serve as relief centers, shelters, or staging areas for incoming emergency personnel, goods and services.
>
> *Length of Deployment*: Unless a shorter or longer duration is identified in the initial request for assistance, the normal initial duration of Provider' s assistance shall be seven days and may be extended, if necessary, in seven day increments.

Food, Housing, Self Sufficiency and Travel: Unless Recipient's request for assistance specifies self-sufficient personnel and resources only, Recipient shall be responsible for providing food and housing for Provider's personnel from the time of their arrival at a designated location to the time of their departure. If necessary, the Provider's personnel should be ready to be self-sufficient for a minimum of (3) days while working in the emergency or disaster area. Recipient shall be responsible for transportation costs for Provider's personnel traveling to and from the stricken area, subject to the reimbursement provisions of this Agreement.

Communications: Identification of the command structure and contact person(s) therein who will coordinate communications between Provider's personnel and Recipient. Provider shall furnish communications equipment

sufficient to maintain internal communications between its own personnel during deployment.

Rights and Privileges: Assurances that Provider's personnel rendering assistance under the terms of this Agreement shall have the same powers, duties, rights, privileges and immunities incidental to their regular employment or position with Provider.

c. Providing Assistance.
No Party is required to provide assistance under this Agreement unless it determines that it has sufficient resources to do so. The Parties agree that when an authorized representative of Recipient contacts an authorized representative of Provider, Provider will assess its local emergency response agency's resources to determine the availability of requested personnel, equipment and other assistance, including the feasibility of deploying the same without advance compensation. Provider agrees to communicate information about the availability of resources to Recipient within approximately six (6) hours, and not later than twenty-four (24) hours, from the initial contact.

d. State and Federal Assistance.
Unless otherwise agreed to by Provider, Recipient shall be responsible for coordinating all requests for assistance to local, state, or federal authorities.

e. Unified Incident Command System.
The Parties agree that Recipient shall coordinate and utilize a standard ICS, to the greatest extent possible, for an emergency requiring mutual aid assistance under this Agreement. Recipient's ICS shall be consistent with the concepts and principles of the National Incident Command System (NIMS) developed by the U.S. Department of Homeland Security. The Parties agree that Recipient's ICS must allow for Unified Command (UC) to provide the most efficient and effective means for communication between and coordination of personnel and resources: 1) deployed by various agencies and jurisdiction at the federal, state, and local levels; 2) deployed to an emergency occurring in two or more jurisdictions; or 3) deployed to an emergency occurring near the geographic boundary between two or more jurisdictions. Utilization of UC and ICS shall not be interpreted as increasing or decreasing the authority, responsibility, and accountability inherent to a local emergency response agency deployed by Provider under the terms of this Agreement.

f. Supervision and Control.
The Parties agree that Provider's personnel, equipment and resources will be under the operational control of Recipient. Direct supervision and control of personnel, equipment and resources shall remain with Provider's designated supervisory

personnel and Recipient shall advise Provider's supervisory personnel of the work tasks to be assigned to Provider's personnel. While deployed under the terms of this Agreement, the responsibilities of Provider's supervisory personnel shall include: maintaining daily time records, material records, and logs of equipment hours; overseeing the use, operation and maintenance of Provider's equipment and other resources; and regularly reporting to ICS about progress made and/or set-backs encountered.

g. Recall of Personnel.
The Parties agree that Provider's personnel and other resources shall remain subject to recall at any time. Provider shall give Recipient at least twenty-four hours advance notification of its intent to withdraw personnel or resources. If such notice is not practicable, Provider shall give Recipient the most immediate and earliest possible notice of the recall.

h. Summary Report.
Within twenty (20) days of the return of all personnel and resources deployed under this Agreement, Recipient will prepare a report summarizing the event and provide a copy to Provider. The report shall include a chronology of events and a description of personnel, equipment, materials and other aid provided to Recipient by Provider. The summary reporting requirement may be satisfied by sending Provider a copy of any after-action report required by state or federal authorities which contains the requisite information.

5. REIMBURSEMENT
Unless otherwise agreed upon by Recipient and Provider, the terms and conditions governing reimbursement for assistance provided under this Agreement shall be in accordance with the following provisions:

a. Personnel.
During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. Recipient shall reimburse Provider for all direct and indirect payroll costs and actual expenses (including travel expenses, benefits, and workers, compensation premiums, claims and expenses) attributed to, and incurred as a result of, providing assistance to Recipient.

b. Equipment.
Provider shall be reimbursed by Recipient for the use of its equipment during the period of assistance according to the lesser of: 1) the rates established by the rules of the Wyoming Office of Homeland Security; 2) the rates established by the regulations of the Federal Emergency Management Agency at 44 CFR 206.228; or 3) the actual replacement, operation, and maintenance expenses incurred by

Provider. Each Party shall maintain its own equipment in safe and operational condition. At the request of Provider, fuels, miscellaneous supplies, and minor repairs may be provided by Recipient, if practical. If the equipment charges are based on the pre-established state or federal hourly rates, then Provider's charges to Recipient shall be reduced by the total value of the fuels, supplies, and repairs furnished by Recipient and by the amount of any insurance proceeds received by Provider.

c. Materials and Supplies.
Provider shall be reimbursed for all materials and supplies furnished by them and used or damaged during the period of assistance, except for the costs of equipment, fuel, maintenance materials, labor and supplies, which shall be included in the equipment rates established above. No reimbursement may be sought for materials or supplies damaged by the gross negligence or willful and wanton misconduct of Provider's personnel. The measure of reimbursement shall be determined in accordance with 44 CFR 206.228 or other state and federal regulations in effect at the time of the disaster. In the alternative, the Parties may agree that Recipient will replace, with like kind and quality as determined by Provider, the materials and supplies used or damaged. If such an agreement is reached, it shall be reduced to writing and duly approved by the governing body of each party.

d. Record Keeping.
Provider shall maintain records and submit invoices for reimbursement to Recipient in accordance with existing policies and practices. Recipient is responsible for making sure that Provider's personnel have the information, directions, and assistance necessary to meet any specific record keeping needs, including such record keeping required to seek state or federal reimbursement assistance. ICS Forms will be used for tracking costs.

e. Payment.
Provider shall bill Recipient for all reimbursable expenses with an itemized statement as soon as practicable after the expenses are incurred, but not later than sixty (60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with applicable federal or state regulations. Recipient shall pay the bill, or advise of any disputed items, not later than sixty (60) days following receipt of the statement.

f. Federal or State Aid.
Recipient's duty to reimburse Provider for its assistance is in no way contingent upon the availability of federal or state aid nor Recipient's receipt of the same.

g. Waiver of Reimbursement.

Provider, or any agency or subdivision thereof, reserves the right to assume or donate, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided. Provider shall inform Recipient of the waiver as soon as practicable after the expenses are incurred, but not later than sixty (60) days following the period of assistance. Provider shall send Recipient written documentation that Provider's governing body ratified and/or expressed approval of the decision not to seek reimbursement.

6. INSURANCE

Each Party shall be responsible for its own actions or omissions and those of its employees. Unless otherwise agreed upon by Recipient and Provider, it is agreed that each Party shall be individually responsible for providing insurance coverage in accordance with the following provisions and subject to the terms of the Reimbursement section herein:

a. Unemployment and Workers' Compensation Coverage.

During the period of assistance, each Party shall maintain its own unemployment insurance and workers compensation insurance coverage, as required by law, for its employees and shall require the same from its local emergency response agencies.

b. Automobile Liability Coverage.

During the period of assistance, each Party shall be responsible for complying with the state motor vehicle laws including the registration, licensing and liability coverage for its own vehicles. The Parties shall provide automobile liability insurance coverage in an amount no less than the maximum liability amount specified in the Wyoming Governmental Claims Act, W.S. § 1-39-101 *et seq.*, per occurrence for owned, non-owned, and hired vehicles, or shall maintain a comparable self-insurance program. If a Party's emergency response utilizes services from a local emergency response agency that is a private or volunteer based entity with response vehicles titled in the entity's name, the Party utilizing such services shall be responsible for guaranteeing that the entity has the automobile liability coverage as outlined in this section.

c. General Liability.

To the extent permitted by law and without waiving governmental and/or sovereign immunity, each Party shall be responsible for addressing any and all claims, demands, suits, actions, damages, and causes of action related to or arising out of or in any way connected with its own actions or omissions, and those of its employees, in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of this Agreement. Each Party agrees to obtain general liability, public official's liability and law enforcement liability insurance, as applicable, with minimum single limits consistent with those amounts specified in

the Wyoming Governmental Claims Act, W.S. § 1-39-101 *et seq.*, or be comparably covered by a self-insurance program.

d. General Insurance Policy Requirements.
All insurance policies required under this Agreement shall be in effect during the period of assistance. All policies shall be primary and not contributory. During the period of assistance, Parties shall pay the premiums on the required policies and shall not allow the policies to be revoked, canceled, amended, or allowed to lapse without thirty (30) days notification to the other Party, if possible, or shall otherwise provide such notification immediately upon learning that a policy has been, or will be, revoked, canceled, amended, or allowed to lapse.

7. SOVEREIGN IMMUNITY.
By entering into this agreement, the Parties do not waive any governmental or sovereign immunity. Each party specifically retains all immunities and defenses available to it as a sovereign or governmental entity pursuant state law, including Wyo. Stat. § 1-39-101, *et seq*. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity.

8. INDEMNIFICATION.
Each Party to this Agreement shall assume the risk of any liability arising from its own actions or omissions or the actions or omissions of its employees and agents at all times. No Party agrees to insure, defend, or indemnify any other. To the extent a Party does not maintain the proper levels of liability and other insurance coverage pursuant to the terms of this Agreement, the Party's liability for being uninsured, or underinsured, shall not be construed as a waiver of its governmental or sovereign immunities.

9. THIRD PARTY BENEFICIARY RIGHTS.
The Parties do not intend to create in any other individual or entity the status of third party beneficiary and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between and among the parties to this Agreement, and are solely for the benefit of such Parties. The provisions of this Agreement are only intended to assist the Parties in determining and performing their obligations under this Agreement. The Parties expressly agree that only Parties' signatory to this Agreement shall have any legal or equitable right to seek to enforce its provisions, to seek any remedy arising out of a Party's performance or failure to perform any term or condition herein, or to bring an action or suit for the breach of any terms or condition herein.

10. TITLES NOT CONTROLLING.

Titles of paragraphs are for reference only and shall not be used to construe the language of this Agreement.

11. APPLICABLE LAW.
In the event that the construction, interpretation, and enforcement of this Agreement are subject to adjudication in a court of law, the construction, interpretation, and enforcement of the terms of the Agreement, and each Party's duties and responsibilities there under, shall be governed by the laws of the State of Wyoming. In such event, the courts of the State of Wyoming shall have jurisdiction over the Agreement and the Parties. In the event that the construction, interpretation, and enforcement of this Agreement are subject to adjudication in a court of law, each Party shall be responsible for its own attorney's fees.

12. ENTIRETY OF AGREEMENT.
This Agreement consists of a total of twelve (12) pages, plus Attachments A-E, Counties Designation of Authorized Representatives, consisting of (5) pages, together representing the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

13. SEVERABILITY.
Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.

14. AMENDMENTS.
Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed, and signed by all parties to this Agreement with the same approvals, certifications, submissions and other requirements applicable to the original Agreement.

15. SIGNATURES. In witness whereof, the parties to this Agreement through their duly authorized officials or representatives, hereby execute this Agreement on the dates set out below, and in doing so certify that each has read, understood, and agreed to the terms and conditions of this Agreement as set forth herein and has the authority to enter into this legally binding contractual agreement. The effective date of this Agreement is the date of the signature and seal last affixed to this document.

Big Horn County, Wyoming

Thomas A. Hinman 9-15-09

Signature Chairman County Commissioners Date

Thomas Hinman, Chairman, Big Horn County Commissioners
Printed Name and Title

Attested by: Dori Noyes
County Clerk/Notary

Dori Noyes
Date 9-15-09

Affix Official Seal:

Park County, Wyoming

Bill Brewer 10-13-09

Signature Chairman County Commissioners Date

Bill Brewer, Chairman, Park County Commissioners
Printed Name and Title

Attested by: Kelly Simons
County Clerk/Notary

10-13-09
Date

Affix Official Seal:

STATE OF WYOMING
SS. COUNTY
PARK COUNTY

Washakie County, Wyoming

Signature: Chairman County Commissioners — Date: 8/4/09

Ron Harvey, Chairman, Washakie County Commissioners
Printed Name and Title

Attested by: Mary Grace Strauch, Co Clerk — Date: 8-4-09
County Clerk/Notary

Affix Official Seal:

Hot Springs County, Wyoming

Signature Chairman County Commissioners — Date: 10-6-09

Brad W. Basse
Printed Name and Title Chairman

Attested by: — Date: 10/6/09
County Clerk/Notary

Affix Official Seal:

Fremont County, Wyoming

Signature Chairman County Commissioners — Date: 9/29/09

Douglas L. Thompson, Chairman Fremont County Commissioners
Printed Name and Title

Attested by: — Date: 9/29/09
County Clerk/Notary

Affix Official Seal:

FREMONT COUNTY COUNTY CLERK STATE OF WYOMING

12

ATTACHMENT A to Mutual Aid Agreement between Big Horn County, Park County, Washakie County, Hot Springs County and Fremont County

DESIGNATION OF AUTHORIZED REPRESENTATIVES FOR Big Horn County

Issued: 9/15/09 [date] Number of Pages: 1 [number]

Name: Thomas Hinman, or COOP/COG designee
Position/Office/Title: Big Horn County Commissioner
Address: P.O. Box 31, Basin, Wyoming 82410
Phone number: Cell number: 1-307-568-2357
Alternate number(s): _____ Fax number: 1-307-568-9375
Email or Other: tshinman@tctwest.net or ccleck@tctwest.net

Name: Ken Blackburn, or COOP/COG designee
Position/Office/Title: Big Horn County Sheriff
Address: 415 Murphy Street, Basin Wyoming 82410 (P.O. Box 47)
Phone number: Cell number:1-307-568-2324 or 1-800-500-2324
Alternate number(s): _____ Fax number: 1-307-568-2312
Email or Other: bhcsheriff@tctwest.net

Name: John G. Hyde or COOP/COG designee
Position/Office/Title: Big Horn County Emergency Management Coordinator
Address: 355 East 5th Street Lovell, Wyoming 82431
Phone number: 307-548-2516 Cell number: 307-
Alternate number(s): Dispatch 307-568-2324 Fax number: 307-548-2517
Email or Other: bhcemc@tctwest.net

13

ATTACHMENT E to Mutual Aid Agreement between Big Horn County, Park County, Washakie County, Hot Springs County and Fremont County

DESIGNATION OF AUTHORIZED REPRESENTATIVES FOR Fremont County

Issued: 9/29/09 [date] Number of Pages: 1 [number]

Name: Douglas L. Thompson, or COOP/COG designee
Position/Office/Title: Chairman, Fremont County Commissioners
Address: 450 N. Second Street, Lander, WY. 82520
Phone number: Cell number: 307-330-6118
Alternate number(s): Fax number:
Email or Other: myersla@wbaccess.net

Name: JuliaFreese, or COOP/COG designee
Position/Office/Title: Fremont County Clerk
Address: 450 N. Second street, Lander, WY. 82520
Phone number: Cell number: 307-349-1981
Alternate number(s): Fax number:
Email or Other: fcclerkfreese@yahoo.com

Name: Jack "Skip" Hornecker
Position/Office/Title: Fremont County Sheriff
Address: 460 Railroad, Lander, WY. 82520
Phone number: Cell number: 307-330-5900 or 307-330-5253
Alternate number(s): Fax number: 307-332-1025
Email or Other: skiph@wyoming.com

Name: Kathi S. Metzler
Position/Office/Title: Fremont County Emeregcny Management coordinator
Address: 322 N. 8th West, Riverton, WY. 82501
Phone number: Cell number: 307-850-8986
Alternate number(s): Fax number: 307-857-4398
Email or Other: fcema@wyoming.com

14

ATTACHMENT D to Mutual Aid Agreement between Big Horn County, Park County, Washakie County, Hot Springs County and Fremont County

DESIGNATION OF AUTHORIZED REPRESENTATIVES FOR Hot Springs County

Issued: 10/6/09 [date] Number of Pages: 1 [number]

Name:
Position/Office/Title:
Address:
Phone number: Cell number:
Alternate number(s): Fax number:
Email or Other:

Name: WILLIAM (BILL) GORDON
Position/Office/Title: COORDINATOR
Address: 417 ARAPAHOE ST, 1ST FLOOR, COURTHOUSE, THERMOPOLIS, WY 82443
Phone number: Cell number: 307-864-4649
Alternate number(s): Fax number: 307-864-5116
Email or Other: bgordon@hscounty.com

Name:
Position/Office/Title:
Address:
Phone number: Cell number:
Alternate number(s): Fax number:
Email or Other:

Name:
Position/Office/Title:
Address:
Phone number: Cell number:
Alternate number(s): Fax number:
Email or Other:

ATTACHMENT B to Mutual Aid Agreement between Big Horn County, Park County, Washakie County, Hot Springs County and Fremont County
DESIGNATION OF AUTHORIZED REPRESENTATIVES FOR Park County
Issued: 10/13/09 [date] Number of Pages: 1 [number]

Name: **Bill Brewer**
Position/Office/Title: **Chairman, Park County Commissioners**
Address: **1002 Sheridan Ave Cody, Wyoming**
Phone number: **307-527-8510**
Cell number: **307-250-1748**
Alternate number(s):
Fax number:
Email or Other: **bbrewer@parkcounty.us**

Name: **Bucky Hall**
Position/Office/Title **Vice Chairman, Park County Commissioners**
Address: **1002 Sheridan Ave Cody, Wyoming**
Phone number: **307-527-8510**
Cell number: **307-899-8684**
Alternate number(s):
Fax number:
Email or Other: **bhall@wyoming.com**

Name: **Mart Knapp**
Position/Office/Title: **Coordinator, Park County Office of Homeland Security**
Address: **1131 11th Street Cody Wyoming**
Phone number: **307-527-1860**
Cell number: **307-899-8990**
Alternate number(s): **307-272-0306**
Fax number: **307-587-4064**
Email or Other: **mknapp@parkcounty.us**

Name: **Scott Steward**
Position/Office/Title: **Sheriff, Park County Wyoming**
Address: **1402 River View Drive Cody Wy**
Phone number: **307-527-8700**
Cell number: **307-899-7401**
Alternate number(s):
Fax number: **307-527-8708**
Email or Other: **ssteward@parkcountysheriff.net**

16

ATTACHMENT C to Mutual Aid Agreement between Big Horn County, Park County, Washakie County, Hot Springs County and Fremont County

DESIGNATION OF AUTHORIZED REPRESENTATIVES FOR Washakie County
Issued: 8/4/09 [date] Number of Pages: 1 [number]

Name: Terrance D. Wolf, or COOP/COG designee
Position/Office/Title: CEO Washakie County Commissioners
Address: 1001 Big Horn Avenue, Worland, WY. 82401
Phone number: 307-347-3131 Cell number: 307-388-4508
Alternate number(s): Fax number: 307-347-9366
Email or Other: washakiewolf@rtconnect.net

Name: Mary Grace Strauch, or COOP/COG designee
Position/Office/Title: Washakie County Clerk
Address: 1001 Big Horn Avenue, Worland, WY. 82401
Phone number: 307-347-3131 Cell number:
Alternate number(s): 307-347-2031 Fax number 307-347-2031
Email or Other: strauc5@rtconnect.net

Name: Steve Rakness, or COOP/COG designee
Position/Office/Title: Washakie County Sheriff
Address: 100 North 10th Street, Worland, WY. 82401
Phone number: 307-347-2242 Cell number: _____
Alternate number(s): _____ Fax number: 307-347-6110
Email or Other: wcsdept@rtconnect.net

Name: Kimball Croft, or COOP/COG designee
Position/Office/Title: Washakie County Homeland Security
Address: 510 South 15th Street, Worland, WY. 82401
Phone number: 307-347-3331 Cell number: 307-431-0346
Alternate number(s): _____ Fax number: 307-347-3781
Email or Other: washemd@rtconnect.net

17

RESOLUTION 2009-13

WHEREAS, on January 21, 1997, the Park County Board of County Commissioners along with the City of Cody, the City of Powell and the Town of Meeteetse (Parties), by resolution pursuant to the Wyoming Disaster and Civil Defense Act, W.S. §§ 19-5-101 through –116, created a multi-jurisdictional Emergency Management Agency to address emergency functions within Park County, such organization having been renamed the Park County Office of Homeland Security effective June 14, 2005; and

WHEREAS, the Wyoming Disaster and Civil Defense Act has since been amended and renamed the Wyoming Homeland Security Act (Homeland Security Act) and renumbered as W.S. §§ 19-13-101 through –116; and

WHEREAS, the Homeland Security Act amended the Wyoming Disaster and Civil Defense Act to no longer require that local political subdivisions create local disaster and civil defense organizations but that instead each local political subdivision, including counties, cities and towns, establish their own "local homeland security program" (*compare* W.S. § 19-5-108 (1997) *with* W.S. § 19-13-108 (2007); and

WHEREAS, each local homeland security program has its own coordinator who works collaboratively with other local coordinators and public agencies in creating mutual aid agreements to address aid and assistance between such organizations in the case of disaster affecting such organizations (*see* W.S. § 19-13-109); and

WHEREAS, the Parties to the 1997 Resolution have prepared local homeland security programs and mutual aid agreements to address issues set forth in the 1997 Resolution and that the purposes of the 1997 Resolution can be accomplished through these separate documents;

NOW THEREFORE BE IT RESOLVED that the 1997 Resolution creating the Emergency Management Agency is hereby rescinded and the Emergency Management Agency dissolved.

DATED this ~~7~~ 17 day of ~~August~~ MARCH, ~~2008~~ 2009.

Park County: _____
~~Tim A. French~~, Chairman, Board of County Commissioners

City of Cody: _____
Roger Sedam, Mayor

City of Powell: _____
Scott Mangold, Mayor

Town of Meeteetse: _____
John A. Abbott, Mayor

RESOLUTION

WHEREAS, on January 21, 1997, the Park County Board of County Commissioners along with the City of Cody, the City of Powell and the Town of Meeteetse (Parties), by resolution pursuant to the Wyoming Disaster and Civil Defense Act, W.S. §§ 19-5-101 through -116, created a multi-jurisdictional Emergency Management Agency to address emergency functions within Park County, such organization having been renamed the Park County Office of Homeland Security effective June 14, 2005; and

WHEREAS, the Wyoming Disaster and Civil Defense Act has since been amended and renamed the Wyoming Homeland Security Act (Homeland Security Act) and renumbered as W.S. §§ 19-13-101 through -116; and

WHEREAS, the Homeland Security Act amended the Wyoming Disaster and Civil Defense Act to no longer require that local political subdivisions create local disaster and civil defense organizations but that instead each local political subdivision, including counties, cities and towns, establish their own "local homeland security program" (*compare* W.S. § 19-5-108 (1997) *with* W.S. § 19-13-108 (2007); and

WHEREAS, each local homeland security program has its own coordinator who works collaboratively with other local coordinators and public agencies in creating mutual aid agreements to address aid and assistance between such organizations in the case of disaster affecting such organizations (*see* W.S. § 19-13-109); and

WHEREAS, the Parties to the 1997 Resolution have prepared local homeland security programs and mutual aid agreements to address issues set forth in the 1997 Resolution and that the purposes of the 1997 Resolution can be accomplished through these separate documents;

NOWTHEREFORE BE IT RESOLVED that the 1997 Resolution creating the Emergency Management Agency is hereby rescinded and the Emergency Management Agency dissolved.

DATED this 17th day of MARCH, ~~2008~~ 2009. BB

Park County: Bill Brewer
~~Tim A. French,~~ BILL BREWER, Chairman, Board of County Commissioners

City of Cody: Nancy Tia Brown 3/12/09
Nancy Tia Brown, Mayor

City of Powell: _____
Scott Mangold, Mayor

PARK COUNTY RESOLUTION 2009-14

TITLE: REESTABLISHING PARK COUNTY OFFICE OF HOMELAND SECURITY AND ESTABLISHING PARK COUNTY EMERGENCY MANAGEMENT COUNCIL

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PARK COUNTY, STATE OF WYOMING AS FOLLOWS:

Section 1.

The Park County Emergency Management Agency was established by the Park County Board of County Commissioners (Board of County Commissioners) and the governing bodies of Cody, Powell and Meeteetse, Wyoming on January 21, 1997. The Resolution establishing the Park County Emergency Management Agency furthermore established an Emergency Management Council consisting of members of the various governmental entities. Effective June 14, 2005, the Board of County Commissioners renamed the Park County Emergency Management Agency as the Park County Office of Homeland Security.

By Resolution of even date with this Resolution, the Board of County Commissioners and the governing bodies of Cody, Powell and Meeteetse, Wyoming, rescinded the January 21, 1997 Resolution and dissolved the Park County Emergency Management Agency and the Emergency Management Council as established at that time. As identified in the Resolution rescinding the earlier Resolution, each local jurisdiction now has its own emergency management plan and emergency management coordinator. The local government agencies will assist each other in the case of disaster affecting such agencies by way of Mutual Aid Agreements. For this reason a multi-jurisdictional office of homeland security and multi-jurisdictional emergency management council is unnecessary. This Resolution reestablishes the Park County Office of Homeland Security as an office under the sole jurisdiction of the Board of County Commissioners, without any gap in its existence, and establishes the Park County Emergency Management Council as set forth herein.

Section 2.

The Park County Office of Homeland Security is herein reestablished. Said Office shall be governed by the Park County Emergency Management Council (Council), consisting of: the Board of County Commissioners, Sheriff of Park County, the County Homeland Security Coordinator, and any other persons designated by the Emergency Management Council.

The Chairman of the Board of County Commissioners shall be the Chairperson of the Council. The Vice Chairman of the Board of County Commissioners shall be the Vice Chairperson of the Council.

Section 3.

The primary responsibility for initiating action at the time of an emergency or disaster rests with the elected government of Park County or any incorporated community involved. A declaration of an emergency or disaster, and subsequent assistance requests by and on behalf of Park County, shall be made by the Board of County Commissioners and/or the Emergency Management Council. A declaration of an emergency or disaster, and subsequent assistance requests by and on behalf of incorporated communities will be honored by Park County only if the declaration is made by the governing body and/or chief elected official and/or any emergency management council organized by the incorporated community in a manner similar to the organization of the Park County Emergency Management Council.

Section 4.

The Emergency Management Council is empowered to review and recommend to Park County (and any community governing body requesting same), a local Emergency Operations Plan and mutual aid agreements.

Section 5.

The Board of County Commissioners may promulgate such rules and regulations necessary for the efficient management and operation of the Park County Office of Homeland Security, including the adoption of applicable regulations of the State Coordinator, issued under the authority of W.S.§ 19-5-105, replaced by W.S. § 19-13-101 through W.S. § 19-13-116.

Section 6.

The Emergency Management Council may make, amend, and rescind all rules and orders that may be necessary to respond to, or recover from, any declared emergency or disaster.

Section 7.

The Emergency Management Council will support for day-to-day and emergency use, the establishment of an emergency operations center to include essential communications and operating equipment. The Park County Office of Homeland Security shall oversee the EOC, as directed by the Council.

Section 8.

The principal Emergency Operations Center of Park County shall be located at 1131 11th street in Cody, Wyoming. The Emergency Operations Center for Powell shall be located

at City Hall, 270 N Clark Street. The Emergency Operations Center for Meeteetse shall be located at Town Hall, 910 Park Avenue.

Emergency situations may warrant the establishment of a point of operation or incident command post at or near the scene of the disaster or event.

Section 9.

The succession of authority within the Emergency Management Council for Park County will be as depicted in the Park County Emergency Operations Plan under *Authority and Delegation*.

Section 10.

The Board of County Commissioners shall recommend to the Governor of Wyoming, a person to serve as Coordinator for the Council, who shall serve at the pleasure of the Board of County Commissioners/Council and the Governor.

Section 11.

The Board of County Commissioners will, with the consent of the Governor, designate an agent to receive equipment, funds, services, etc., offered by Federal/State governments or loans from other donors.

Section 12.

The Board of County Commissioners shall establish a method of payment for expenses incurred as a result of emergency operations and disaster relief.

Section 13.

Park County Office of Homeland Security Coordinator – Powers and Duties:

The Coordinator is hereby Empowered and Directed:

a. to identify and analyze the effects of hazards that threaten the participating jurisdictions;
b. to prepare an Emergency Operations Plan for Park County;
c. to assist in the coordination of emergency responsibility and readiness functions of local government, industry and citizens of the County;
d. to direct emergency operations during the interim from the onset of the emergency or disaster until a quorum of the Emergency Management Council can meet. If the incident is a law enforcement issue in nature, the Sheriff will have this authority;
e. to establish a program to prevent and reduce the potential effects of disasters (Park County Multi-Hazard Mitigation Plan);

f. to assist in establishing mutual aid or cooperative assistance agreements among the local governments, industry, and volunteer agencies with Park County, as well as other Counties, Region VI, or the State;

g. to execute the directives and policies established by the Board of County Commissioners/Park County Emergency Management Council;

h. to serve as the Chairman of the Local Emergency Planning Committee;

i. to advise the Emergency Management Council and the Board of County Commissioners regarding emergency and disaster situations and during any declarations of emergency or disaster.

Section 14.

This resolution is hereby declared to be a measure necessary to provide coordination with Federal and State Emergency Management Agencies and for the immediate preservation of the public peace, health, and safety; and shall take effect and be in force from and after being approved by the Board of County Commissioners.

DATED this 17th day of March, 2009.

BOARD OF COUNTY COMMISSIONERS
PARK COUNTY, WYOMING

Bill Brewer

Bill Brewer, Chairman

Bucky Hall

Bucky Hall, Vice Chairman

Jill Shockley Siggins

Jill Shockley Siggins, Commissioner

Dave Burke

Dave Burke, Commissioner

Tim A. French

Tim A. French, Commissioner

Seal:

Attest: Kelly Jensen

Kelly Jensen, Park County Clerk and Recorder

4

RESOLUTION NO. 2005-72

DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN PARK COUNTY, WYOMING

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all federal, state, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including current homeland security / emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Park County, Wyoming by the virtue of the authority vested in the Constitution and Laws of the State of Wyoming, does hereby establish the National Incident Management System (NIMS) as the standard for incident management.

APPROVED this 13th day of September, 2005.

BOARD OF COUNTY COMMISSIONERS
PARK COUNTY, WYOMING

Tim A. French

Tim A. French, Chairman

Marie Fontaine

Marie Fontaine, Vice Chairman

Bucky Hall

Bucky Hall, Commissioner

SEAL:

ATTEST:

Karen Carter, Park County Clerk
First Deputy County Clerk

MARTIN K. KNAPP
NIMS COMPLIANCE OFFICER
09/20/07

2

RESOLUTION

A resolution providing for the organization (Wyoming Statutes, Chapter 5, Section 19-5-101 through 19-5-116, 1977 as amended) of an Emergency Management Agency and its governing council to:

(1) Prepare and exercise operational plans for the preservation of life, protection of property and restoration of the economy.

(2) Effect coordination of other public departments, industry and citizens with emergency responsibilities and functions.

(3) Function as specified by the emergency plan during emergencies declared by such local governments.

(4) Provide for a coordinator and the enrollment of assistants and defining their powers and duties.

(5) Authorize acceptance of services, equipment and funds, etc, from the federal or state government and other public and private sources.

Emergency Management shall mean planning for and carrying out of emergency functions including prevention, response and recovery from disaster events. This includes, but is not limited to, natural or man-made disaster, enemy attack, sabotage, terrorism or civil disorder.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PARK COUNTY, WYOMING AND THE COUNCILS OF THE INCORPORATED COMMUNITIES OF CODY, POWELL AND MEETEETSE, WYOMING.

Section 1: That there is hereby created the Park County Emergency Management Agency which shall be governed by the Park County Commissioners and consisting of: chief executive officers of

incorporated communities, Sheriff, Police Chiefs, County and City Coordinators and other named members.

The Chairperson of the County Commissioners shall be Chairperson of the Council.

The Vice Chairperson shall be elected by the Emergency Council.

Section 2: That the primary responsibility for initiating action at the time of an emergency or disaster rest with the elected government of the county or incorporated community involved. A declaration of an emergency and subsequent assistance requests during, or on account of, an emergency or disaster in Park County or its communities will be honored only when the emergency is declared by the chief elected official and/or emergency council.

Section 3: That the Park County Emergency Management Agency is empowered to prepare, review and recommend to the county and community governing bodies a local emergency operation plan and mutual aid agreements.

Section 4: That it shall be the duty of the Park County Commissioners to promulgate such rules and regulations necessary for the efficient management and operation of the Park County Emergency Management Agency, including such reasonable regulations prescribed by the State Coordinator (W.S.19-5-105, Wyoming Disaster and Civil Defense Act of 1977, amended in 1979.

Section 5: That the Park County Emergency Management Agency will support for day to day and emergency use the establishment of an Emergency Operations Center to included essential communications and operating

equipment.

Section 6: That the Emergency Operations Center of Park County and Cody shall be located at 1131 Eleventh Street. That the Emergency Operations Center for Powell shall be located at City Hall, 270 N. Clark. That the Emergency Operations Center for Meeteetse shall be located at Town Hall, 910 Park Ave. Emergency situations may warrant the establishment of a point of operation at the scene of the disaster.

Section 7: That the succession of authority within the Emergency Council for Park County will be as depicted in the Local Emergency Operations Plan (Direction & Control).

Section 8: That the Park County Commissioners shall recommend to the Governor of Wyoming a person to serve as Coordinator of the Council who shall serve at the pleasure of the County Commissioners and the Governor.

Section 9: That the Park County Commissioners will, with the consent of the Governor, designate an agent to receive services, equipment, funds, etc., offered by federal/state grants or loans from other donors.

Section 10: Coordinator - powers and duties:

The coordinator is hereby empowered and directed:

(a) to prepare a local Emergency Operating Plan for Park County and assist in the preparation of a Local Emergency Operating Plan for the incorporated communities where appropriate.

(b) to assist in the coordination of emergency responsibility and functions of local government, industry and citizens of the

counties and communities.

(c) to establish a program of effort to prevent and reduce the potential effects of disasters.

(d) to execute directives and policies established by the Park County Commissioners and County/City Emergency Council.

Section 11: This resolution is hereby declared to be a measure necessary to provide coordination with Federal and State Emergency Management agencies and for the immediate preservation of the public peace, health and safety and shall take effect and be in force from and and after passage. Any portions of prior resolutions adopted by the Park County Emergency Council which are in conflict with the letter and intent of this resolution are hereby rescinded.

PARK COUNTY EMERGENCY MANAGEMENT AGENCY

Date of Approval: January 21, 1997

Park County: Charles W. Johnston
Chairperson, County Commissioners

City of Cody: Jack T. Shaten
Mayor

City of Powell: James L. Milburn
Mayor

Town of Meeteetse: John A. Jordan
Mayor

RESOLUTION 2009- 59

A resolution adopting the Park County Emergency Operations Plan, as updated, and presented to the Local Emergency Planning Committee and, reviewed by Park County agencies and departments, and on file in the Park County Office of Homeland Security.

Key points of the PCEOP are:

1. Preparations and plans for the preservation of life, protection of property, and restoration of the economy through *Mitigation, Preparedness, Response, and Recovery.*
2. Ensures response to emergency events or situations are governed and initiated under the Incident Command System (ICS) / National Incident Management System (NIMS).
3. Resolution 2009-13, Dated 03/17/09, rescinds the 1997 Resolution creating the Emergency Management Agency and members of the Park County Emergency Management Council.
4. Resolution 2009-14, Dated 03/17/09, re-establishes the Park County Office of Homeland Security, as renamed June 14, 2005, and establishes the Park County Emergency Management Council members as the Board of County Commissioners, Sheriff of Park County, the Park County Homeland Security Coordinator, and any additional persons designated by the Emergency Management Council.
5. Each local jurisdiction now has its own Emergency Management Coordinator. The local government agencies will assist each other, in the case of disaster affecting such agencies, by way of mutual aid agreements (MAA s). Local jurisdictions and their designated representatives will be involved in a disaster incident, as needed, by means of the Multi Agency Coordination System (MACS).
6. This Emergency Operations Plan will be reviewed one year from the effective date and every year thereafter. Approved revisions will be distributed at that time.

7. If needed, the Emergency Operations Center at 1131 Eleventh Street, Cody, Wyoming, will be activated by the Park County Emergency Council or Park County Office of Homeland Security Coordinator.
8. The Park County Homeland Security Coordinator has the authority to direct emergency operations during the interim from the onset of the emergency or disaster, until a quorum of the Emergency Management Council can meet. If the incident is a law enforcement issue in nature, the Park County Sheriff will have this authority.
9. Local jurisdictions (city / town), that have exhausted their resources, may request assistance by contacting the Park County Office of Homeland Security. The PCOHS will contact the Wyoming Office of Homeland Security, who in turn will contact the Region VI Emergency Response Team, the Governor's office, FEMA, or any other necessary agency.

THEREFORE, this Park County Emergency Operations Plan is adopted as the emergency response guideline for any Park County emergency incident or disaster and will be submitted to the Wyoming Office of Homeland Security as such.

Bill Sumner	10-13-09
Chairperson, Park County Commissioners	Date
Bucky Hall	10-13-09
Commissioner	Date
Tim A. French	10-13-09
Commissioner	Date

Resolution - 2

Dave Burke
Commissioner

10-13-09
Date

Commissioner

10-13-09
Date

SEAL:

STATE OF WYOMING
COUNTY CLERK
PARK COUNTY

ATTEST:
Park County Clerk and Recorder

THE FOLLOWING REQUESTS ARE MAILED TO SUPPLIERS AND VENDORS, PERIODICALLY, TO ACQUIRE INFORMATION ON AVAILABILITY OF RESOURCES, THEIR DESCRIPTION, LOCATION, AND STIPULATIONS FOR THEIR ACQUISITION AND USE.

IF EITHER PARTY (PARK COUNTY OR SUPPLIER) FEELS A MUTUAL AID AGREEMENT OR MEMO OF UNDERSTANDING IS NEEDED, ARRANGEMENTS WILL BE MADE TO COMPLETE ONE.

A COMPLETE FILE OF INFORMATION ON AVAILABLE RESOURCES IS ON FILE IN THE PARK COUNTY OFFICE OF HOMELAND SECURITY.

1. EQUIPMENT LIST	2. NUMBER AVAILABLE	3. DESCRIPTION Weight, capacity, width, length, etc. Rooms - Sizes, use, etc. Supplies on hand	4. WILL LEND ? Y / N	5. OPERATOR FURNISHED ? Y / N	6. REIMBURSEMENT EXPECTED ? Rate per Hour / Rate per Day
ACETYLENE TORCHES					
AIR HAMMERS					
AIR BAGS RECOVERY					
AIR PACKS					
AIRCRAFT					
BACKHOES					
BEDS					
BOATS / RAFTS					
BUSES					
CAMPGROUND					
CHAIN SAWS					
COMPRESSORS					
CRANES					
DOZERS					
EXPLOSIVES					
FORK LIFTS					
GENERATORS					
GRADERS					
HANDICAPPED EQUIPMENT					
HEATERS					
LADDERS					
LIFE JACKETS					
LIGHT PLANTS					
LOADERS					
LODGING FACILITIES					
OXYGEN					
PERSONNEL					
PORTA-POTTIES					
PUMPS, FUEL					
PUMPS, WATER					
PUMPS, HOT OIL					
RADIO EQUIPMENT					
RESTAURANT FACILITIES					
ROLLERS					
SAND TRUCKS					
SCRAPERS					
SKIMMERS					

1. EQUIPMENT LIST	2. NUMBER AVAILABLE	3. DESCRIPTION Weight, capacity, width, length, etc. Rooms - Sizes, use, etc. Supplies on hand	4. WILL LEND ? Y / N	5. OPERATOR FURNISHED ? Y / N	6. REIMBURSEMENT EXPECTED ? Rate per Hour / Rate per Day
SNOW MACHINES / VEHICLES					
SPRAYERS					
STRETCHERS					
STREET SWEEPERS					
TANKERS					
TANKERS - WATER					
TRAILER BOX					
TRAILERS / REEFER					
TRENCHERS					
TRUCKS					
TRUCKS - BUCKET					
TRUCKS - DUMP					
TRUCKS - FIRE					
TRUCKS - PICKUPS					
TRUCKS - TRACTOR					
TRUCKS - WINCH					
VANS					
VEHICLES - OTHER					
WATER					
WATER CONTAINERS					
WELDERS					
WRECKERS					
DIESEL FUEL					
GASOLINE					
PROPANE					
OTHER					

NAME OF COMPANY _____

ADDRESS _____

_____

CONTACT PERSON _____

_____

PHONE NO: DAY TIME _____

_____

PHONE NO: NIGHT TIME _____

_____

NOTES: _____

_____

_____

_____

_____

_____

CONTINGENCY ANNEXES

SUMMARY OF MAJOR ICS POSITIONS	1-4
NIMS / ICS TRAINING GUIDELINES	5
PRESIDENTIAL DIRECTIVE (HSPD) 5	1-7
PRESIDENTIAL DIRECTIVE (HSPD) 8	8-14
EOC JOB ACTION SHEETS	1-83

ON FILE:

BIG HORN COUNTY EMERGENCY OPERATIONS PLAN
BUFFALO BILL DAM (BUREAU OF RECLAMATION / BUREAU OF LAND MANAGEMENT
BUFFALO BILL HISTORICAL CENTER – CONTACTS LIST
CITY OF CODY EMERGENCY OPERATIONS PLAN
CITY OF POWELL EMERGENCY OPERATIONS PLAN
DEPARTMENT OF HEALTH – PUBLIC HEALTH PANDEMIC INFLUENZE RESPONSE PLAN, VERSION 5.0
NATIONAL RESPONSE FRAMEWORK
PARK COUNTY COMMUNITY WILDFIRE PROTECTION PLAN (CWPP)
PARK COUNTY MULTI-HAZARD MITIGATION PLAN
PARK COUNTY PUBLIC HEALTH – ALL HAZARDS EMERGENCY OPERATIONS PLAN – PANDEMIC INFLUENZA
PARK COUNTY PUBLIC WORKS / ENGINEER / ROAD & BRIDGE EMERGENCY PREPAREDNESS PLAN
PARK COUNTY SCHOOL DISTRICT #1 – POWELL – CONTACTS LIST
PARK COUNTY SCHOOL DISTRICT #6 – CODY
PIPELINE EMERGENCY RESPONSE GUIDELINES
RED CROSS RESPONSE PLAN FOR PARK COUNTY
SHOSHONE MUNICIPAL PIPELINE – CONTACTS LIST
STATE OF WYOMING CONTINUITY OF GOVERNMENT PLAN
STATE OF WYOMING EMERGENCY RESPONSE PLAN
STATE OF WYOMING EVACUATION PLAN
TIER II HAZARDOUS MATERIALS STORAGE AT FIXED FACILITIES
TOWN OF MEETEETSE EMERGENCY OPERATIONS PLAN
WILD LAND FIRE EVACUATION PLAN
WINDSOR WYOMING LLC EMERGENCY RESPONSE PLAN
WYOMING PIPELINE ASSOCIATION
YELLOWSTONE REGIONAL AIRPORT

INCIDENT COMMAND SYSTEM

SUMMARY OF MAJOR ICS POSITIONS

This section lists the primary functions of each major ICS position.

Major ICS Position	Primary Functions
Incident Commander or Unified Command	• Have clear authority and know agency policy. • Ensure incident safety. • Establish the ICP. • Set priorities, and determine incident objectives and strategies to be followed. • Establish ICS organization needed to manage the incident. • Approve the IAP. • Coordinate Command and General Staff activities. • Approve resource requests and use of volunteers and auxiliary personnel. • Order demobilization as needed. • Ensure after-action reports are completed. • Authorize information release to the media.
Public Information Officer	• Determine, according to direction from IC, any limits on information release. • Develop accurate, accessible, and timely information for use in press/media briefings. • Obtain the IC's approval of news releases. • Conduct periodic media briefings. • Arrange for tours and other interviews or briefings that may be required. • Monitor and forward media information that may be useful to incident planning. • Maintain current information summaries and/or displays on the incident. • Make information about the incident available to incident personnel. • Participate in Planning Meetings. • Implement methods to monitor rumor control.

*The Intelligence/Investigations Function may be under the direction of a separate General Staff position.

Major ICS Position	Primary Functions
Safety Officer	• Identify and mitigate hazardous situations. • Create a Safety Plan. • Ensure safety messages and briefings are made. • Exercise emergency authority to stop and prevent unsafe acts . • Review the IAP for safety implications. • Assign assistants qualified to evaluate special hazards. • Initiate preliminary investigation of accidents within the incident area. • Review and approve the Medical Plan. • Participate in Planning Meetings to address anticipated hazards associated with future operations.
Liaison Officer	• Act as a point of contact for Agency Representatives. • Maintain a list of assisting and cooperating agencies and Agency Representatives. • Assist in setting up and coordinating interagency contacts. • Monitor incident operations to identify current or potential interorganizational problems. • Participate in Planning Meetings, providing current resource status, including limitations and capabilities of agency resources. • Provide agency-specific demobilization information and requirements.
Operations Section Chief	• Ensure safety of tactical operations. • Manage tactical operations. • Develop operations portions of the IAP. • Supervise execution of operations portions of the IAP. • Request additional resources to support tactical operations. • Approve release of resources from active operational assignments. • Make or approve expedient changes to the IAP. • Maintain close contact with the IC, subordinate Operations personnel, and other agencies involved in the incident.

Major ICS Position	Primary Functions
Planning Section Chief	• Collect and manage all incident-relevant operational data. • Supervise preparation of the IAP. • Provide input to the IC and Operations in preparing the IAP. • Incorporate Traffic, Medical, and Communications Plans and other supporting material into the IAP. • Conduct/facilitate Planning Meetings. • Reassign out-of-service personnel within the ICS organization already on scene, as appropriate. • Compile and display incident status information. • Establish information requirements and reporting schedules for Units (e.g., Resources Unit, Situation Unit). • Determine need for specialized resources. • Assemble and disassemble Task Forces and Strike Teams not assigned to Operations. • Establish specialized data collection systems as necessary (e.g., weather). • Assemble information on alternative strategies. • Provide periodic predictions on incident potential. • Report significant changes in incident status. • Oversee preparation of the Demobilization Plan.
Logistics Section Chief	• Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food, and medical services for incident personnel, and all off-incident resources. • Manage all incident logistics. • Provide logistics input to the IAP. • Brief Logistics staff as needed. • Identify anticipated and known incident service and support requirements. • Request additional resources as needed. • Ensure and oversee development of Traffic, Medical, and Communications Plans as required. • Oversee demobilization of Logistics Section and associated resources.

Major ICS Position	Primary Functions
Finance/Administration Section Chief	• Manage all financial aspects of an incident. • Provide financial and cost analysis information as requested. • Ensure compensation and claims functions are being addressed relative to the incident. • Gather pertinent information from briefings with responsible agencies. • Develop an operational plan for the Finance/Administration Section and fill Section supply and support needs. • Determine the need to set up and operate an incident commissary. • Meet with assisting and cooperating Agency Representatives as needed. • Maintain daily contact with agency(s) headquarters on finance matters. • Ensure that personnel time records are completed accurately and transmitted to home agencies. • Ensure that all obligation documents initiated at the incident are properly prepared and completed. • Brief agency administrative personnel on all incident-related financial issues needing attention or followup. • Provide input to the IAP.

NIMS/ICS TRAINING GUIDELINES
(2008 Update)

AUDIENCE	REQUIRED TRAINING
Federal/State/Local Tribal/Private Sector & Non-governmental personnel to include: *Entry Level first responders & disaster workers* • *Emergency Medical Service personnel* • *Firefighters* • *Hospital Staff* • *Law Enforcement personnel* • *Public Health personnel* • *Public Works/Utility personnel* • *Skilled Support Personnel* • *Other emergency management response, support, volunteer personnel at all levels*	• IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent
Federal/State/Local Tribal/Private Sector & Non-governmental personnel to include: *First line supervisors*, single resource leaders, field supervisors and other emergency management/response personnel that require higher level of ICS/NIMS Training.	• IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent
Federal/State/Local Tribal/Private Sector & Non-governmental personnel to include: *Middle management*, including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and multi-agency coordination system/emergency operations center staff.	• IS-700: NIMS, An Introduction • IS 800-B National Response Framework (NRF) an Introduction • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent • ICS 300: Intermediate ICS or equivalent **(2008 requirement)**
Federal/State/Local Tribal/Private Sector & Non-governmental personnel to include: *Command and general staff,* select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers and multi-agency coordination system/emergency operations center managers.	• IS-700: NIMS, An Introduction • IS- 800-B National Response Framework (NRF) NRF and Introduction • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent • ICS 300: Intermediate ICS or equivalent **(2008 requirement)** • ICS 400: Advanced ICS or equivalent **(2009 requirement)**

Homeland Security Presidential Directive 5: Management of Domestic Incidents

- HSPD 5 Abstract
- HSPD 5 Full Text

HSPD 5 Abstract

Homeland Security Presidential Directive 5 serves the to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system. This management system is designed to cover the prevention, preparation, response, and recovery from terrorist attacks, major disasters, and other emergencies. The implementation of such a system would allow all levels of government throughout the nation to work efficiently and effectively together. The directive gives further detail on which government officials oversee and have authority for various parts of the national incident management system, as well making several amendments to various other HSPD s.

HSPD 5 Full Text

Homeland Security Presidential Directive-5

February 28, 2003

SUBJECT: Management of Domestic Incidents

Purpose:

To enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.

Definitions:

In this directive:

a. the term "Secretary" means the Secretary of Homeland Security.
b. the term "Federal departments and agencies" means those executive departments enumerated in 5 U.S.C. 101, together with the Department of Homeland Security; independent establishments as defined by 5 U.S.C. 104(1); government corporations as defined by 5 U.S.C. 103(1); and the United States Postal Service.
c. the terms "State," "local," and the "United States" when it is used in a geographical sense, have the same meanings as used in the Homeland Security Act of 2002, Public Law 107-296.

Policy:

To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States

Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.

The Secretary of Homeland Security is the principal Federal official for domestic incident management. Pursuant to the Homeland Security Act of 2002, the Secretary is responsible for coordinating Federal operations within the United States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. The Secretary shall coordinate the Federal Government's resources utilized in response to or recovery from terrorist attacks, major disasters, or other emergencies if and when any one of the following four conditions applies: (1) a Federal department or agency acting under its own authority has requested the assistance of the Secretary; (2) the resources of State and local authorities are overwhelmed and Federal assistance has been requested by the appropriate State and local authorities; (3) more than one Federal department or agency has become substantially involved in responding to the incident; or (4) the Secretary has been directed to assume responsibility for managing the domestic incident by the President.

Nothing in this directive alters, or impedes the ability to carry out, the authorities of Federal departments and agencies to perform their responsibilities under law. All Federal departments and agencies shall cooperate with the Secretary in the Secretary's domestic incident management role.

The Federal Government recognizes the roles and responsibilities of State and local authorities in domestic incident management. Initial responsibility for managing domestic incidents generally falls on State and local authorities. The Federal Government will assist State and local authorities when their resources are overwhelmed, or when Federal interests are involved. The Secretary will coordinate with State and local governments to ensure adequate planning, equipment, training, and exercise activities. The Secretary will also provide assistance to State and local governments to develop all-hazards plans and capabilities, including those of greatest importance to the security of the United States, and will ensure that State, local, and Federal plans are compatible.

The Federal Government recognizes the role that the private and nongovernmental sectors play in preventing, preparing for, responding to, and recovering from terrorist attacks, major disasters, and other emergencies. The Secretary will coordinate with the private and nongovernmental sectors to ensure adequate planning, equipment, training, and exercise activities and to promote partnerships to address incident management capabilities.

The Attorney General has lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States, or directed at United States citizens or institutions abroad, where such acts are within the Federal criminal jurisdiction of the United States, as well as for related intelligence collection activities within the United States, subject to the National Security Act of 1947 and other applicable law, Executive Order 12333, and Attorney General-approved procedures pursuant to that Executive Order. Generally acting through the Federal Bureau of Investigation, the Attorney General, in cooperation with other Federal departments and agencies engaged in activities to protect our national security, shall also coordinate the activities of the other members of the law enforcement community to detect, prevent, preempt, and disrupt

terrorist attacks against the United States. Following a terrorist threat or an actual incident that falls within the criminal jurisdiction of the United States, the full capabilities of the United States shall be dedicated, consistent with United States law and with activities of other Federal departments and agencies to protect our national security, to assisting the Attorney General to identify the perpetrators and bring them to justice. The Attorney General and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

Nothing in this directive impairs or otherwise affects the authority of the Secretary of Defense over the Department of Defense, including the chain of command for military forces from the President as Commander in Chief, to the Secretary of Defense, to the commander of military forces, or military command and control procedures. The Secretary of Defense shall provide military support to civil authorities for domestic incidents as directed by the President or when consistent with military readiness and appropriate under the circumstances and the law. The Secretary of Defense shall retain command of military forces providing civil support. The Secretary of Defense and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

The Secretary of State has the responsibility, consistent with other United States Government activities to protect our national security, to coordinate international activities related to the prevention, preparation, response, and recovery from a domestic incident, and for the protection of United States citizens and United States interests overseas. The Secretary of State and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall be responsible for interagency policy coordination on domestic and international incident management, respectively, as directed by the President. The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall work together to ensure that the United States domestic and international incident management efforts are seamlessly united.

The Secretary shall ensure that, as appropriate, information related to domestic incidents is gathered and provided to the public, the private sector, State and local authorities, Federal departments and agencies, and, generally through the Assistant to the President for Homeland Security, to the President. The Secretary shall provide standardized, quantitative reports to the Assistant to the President for Homeland Security on the readiness and preparedness of the Nation -- at all levels of government -- to prevent, prepare for, respond to, and recover from domestic incidents.

Nothing in this directive shall be construed to grant to any Assistant to the President any authority to issue orders to Federal departments and agencies, their officers, or their employees.

Tasking:
The heads of all Federal departments and agencies are directed to provide their full and prompt cooperation, resources, and support, as appropriate and consistent with their own responsibilities for protecting our national security, to the Secretary, the Attorney General,

the Secretary of Defense, and the Secretary of State in the exercise of the individual leadership responsibilities and missions assigned in paragraphs (4), (8), (9), and (10), respectively, above.

The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and local governments 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, the NIMS will include 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.

The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Response Plan (NRP). The Secretary shall consult with appropriate Assistants to the President (including the Assistant to the President for Economic Policy) and the Director of the Office of Science and Technology Policy, and other such Federal officials as may be appropriate, in developing and implementing the NRP. This plan shall integrate Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. The NRP shall be unclassified. If certain operational aspects require classification, they shall be included in classified annexes to the NRP.

a. The NRP, using the NIMS, shall, with regard to response to domestic incidents, provide the structure and mechanisms for national level policy and operational direction for Federal support to State and local incident managers and for exercising direct Federal authorities and responsibilities, as appropriate.

b. The NRP will include protocols for operating under different threats or threat levels; incorporation of existing Federal emergency and incident management plans (with appropriate modifications and revisions) as either integrated components of the NRP or as supporting operational plans; and additional opera-tional plans or annexes, as appropriate, including public affairs and intergovernmental communications.

c. The NRP will include a consistent approach to reporting incidents, providing assessments, and making recommendations to the President, the Secretary, and the Homeland Security Council.

d. The NRP will include rigorous requirements for continuous improvements from testing, exercising, experience with incidents, and new information and technologies.

The Secretary shall:

a. By April 1, 2003, (1) develop and publish an initial version of the NRP, in consultation with other Federal departments and agencies; and (2) provide the Assistant to the President for Homeland Security with a plan for full development and implementation of the NRP.

b. By June 1, 2003, (1) in consultation with Federal departments and agencies and with State and local governments, develop a national system of standards, guidelines, and protocols to implement the NIMS; and (2) establish a mechanism for ensuring ongoing management and maintenance of the NIMS, including regular consultation with other Federal departments and agencies and with State and local governments.

c. By September 1, 2003, in consultation with Federal departments and agencies and the Assistant to the President for Homeland Security, review existing authorities and regulations and prepare recommendations for the President on revisions necessary to implement fully the NRP.

The heads of Federal departments and agencies shall adopt the NIMS within their departments and agencies and shall provide support and assistance to the Secretary in the development and maintenance of the NIMS. All Federal departments and agencies will use the NIMS in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities, as well as those actions taken in support of State or local entities. The heads of Federal departments and agencies shall participate in the NRP, shall assist and support the Secretary in the development and maintenance of the NRP, and shall participate in and use domestic incident reporting systems and protocols established by the Secretary.

The head of each Federal department and agency shall:

a. By June 1, 2003, make initial revisions to existing plans in accordance with the initial version of the NRP.

b. By August 1, 2003, submit a plan to adopt and implement the NIMS to the Secretary and the Assistant to the President for Homeland Security. The Assistant to the President for Homeland Security shall advise the President on whether such plans effectively implement the NIMS.

Beginning in Fiscal Year 2005, Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities. The Secretary shall develop standards and guidelines for determining whether a State or local entity has adopted the NIMS.

Technical and Conforming Amendments to National Security Presidential Directive-1 (NSPD-1)

NSPD-1 ("Organization of the National Security Council System") is amended by replacing the fifth sentence of the third paragraph on the first page with the following: "The Attorney General, the Secretary of Homeland Security, and the Director of the Office of Management and Budget shall be invited to attend meetings pertaining to their responsibilities.".

Technical and Conforming Amendments to National Security Presidential Directive-8 (NSPD-8)

NSPD-8 ("National Director and Deputy National Security Advisor for Combating Terrorism") is amended by striking "and the Office of Homeland Security," on page 4, and inserting "the Department of Homeland Security, and the Homeland Security Council" in lieu thereof.

Technical and Conforming Amendments to Homeland Security Presidential Directive-2 (HSPD-2)

HSPD-2 ("Combating Terrorism Through Immigration Policies") is amended as follows:

a. striking "the Commissioner of the Immigration and Naturalization Service (INS)" in the second sentence of the second paragraph in section 1, and inserting "the Secretary of Homeland Security" in lieu thereof ;
b. striking "the INS," in the third paragraph in section 1, and inserting "the Department of Homeland Security" in lieu thereof;
c. inserting ", the Secretary of Homeland Security," after "The Attorney General" in the fourth paragraph in section 1;
d. inserting ", the Secretary of Homeland Security," after "the Attorney General" in the fifth paragraph in section 1;
e. striking "the INS and the Customs Service" in the first sentence of the first paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;
f. striking "Customs and INS" in the first sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;
g. striking "the two agencies" in the second sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;
h. striking "the Secretary of the Treasury" wherever it appears in section 2, and inserting "the Secretary of Homeland Security" in lieu thereof;
i. inserting ", the Secretary of Homeland Security," after "The Secretary of State" wherever the latter appears in section 3;
j. inserting ", the Department of Homeland Security," after "the Department of State," in the second sentence in the third paragraph in section 3;
k. inserting "the Secretary of Homeland Security," after "the Secretary of State," in the first sentence of the fifth paragraph of section 3;
l. striking "INS" in the first sentence of the sixth paragraph of section 3, and inserting "Department of Homeland Security" in lieu thereof;
m. striking "the Treasury" wherever it appears in section 4 and inserting "Homeland Security" in lieu thereof;
n. inserting ", the Secretary of Homeland Security," after "the Attorney General" in the first sentence in section 5; and
o. inserting ", Homeland Security" after "State" in the first sentence of section 6.

Technical and Conforming Amendments to Homeland Security Presidential Directive-3 (HSPD-3)

The Homeland Security Act of 2002 assigned the responsibility for administering the Homeland Security Advisory System to the Secretary of Homeland Security. Accordingly, HSPD-3 of March 11, 2002 ("Homeland Security Advisory System") is amended as follows:

a. replacing the third sentence of the second paragraph entitled "Homeland Security Advisory System" with "Except in exigent circumstances, the Secretary of Homeland Security shall seek the views of the Attorney General, and any other federal agency heads the Secretary deems appropriate, including other members of the Homeland Security Council, on the Threat Condition to be assigned."

b. inserting "At the request of the Secretary of Homeland Security, the Department of Justice shall permit and facilitate the use of delivery systems administered or managed by the Department of Justice for the purposes of delivering threat information pursuant to the Homeland Security Advisory System." as a new paragraph after the fifth paragraph of the section entitled "Homeland Security Advisory System."
c. inserting ", the Secretary of Homeland Security" after "The Director of Central Intelligence" in the first sentence of the seventh paragraph of the section entitled "Homeland Security Advisory System".
d. striking "Attorney General" wherever it appears (except in the sentences referred to in subsections (a) and (c) above), and inserting "the Secretary of Homeland Security" in lieu thereof; and
e. striking the section entitled "Comment and Review Periods."

This page was last reviewed/modified on August 25, 2008.

Homeland Security Directive 8: National Preparedness

- HSPD 8 Abstract
- HSPD 8 Full Text

HSPD 8 Abstract

Homeland Security Presidential Directive 8 establishes policies to strengthen the U.S. preparedness in order to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies. The directive requires a national domestic all-hazards preparedness goal, with established mechanisms for improved delivery of Federal preparedness assistance to State and local governments. It also outlines actions to strengthen preparedness capabilities of federal, state, and local entities. This is a companion directive to HSPD 5.

HSPD 8 Full Text

Homeland Security Presidential Directive-8

December 17, 2003

SUBJECT: National Preparedness

Purpose:

This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State, and local entities.

Definitions:

For the purposes of this directive:

a. The term "all-hazards preparedness" refers to preparedness for domestic terrorist attacks, major disasters, and other emergencies.
b. The term "Federal departments and agencies" means those executive departments enumerated in 5 U.S.C. 101, and the Department of Homeland Security; independent establishments as defined by 5 U.S.C. 104(1); Government corporations as defined by 5 U.S.C. 103(1); and the United States Postal Service.
c. The term "Federal preparedness assistance" means Federal department and agency grants, cooperative agreements, loans, loan guarantees, training, and/or technical assistance provided to State and local governments and the private sector to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. Unless noted otherwise, the term "assistance" will refer to Federal assistance programs.

d. The term "first responder" refers to those individuals who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations.
e. The terms "major disaster" and "emergency" have the meanings given in section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122).
f. The term "major events" refers to domestic terrorist attacks, major disasters, and other emergencies.
g. The term "national homeland security preparedness-related exercises" refers to homeland security-related exercises that train and test national decision makers and utilize resources of multiple Federal departments and agencies. Such exercises may involve State and local first responders when appropriate. Such exercises do not include those exercises conducted solely within a single Federal department or agency.
h. The term "preparedness" refers to the existence of plans, procedures, policies, training, and equipment necessary at the Federal, State, and local level to maximize the ability to prevent, respond to, and recover from major events. The term "readiness" is used interchangeably with preparedness.
i. The term "prevention" refers to activities undertaken by the first responder community during the early stages of an incident to reduce the likelihood or consequences of threatened or actual terrorist attacks. More general and broader efforts to deter, disrupt, or thwart terrorism are not addressed in this directive.
j. The term "Secretary" means the Secretary of Homeland Security.
k. The terms "State," and "local government," when used in a geographical sense, have the same meanings given to those terms in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101).

Relationship to HSPD-5:

This directive is a companion to HSPD-5, which identifies steps for improved coordination in response to incidents. This directive describes the way Federal departments and agencies will prepare for such a response, including prevention activities during the early stages of a terrorism incident.

Development of a National Preparedness Goal:

The Secretary is the principal Federal official for coordinating the implementation of all-hazards preparedness in the United States. In cooperation with other Federal departments and agencies, the Secretary coordinates the preparedness of Federal response assets, and the support for, and assessment of, the preparedness of State and local first responders.

To help ensure the preparedness of the Nation to prevent, respond to, and recover from threatened and actual domestic terrorist attacks, major disasters, and other emergencies, the Secretary, in coordination with the heads of other appropriate Federal departments and agencies and in consultation with State and local governments, shall develop a national domestic all-hazards preparedness goal. Federal departments and agencies will work to achieve this goal by:

a. providing for effective, efficient, and timely delivery of Federal preparedness assistance to State and local governments; and
b. supporting efforts to ensure first responders are prepared to respond to major events, especially prevention of and response to threatened terrorist attacks.

The national preparedness goal will establish measurable readiness priorities and targets that appropriately balance the potential threat and magnitude of terrorist attacks, major disasters, and other emergencies with the resources required to prevent, respond to, and recover from them. It will also include readiness metrics and elements that support the national preparedness goal including standards for preparedness assessments and strategies, and a system for assessing the Nation's overall preparedness to respond to major events, especially those involving acts of terrorism.

The Secretary will submit the national preparedness goal to me through the Homeland Security Council (HSC) for review and approval prior to, or concurrently with, the Department of Homeland Security's Fiscal Year 2006 budget submission to the Office of Management and Budget.

Federal Preparedness Assistance:

The Secretary, in coordination with the Attorney General, the Secretary of Health and Human Services (HHS), and the heads of other Federal departments and agencies that provide assistance for first responder preparedness, will establish a single point of access to Federal preparedness assistance program information within 60 days of the issuance of this directive. The Secretary will submit to me through the HSC recommendations of specific Federal department and agency programs to be part of the coordinated approach. All Federal departments and agencies will cooperate with this effort. Agencies will continue to issue financial assistance awards consistent with applicable laws and regulations and will ensure that program announcements, solicitations, application instructions, and other guidance documents are consistent with other Federal preparedness programs to the extent possible. Full implementation of a closely coordinated interagency grant process will be completed by September 30, 2005.

To the extent permitted by law, the primary mechanism for delivery of Federal preparedness assistance will be awards to the States. Awards will be delivered in a form that allows the recipients to apply the assistance to the highest priority preparedness requirements at the appropriate level of government. To the extent permitted by law, Federal preparedness assistance will be predicated on adoption of Statewide comprehensive all-hazards preparedness strategies. The strategies should be consistent with the national preparedness goal, should assess the most effective ways to enhance preparedness, should address areas facing higher risk, especially to terrorism, and should also address local government concerns and Citizen Corps efforts. The Secretary, in coordination with the

heads of other appropriate Federal departments and agencies, will review and approve strategies submitted by the States. To the extent permitted by law, adoption of approved Statewide strategies will be a requirement for receiving Federal preparedness assistance at all levels of government by September 30, 2005.

In making allocations of Federal preparedness assistance to the States, the Secretary, the Attorney General, the Secretary of HHS, the Secretary of Transportation, the Secretary of Energy, the Secretary of Veterans Affairs, the Administrator of the Environmental Protection Agency, and the heads of other Federal departments and agencies that provide assistance for first responder preparedness will base those allocations on assessments of population concentrations, critical infrastructures, and other significant risk factors, particularly terrorism threats, to the extent permitted by law.

Federal preparedness assistance will support State and local entities' efforts including planning, training, exercises, interoperability, and equipment acquisition for major events as well as capacity building for prevention activities such as information gathering, detection, deterrence, and collaboration related to terrorist attacks. Such assistance is not primarily intended to support existing capacity to address normal local first responder operations, but to build capacity to address major events, especially terrorism.

The Attorney General, the Secretary of HHS, the Secretary of Transportation, the Secretary of Energy, the Secretary of Veterans Affairs, the Administrator of the Environmental Protection Agency, and the heads of other Federal departments and agencies that provide assistance for first responder preparedness shall coordinate with the Secretary to ensure that such assistance supports and is consistent with the national preparedness goal.

Federal departments and agencies will develop appropriate mechanisms to ensure rapid obligation and disbursement of funds from their programs to the States, from States to the local community level, and from local entities to the end users to derive maximum benefit from the assistance provided. Federal departments and agencies will report annually to the Secretary on the obligation, expenditure status, and the use of funds associated with Federal preparedness assistance programs.

Equipment:

The Secretary, in coordination with State and local officials, first responder organizations, the private sector and other Federal civilian departments and agencies, shall establish and implement streamlined procedures for the ongoing development and adoption of appropriate first responder equipment standards that support nationwide interoperability and other capabilities consistent with the national preparedness goal, including the safety and health of first responders.

To the extent permitted by law, equipment purchased through Federal preparedness assistance for first responders shall conform to equipment standards in place at time of purchase. Other Federal departments and agencies that support the purchase of first responder equipment will coordinate their programs with the Department of Homeland Security and conform to the same standards.

The Secretary, in coordination with other appropriate Federal departments and agencies and in consultation with State and local governments, will develop plans to identify and address national first responder equipment research and development needs based upon assessments of current and future threats. Other Federal departments and agencies that support preparedness research and development activities shall coordinate their efforts with the Department of Homeland Security and ensure they support the national preparedness goal.

Training and Exercises:

The Secretary, in coordination with the Secretary of HHS, the Attorney General, and other appropriate Federal departments and agencies and in consultation with State and local governments, shall establish and maintain a comprehensive training program to meet the national preparedness goal. The program will identify standards and maximize the effectiveness of existing Federal programs and financial assistance and include training for the Nation's first responders, officials, and others with major event preparedness, prevention, response, and recovery roles. Federal departments and agencies shall include private organizations in the accreditation and delivery of preparedness training as appropriate and to the extent permitted by law.

The Secretary, in coordination with other appropriate Federal departments and agencies, shall establish a national program and a multi-year planning system to conduct homeland security preparedness-related exercises that reinforces identified training standards, provides for evaluation of readiness, and supports the national preparedness goal. The establishment and maintenance of the program will be conducted in maximum collaboration with State and local governments and appropriate private sector entities. All Federal departments and agencies that conduct national homeland security preparedness-related exercises shall participate in a collaborative, interagency process to designate such exercises on a consensus basis and create a master exercise calendar. The Secretary will ensure that exercises included in the calendar support the national preparedness goal. At the time of designation, Federal departments and agencies will identify their level of participation in national homeland security preparedness- related exercises. The Secretary will develop a multi-year national homeland security preparedness-related exercise plan and submit the plan to me through the HSC for review and approval.

The Secretary shall develop and maintain a system to collect, analyze, and disseminate lessons learned, best practices, and information from exercises, training events, research, and other sources, including actual incidents, and establish procedures to improve national preparedness to prevent, respond to, and recover from major events. The Secretary, in coordination with other Federal departments and agencies and State and local governments, will identify relevant classes of homeland-security related information and appropriate means of transmission for the information to be included in the system. Federal departments and agencies are directed, and State and local governments are requested, to provide this information to the Secretary to the extent permitted by law.

Federal Department and Agency Preparedness:

The head of each Federal department or agency shall undertake actions to support the national preparedness goal, including adoption of quantifiable performance measurements in the areas of training, planning, equipment, and exercises for Federal incident management and asset preparedness, to the extent permitted by law. Specialized Federal assets such as teams, stockpiles, and caches shall be maintained at levels consistent with the national preparedness goal and be available for response activities as set forth in the National Response Plan, other appropriate operational documents, and applicable authorities or guidance. Relevant Federal regulatory requirements should be consistent with the national preparedness goal. Nothing in this directive shall limit the authority of the Secretary of Defense with regard to the command and control, training, planning, equipment, exercises, or employment of Department of Defense forces, or the allocation of Department of Defense resources.

The Secretary, in coordination with other appropriate Federal civilian departments and agencies, shall develop and maintain a Federal response capability inventory that includes the performance parameters of the capability, the timeframe within which the capability can be brought to bear on an incident, and the readiness of such capability to respond to domestic incidents. The Department of Defense will provide to the Secretary information describing the organizations and functions within the Department of Defense that may be utilized to provide support to civil authorities during a domestic crisis.

Citizen Participation:

The Secretary shall work with other appropriate Federal departments and agencies as well as State and local governments and the private sector to encourage active citizen participation and involvement in preparedness efforts. The Secretary shall periodically review and identify the best community practices for integrating private citizen capabilities into local preparedness efforts.

Public Communication:

The Secretary, in consultation with other Federal departments and agencies, State and local governments, and non-governmental organizations, shall develop a comprehensive plan to provide accurate and timely preparedness information to public citizens, first responders, units of government, the private sector, and other interested parties and mechanisms for coordination at all levels of government.

Assessment and Evaluation:

The Secretary shall provide to me through the Assistant to the President for Homeland Security an annual status report of the Nation's level of preparedness, including State capabilities, the readiness of Federal civil response assets, the utilization of mutual aid, and an assessment of how the Federal first responder preparedness assistance programs support the national preparedness goal. The first report will be provided within 1 year of establishment of the national preparedness goal.

Nothing in this directive alters, or impedes the ability to carry out, the authorities of the Federal departments and agencies to perform their responsibilities under law and consistent with applicable legal authorities and presidential guidance.

Actions pertaining to the funding and administration of financial assistance and all other activities, efforts, and policies in this directive shall be executed in accordance with law. To the extent permitted by law, these policies will be established and carried out in consultation with State and local governments.

This directive is intended only to improve the internal management of the executive branch of the Federal Government, and it is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity, against the United States, its departments, agencies, or other entities, its officers or employees, or any other person.

This page was last reviewed/modified on September 9, 2008.

EOC JOB ACTION SHEETS

MANAGEMENT STAFF

EOC MANAGER
DEPUTY EOC MANAGER
INFORMATION OFFICER
LEGAL OFFICER
LIAISON OFFICER
SAFETY OFFICER
SECURITY OFFICER

OPERATIONS SECTION

OPERATIONS SECTION CHIEF
INCIDENT PRE PLAN (IPP) MANAGER

PLANNING SECTION

PLANNING SECTION CHIEF
DOCUMENTATION UNIT LEADER
RESOURCE STATUS UNIT LEADER
SITUATION STATUS UNIT LEADER
TECHNICAL SPECIALISTS

LOGISTICS SECTION

LOGISTICS SECTION CHIEF
SERVICE BRANCH DIRECTOR
COMMUNICATION UNIT LEADER
FOOD UNIT LEADER
HOUSING UNIT LEADER
MASS HOUSING SPECIALIST
MEDICAL UNIT LEADER
SUPPORT BRANCH DIRECTOR
MATERIALS SUPPLY UNIT LEADER
TRANSPORTATION UNIT LEADER

FINANCE SECTION

FINANCE SECTION CHIEF
COMPENSATION / CLAIMS UNIT LEADER
COST UNIT LEADER
HUMAN RESOURCES UNIT LEADER
PROCUREMENT UNIT LEADER
VOLUNTEER UNIT LEADER

PARK COUNTY EOC
EOC Manager

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The EOC Manager reports to the Executive Policy Group
(Park County Emergency Management Council)
and leads the Management Staff and EOC Staff.

Responsibilities:

1. Activate the Park County Emergency Operations Center (EOC).
2. Establish the appropriate staffing level for the Park County EOC and continuously monitor organizational effectiveness ensuring appropriate modifications occur as required.
3. In conjunction with the General Staff, establish overall objectives and strategies for management of the emergency response and recovery.
4. Approve the incident action plan for each operational period.
5. Obtain authorization for large expenditures and/or emergency programs from the Emergency Management Council.
6. Deactivate the EOC.
7. Manage the transition to recovery.

Activation Phase:

☐ Respond immediately to EOC site and determine operational status.

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Wear identification vest whenever on duty.

☐ Inventory manpower and resources from governmental and private sector sources that would be available in an emergency.

☐ Determine appropriate level of activation based on situation as known.

- ☐ Mobilize appropriate personnel for the initial activation of the EOC.
- ☐ Observe that the EOC is properly set up and ready for operations.
- ☐ Observe that the EOC check-in procedure is established immediately.
- ☐ Observe that and EOC organization and staffing chart is posted and completed.
- ☐ Determine which sections are needed, assign Section Chiefs, as appropriate, and ensure they are staffing their sections as required.
  - ☐ Operations Section Chief
  - ☐ Logistics Section Chief
  - ☐ Planning Section Chief
  - ☐ Finance Section Chief
- ☐ Determine which Management Section positions are required and ensure they are filled as soon as possible.
  - ☐ Liaison Officer
  - ☐ Legal Officer
  - ☐ Public Information Officer
  - ☐ Safety Officer
  - ☐ Security Officer
- ☐ Provide for briefings of management and general staff members upon arrival.
- ☐ Ensure that telephone and/or radio communications with On-scene Incident Command Post are established and functioning.
- ☐ Schedule the initial action planning meeting.

Operational Phase:

- ☐ Initiate appropriate warning systems to warn the public in the event of an emergency.
- ☐ Notify the Chairman, Park County Emergency Management Council of the activation of the EOC and provide status briefing. Request activation of the Emergency Management Council, if needed to address policy issues and executive decision making.
- ☐ Make required notifications to proper agencies to include Wyoming State Offices.

- ☐ Periodically monitor general staff activities to ensure all appropriate actions are being taken.

- ☐ In conjunction with the Public Information Officer, arrange for news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.

- ☐ Observe that the Liaison Officer is providing for and maintaining effective interagency coordination.

- ☐ Review safety considerations with Safety Officer. Ensure adequacy of general welfare and safety of responders.

- ☐ In coordination with Management Staff, prepare management function objectives for the initial action planning meeting.

- ☐ Convene the initial action planning meeting. Ensure all Section Chiefs, Management Staff, and other key representatives are in attendance. Ensure appropriate planning procedures are followed. Ensure the meeting is facilitated appropriately by the Planning Section.

- ☐ Once the incident action plan is completed by the Planning Section, review, approve and authorize its implementation.

- ☐ Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.

- ☐ Brief your relief at shift change, ensuring ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- ☐ Authorize demobilization of sections, branches and units when they are no longer required.

- ☐ Review and approve recommendations for any release of resources and supplies from the general staff.

- ☐ Make work assignments so any open actions not yet completed will be handled after demobilization.

- ☐ Direct all required forms or reports be completed prior to demobilization.

- ☐ Be prepared to provide input to the after action report.

- ☐ Deactivate the EOC at the designated time, as appropriate.
- ☐ Proclaim termination of the emergency response and proceed with recovery operations.
- ☐ Conduct post-incident debriefing meeting with management and general staff members to identify areas where EOC performed well and areas for improvement.

PARK COUNTY EOC

Deputy EOC Manager

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Deputy EOC Manager reports to the EOC Manager and is a member of the Management Staff.

Responsibilities:

1. Facilitate the overall functioning of the Park County EOC.

2. Assist and serve as an advisor to the EOC Manager and general staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.

3. Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

4. Serve as acting EOC Manager when the EOC Manager is called off-site or is absent during an incident.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to EOC Manager and receive briefing.

☐ Set up your workstation, don EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

☐ Assist the EOC Manager in determining appropriate staffing for the EOC.

☐ Provide assistance and information regarding section staffing to all general staff.

Operational Phase:

- ☐ Assist the EOC Manager and the general staff in developing overall strategic objectives as well as section objectives for the action plan.
- ☐ Assist the Planning Section in the development, continuous updating, and execution of the incident action plan.
- ☐ Provide over all procedural guidance to general staff, as required.
- ☐ Provide general advice and guidance to the EOC Manager, as required.
- ☐ Ensure all communication with appropriate emergency response agencies is established and maintained.
- ☐ Assist EOC Manager in preparing for and conduction briefings with management staff, the media, and the general public.
- ☐ Assist the Liaison Officer with coordination of all EOC visits and agency contacts.
- ☐ Provide assistance with shift change activity, as required.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC
Information Officer

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Information Officer reports to the EOC Manager and is a member of the Management Staff.

Responsibilities:

1. Serve as the coordination point for all media releases for Park County. Represent Park County as the lead Public Information Officer.

2. Develop accurate information about the incident and response activities, as appropriate, for the Park County Emergency Council, employees, Law Enforcement, the media, and other interested parties.

3. Coordinate media releases with Public Information Officers representing other emergency response agencies such as Park County Fire Districts, City of Cody, City of Powell, Town of Meeteetse, Yellowstone Regional Airport, Law Enforcement, Wyoming Office of Homeland Security, etc.

4. Develop the format for press conferences, in conjunction with the EOC Manager.

5. Maintain a positive relationship with the media representatives.

6. Establish and maintain communication channels for information dissemination to Park County Emergency Council, employees, Law Enforcement, the media, Wyoming Office of Homeland Security, and other interested parties.

7. Supervise the Public Information Branch.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to EOC Manager and receive briefing.

☐ Set up your workstation, don your EOC vest, and review your position responsibilities.

- ☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

- ☐ Determine staffing requirements and make required personnel assignments for the Public Information Branch, as necessary.

Operational Phase:

- ☐ Obtain policy guidance from the EOC Manager with regard to media releases.

- ☐ Coordinate with the Situation Status Unit and identify method for obtaining and verifying significant information as it is developed.

- ☐ Develop and publish a media briefing schedule, to include location, format, and preparation and distribution of hand-out materials.

- ☐ Implement and maintain an overall information release program.

- ☐ Work with Management Staff to determine EOC media access areas. Provide direction to media representatives regarding accessible and restricted areas.

- ☐ Activate a media information center, as required, providing necessary space, materials, telephones, and electrical power.

- ☐ Maintain up-to-date status boards and other references at the media information center. Provide adequate staff to answer questions from members of the media.

- ☐ Activate phone bank call-in center, as required, in pre-designated area. Coordinate with Human Resource Unit Leader to arrange adequate staffing from volunteer list to respond to in-coming calls. Develop information to be released.

- ☐ Activate and maintain emergency information website. Develop information to be posted and receive approval from EOC Manager.

- ☐ Monitor and advise information released through all media outlets, including NOAA WX Alert System.

- ☐ Coordinate activities with Information Officers from responding agencies. (Law Enforcement, City of Cody, City of Powell, Town of Meeteetse, (Fire Districts, etc.)

- ☐ At the request of the EOC Manager, prepare media briefings for the Park County Commissioners and members of the Emergency Management Council and provide other assistance, as necessary, to facilitate their participation in media briefings and press conferences.

- ☐ Ensure adequate staff are available at incident site /s to coordinate and conduct tours of the area /s for media representatives and VIP's.

- ☐ Monitor broadcast media, using information to develop follow-up news releases and rumor control.

- ☐ Ensure file copies are maintained of all information released.

- ☐ Provide copies of all media releases to the EOC Manager.

- ☐ Conduct shift change briefings in detail, ensuring in-progress activities are identified and follow-up requirements are known.

- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the debriefing meeting and after-action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- ☐ Clean up your work area before you leave.

- ☐ List all supplies and resources that need replenishment.

- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Legal Officer

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Legal Officer reports to the EOC Manager and is a member of the Management Staff.

Responsibilities:

1. Provide legal guidance, counsel, and advice to the EOC Manager and EOC members.
2. Liaise with multi-agencies to minimize overlap of legal issues.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to EOC Manager and receive briefing.

☐ Set up your workstation, don your EOC vest, and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

☐ Obtain a briefing from the EOC Manager and obtain status reports from the Section Chiefs.

☐ Work with Liaison Officer regarding liability, certifications, jurisdiction, etc. for outside agencies.

- ☐ Review press releases with EOC Manager and Information Officer.
- ☐ Contact legal counsel with EMC to review legal issues related to incident response.
- ☐ Advise EOC Manager and Section Chiefs of legal issues. Prepare and present legal issue briefings at appropriate meetings.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC
Liaison Officer

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Liaison Officer reports to the EOC Manager and is a member of the Management Staff.

Responsibilities:

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the Park County Office of Homeland Security EOC.
2. Provide a point of contact for assisting/cooperating agency representatives. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
3. Identify agency representatives from each agency including communications link and location.
4. Respond to requests from incident personnel for inter-organizational problems.
5. If agencies such as Red Cross, law enforcement, public works or engineering organizations assign agency representatives to the incident, coordinate their activities. As appropriate, partner representatives with existing EOC staff.
6. Coordinate with Logistics Section to organize care and shelter as needed.
7. Ensure briefings of situation status reports, and a copy of the EOC Action Plan are provided to agency representatives upon check-in.
8. In conjunction with the EOC Deputy Manager, provide orientations for VIPs and other visitors to the EOC.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to EOC Manager and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

- ☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

- ☐ Obtain briefing from EOC manager including summary of response, summary of incident organization, list of agencies currently involved in incident, any special instructions.

- ☐ Obtain supplemental status reports from Section Chiefs.

- ☐ Contact agency representatives already on-site, ensuring they:

- ☐ Have signed into the EOC
- ☐ Understand their assigned functions
- ☐ Know their work locations

- ☐ Brief agency representatives upon check-in. Provide copies of situation status reports and action plan as requested.

  Determine if additional representation is required from:

  - ☐ Other neighboring municipalities
  - ☐ Volunteer organizations such as the Regional Red Cross, CERT, VIPS, MARET, and Fire Corps
  - ☐ Public works utilities such as gas, water, electricity
  - ☐ Additional State or County representatives

- ☐ If representation not required, determine if notification is required and make them as soon as possible.

- ☐ Coordinate agency activities with appropriate EOC Section.

- ☐ Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.

- ☐ Maintain a roster of agency representatives at the EOC. Roster should include assignment within the EOC. Roster should be distributed internally on a regular basis.
- ☐ Identify and work to resolve potential inter-agency problems.
- ☐ Provide routine updates to EOC Manager.

Demobilization Phase:

- ☐ Release agency representatives no longer required in the EOC when authorized by the EOC Manager.
- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Safety Officer

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Safety Officer reports to the EOC Manager and is a member of the Management Staff.

Responsibilities:

1. Monitor response activities for hazardous and unsafe situations and develop measures for assuring personnel safety.
2. Exercise emergency authority to stop or prevent unsafe acts when immediate action is required.
3. Develop site safety plan and include safety messages in each incident action plan.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to EOC Manager and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

☐ Identify hazardous situations on-scene and resolve existing issues. Depending on nature of incident, consider area monitoring, responder PPE requirements, establishment of exclusion zones.

- ☐ Advise EOC Manager and Section Chiefs on safety matters. Prepare and present safety briefings at appropriate meetings. Prepare site safety plan for inclusion in incident action plan.

- ☐ Review incident action plan to identify potentially unsafe situations. Receive reports from the field. Survey the area and response activities as appropriate.

- ☐ Advise incident personnel in matters affecting personnel safety. Coordinate appropriate actions to ensure safety of responders and others.

- ☐ Exercise emergency authority to prevent or stop unsafe acts. Coordinate with appropriate supervisory personnel to correct unsafe acts or conditions.

- ☐ Monitor status of evacuations or shelter in place activities. Make recommendations to EOC Manager to expand evacuation area, or signal 'all clear' as appropriate.

- ☐ Coordinate investigation of accidents that occur within the incident area.

- ☐ Coordinate with Medical Unit Leader on preparation of the medical plan.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the debriefing meeting and after-action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- ☐ Clean up your work area before you leave.

- ☐ List all supplies and resources that need replenishment.

- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC
Security Officer

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Security Officer reports to the EOC Manager and is a member of the Management Staff.

Responsibilities:

1. Provide 24-hour security for the Park County EOC.
2. Control personnel access to the Park County EOC in accordance with policies established by the EOC Manager.
3. Establish and monitor authority over the security of the buildings and persons involved in the incident and response.
4. Organize and enforce operational security.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to EOC Manager and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

☐ Determine the current EOC security requirements and arrange for staffing as needed. **Limit access to EOC**. With Planning Section Chief, establish check-in area and assign staff.

- ☐ Coordinate additional security functions for:
  - ☐ Media briefing areas
  - ☐ Phone bank areas
  - ☐ Other ancillary EOC areas

- ☐ Ensure sensitive areas are secured and unauthorized persons are removed from restricted areas.

- ☐ Work with Operations Section Chief to execute evacuation or shelter in place orders.

- ☐ Advise EOC Manager and Section Chiefs of security related conditions. Prepare and present security briefings at appropriate meetings.

- ☐ Provide executive and V.I.P. security as appropriate and required.

- ☐ Provide vehicular and pedestrian traffic control as necessary.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the debriefing meeting and after-action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- ☐ Clean up your work area before you leave.

- ☐ List all supplies and resources that need replenishment.

- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC
Operations Officer

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Operations Officer (Section Chief) reports to the EOC Manager and is a member of the General Staff.

Responsibilities:

1. Activate and manage all operations in accordance with the incident action plan. Ensure that operational objectives and assignments identified in the incident action plan are carried out effectively.

2. Assist in formulating incident action plan and direct its execution.

3. Establish the appropriate level of staffing within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.

4. Ensure the Planning Section is provided with frequent status reports as appropriate.

5. Conduct periodic Operations briefings for the EOC Manager, as required or requested.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Initiate and maintain security within the EOC once activated. Monitor duty roster; check-in / out, locations' status, security badges, and contacts of staff personnel.

☐ Report to EOC Manager and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

- ☐ Ensure the Operations Section is set up properly and appropriate personnel, equipment, and supplies are in place. Confirm set-up of maps, status boards, and other incident displays with Situation Status Unit Leader.

- ☐ Meet with Planning Section Chief; obtain a preliminary situation briefing.

- ☐ Determine need for Mutual Aid.

- ☐ Confirm activation notification to Incident Pre Plan Manager and other section staff and determine estimated times of arrival.

- ☐ Request additional personnel for the section as necessary for 24-hour operation.

- ☐ Obtain a current communications status briefing from the Communications Unit Leader in Logistics Section. Ensure there is adequate equipment and frequencies available for the section.

- ☐ Confer with the EOC Manager to ensure the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.

- ☐ Establish communications with on-scene incident commander.

- ☐ Based on the situation known or forecasted, determine likely future needs of the Operations Section.

- ☐ Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.

Operational Phase:

- ☐ Develop operations portion of incident action plan. Discuss situation with operations staff and recommend actions planned for next operational period(s).

- ☐ Maintain status boards and maps; coordinate message flow among other officers and coordinators.

- ☐ Develop operational tactics for each division. Determine resource assignments in conjunction with Resources Unit.

- ☐ Attend and participate in all appropriate meetings.

- ☐ Brief operations personnel on incident action plan.
- ☐ Ensure all section personnel are maintaining their individual position logs.
- ☐ Ensure situation and resources information is provided to the Planning Section on a regular basis or as the situation requires.
- ☐ Ensure all media contacts are referred to the Public Information Officer.
- ☐ Ensure all resource needs are coordinated through Logistics Section.
- ☐ Ensure fiscal and administrative requirements are coordinated through the Finance Section (notification of emergency expenditures and daily time sheets).
- ☐ Continuously monitor field operations. Determine adequacy of progress. Determine need for additional resources. Provide periodic updates to EOC Manager. Request additional resources through Resource Unit.
- ☐ Based on field reports, recommend changes to plan to EOC Manager and coordinate changes with general staff.
- ☐ As appropriate, establish and maintain staging areas for assembly of resources and responders near the incident site. Coordinate with Logistics Section. Assign staging area manager as appropriate.
- ☐ Report special incidents/accidents involving responders. Coordinate with Safety Officer. Brief the EOC Manager as soon as possible. Request assistance as needed. Report shall contain: nature of event, location, magnitude, personnel involved, initial action taken, appropriate subsequent actions.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Incident Pre Plan (IPP) Manager

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The IPP Manager reports to the Operations Section Chief and is a member of the Operation Section.

Responsibilities:

1. Carry out specific Incident Pre Plan response plans at the direction of the Operations Section Chief.
2. Assist in the development and implementation of the incident action plan for subsequent operational periods.
3. Provide overall supervision of the Incident Pre Plan responders.

Activation Phase:

- ☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.
- ☐ Report to Operations Section Chief and receive briefing.
- ☐ Set up your workstation, don your EOC vest and review your position responsibilities.
- ☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ☐ Establish communications with on scene incident commander.
- ☐ Coordinate response activities in accordance with IPP.
- ☐ If the mutual aid system is activated, coordinate use of mutual aid resources.
- ☐ Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.

Operational Phase:

- ☐ Provide technical guidance to Operations Section Chief.
- ☐ Ensure all position logs and other files are maintained.
- ☐ Maintain current status on operations being conducted on scene. Provide updates to Planning Section periodically or as requested.
- ☐ Work with Safety Officer to ensure safety of responders. Ensure communication and understanding of all safety messages.
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ Ensure all fiscal and administrative requirements are coordinated through the Finance Section (notification of any emergency expenditures and daily time sheets).
- ☐ Coordinate with Operations Section Chief to prepare objectives for the subsequent operational period; assist in preparation for planning meeting.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all on going activities, objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the Operations Section Chief.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC
Planning Section Chief

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Planning Section Chief reports to the EOC Manager and is a member of the General Staff.

Responsibilities:

1. Ensure the following responsibilities of the Planning Section are addressed as required:

   - ☐ Collecting, analyzing, and displaying situation information,
   - ☐ Preparing periodic Situation Reports,
   - ☐ Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting,
   - ☐ Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.

2. Establish the appropriate level of organization for the Planning Section.

3. Exercise overall responsibility for the coordination of branch/unit activities within the section.

4. Keep The EOC Manager informed of significant issues affecting the Planning Section.

5. In coordination with the other Section Chiefs, ensure Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the Action Plan.

6. Supervise the Planning Section.

Activation Phase

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to EOC Manager and receive briefing.

- ☐ Set up your workstation, don your EOC vest and review your position responsibilities.
- ☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ☐ Ensure the Planning Section is set up properly and appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Based on the situation, activate units within section as needed and designate Unit Leaders for each element:
  - ☐ Situation Unit
  - ☐ Resource Unit
  - ☐ Documentation Unit
  - ☐ Technical Specialists
- ☐ Ensure sufficient staff are available for a 24-hour schedule, or as required.
- ☐ Meet with Operations Section Chief; obtain and review any major incident reports.
- ☐ Meet with all Unit Leaders and ensure responsibilities are clearly understood.
- ☐ Identify key issues to be addressed by Planning consultation with section staff, identify objectives to be accomplished during the initial operational period.
- ☐ Notify the EOC Manager when the Planning Section is operational.

Operational Phase:

- ☐ Ensure Planning position logs and other necessary files are maintained.
- ☐ Ensure the Situation Unit is maintaining current information for the situation status report. Ensure frequent communication flow with Operations Section.
- ☐ Ensure all status boards and other displays are kept current and posted information is neat and legible.
- ☐ Ensure the Public Information Officer has immediate and unlimited access to all status reports and displays.

- ☐ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.

- ☐ Supervise the development of daily action plan including information collection, plan approval and distribution. Facilitate meetings required to develop action plan in accordance with established schedule.

- ☐ Work closely with each unit within the Planning Section to ensure the section objectives, as defined in the current action plan, are being addressed.

- ☐ Ensure the Documentation Unit maintains files on all response activities and provides reproduction and archiving services for the EOC, as required.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Documentation Unit, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the debriefing meeting and after-action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- ☐ Clean up your work area before you leave.

- ☐ List all supplies and resources that need replenishment.

- ☐ Leave a forwarding phone number where you can be reached. .

PARK COUNTY EOC
Documentation Leader

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Documentation Leader reports to the Planning Section Chief and is a member of the Planning Section.

Responsibilities:

1. Document all costs involved with the emergency / incident payable by Park County. These include supplies, manpower, equipment, and contractors' costs, starting with initial response to complete recovery.

2. Coordinate cost breakdowns and assist the cities/towns and County coordinators with document processing for State and Federal assistance to Park County or to jurisdictions within.

3. Collect, organize and file all completed incident related forms, to include: all EOC position logs, situation status reports, incident action plans and any other related information, just prior to the end of each operational period.

4. Provide document reproduction services to EOC staff.

5. Distribute the situation status reports, incident action plans, and other documents, as required.

6. Assist the EOC Manager in the preparation and distribution of the debrief notes and after-action report.

7. Pack and store incident files for legal, analytical and historical purposes.

8. Supervise the Documentation Unit.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Planning Section Chief and receive briefing.

☐ Set up your workstation, don your EOC vest, and review your position responsibilities.

- ☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

- ☐ Determine your resource needs, such as a computer, phone, plan copies, other reference documents, and manpower to support documentation process.

Operational Phase:

- ☐ Maintain a position log.

- ☐ Meet with the Planning Section Chief to determine what EOC materials should be maintained as official records. Establish and maintain official incident files.

- ☐ Meet with the WOHS / FEMA Specialist to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.

- ☐ Ensure position logs are accounted for and submitted to the Documentation Unit at the end of each shift. Use organization chart / listing prepared by Resource Unit to identify activated EOC positions.

- ☐ Accept and file reports and forms submitted by EOC sections.

- ☐ Check on accuracy and completeness of records submitted for files. Correct errors or omissions by contacting appropriate persons.

- ☐ Reproduce and distribute the situation status reports and incident action plans. Assist with other office services, as requested.

- ☐ Keep extra copies of reports and plans available for special distribution, as required.

- ☐ Set up and maintain document reproduction services for the EOC.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the Planning Section Chief.

- ☐ Complete all required forms, reports, and other documentation created by the Documentation Unit prior to your departure.

- ☐ Receive all forms, reports and other documentation from EOC staff.
- ☐ Maintain, retain, and store incident files for after incident use.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Resource Status Unit Leader

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Resource Status Unit Leader reports to the Planning Section Chief and is a member of the Planning Section.

Responsibilities:

1. Coordinate with Operations and Logistics Sections and other Planning units to capture and centralize resource status information.
2. Prepare and maintain resource status boards, charts and lists which reflect the current status and location of tactical resources.
3. Participate in development of incident action plan by preparing organization and division assignment lists.
4. Maintain files of check-in lists for resources and personnel assigned to the incident.
5. Supervise the Resource Status Unit.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Planning Section Chief and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents. Begin to set-up displays for organization chart and resource allocation for incident.

Operational Phase:

- ☐ Establish check-in functions for personnel and equipment at incident locations (field and EOC).
- ☐ Coordinate closely with all units in the Operations and Logistics Sections and other Planning units to receive current status of all resources.
- ☐ Gather, post and maintain incident resource status (ordered, available, assigned, out-of-service, demobilized).
  - ☐ Maintain master list of all resources – primary and support
  - ☐ Maintain master list to show current status and location of tactical resources.
- ☐ Provide status reports to appropriate requesters.
- ☐ Develop and maintain organization assignment list or incident organization chart. At a minimum, include management and general staff, all directors, supervisors and unit leaders. Review and revise for each operational period.
- ☐ Develop operational planning worksheets and other documents for incident action plan. Worksheets include resources required, on-hand and ordered for each operational division. Review and revise for each planning cycle and operational period.

Demobilization Phase:

- ☐ Support demobilization planning and implementation as requested.
- ☐ Deactivate your assigned position and close out logs when authorized by the Planning Section Chief.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Documentation Unit, as appropriate, prior to your departure.
- ☐ Dismantle, clean and store resource unit displays.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Situation Status Unit Leader

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Situation Status Unit Leader reports to the Planning Section Chief and is a member of the Planning Section.

Responsibilities:

1. Oversee the collection, processing, organization and display of the most current incident information.
2. Provide updates to EOC staff in the form of maps, displays and briefings.
3. Ensure that situation status reports are developed for Planning Section Chief and others are requested.
4. Analyze existing information and provide predictions of future status for use in planning.
5. Prepare incident status summaries as necessary for incident action plan.
6. Ensure all maps, status boards and other displays contain current and accurate information.
7. Supervise Situation Status Unit.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Planning Section Chief and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities. Prepare display boards and other materials.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

- ☐ Ensure position logs and other necessary files are maintained.
- ☐ Collect information on incident and response. Information sources may include, but are not limited to, Operations Section, on-scene responders, resource unit leader, information officer or credible news sources, radio transmissions, initial briefing reports and others. If necessary, recruit individuals to serve as Field Observers to ground truth reports.
- ☐ Utilizing maps, flipcharts and other tools, create display area in EOC to display critical status information. Modify displays as information is received and verified.
- ☐ Oversee the preparation and distribution of the incident status summaries as requested by Planning Section Chief for inclusion in incident action plan.
- ☐ Participate in meetings as requested to provide current status summaries.
- ☐ Ensure each EOC Section provides branch status reports on a regular basis.
- ☐ Coordinate with Public Information Officer to determine the best method for ensuring access to current information. Assist in verifying factual information in press releases.
- ☐ Coordinate photographers/videographers to capture incident response and status of County resources if requested.
- ☐ Prepare periodic predictions of continuing events as requested by Planning Section Chief.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the Planning Section Chief.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Documentation Unit, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- ☐ Clean up your work area before you leave. Clean all display boards, maps, etc. Report any damage to Planning Section Chief to evaluate for replacement.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC
Technical Specialists

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

Technical Specialists report to the Planning Section Chief and are members of the Planning Section.

Responsibilities:

1. Provide technical knowledge, skills and abilities in specialized areas during the incident response as required.

2. Types of specialized activities include but are not limited to:
   - FEMA Documentation
   - Environmental Affairs
   - Building and Facilities Structural Damage Assessment.

3. Specialists may serve as individual contributors or lead a team. Specialists who lead a team will coordinate the activities of the team and report status of activities to the Planning Section Chief.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Planning Section Chief and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

- ☐ Maintain a position log and other necessary files.
- ☐ Evaluate services required and coordinate with the Planning Section Chief to ensure technical staff are identified and activated.
- ☐ Assure technical staff assists other EOC Sections in coordinating specialized areas of response or recovery.
- ☐ Identify tasks to perform in alliance with incident action plan strategies and tactics.
- ☐ Participate in planning cycle as requested to coordinate specialist activities with overall response or recovery activities.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the Planning Section Chief.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Documentation Unit Leader as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC
Logistics Section Chief

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Logistics Section Chief reports to the EOC Manager and is a member of the General Staff.

Responsibilities:

1. Organize and operate the Logistics Section of the EOC in support of the incident response. This includes providing communication and transportation services, acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, housing, medical services and other services as required.

2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.

3. Ensure section objectives as stated in the incident action plan are accomplished within the operational period or within the estimated time frame.

4. Coordinate closely with the Operations and Planning Section Chiefs to establish priorities for resource allocation during the response.

5. Keep the EOC Manager informed of all significant issues relating to the Logistics Section.

6. Supervise the Logistics Section.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to EOC Director and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

- ☐ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including resource listings, vendor references, and other resource directories.

- ☐ Based on the situation, activate branches/units within section as needed and designate Branch Directors and Unit Leaders for each element:

  - ☐ Service Branch Director
  - ☐ Communications Unit
  - ☐ Medical Unit Leader
  - ☐ Food Unit Leader
  - Support Branch Director
  - Materials Supply Unit Leader
  - Transportation Unit Leader
  - Housing Unit Leader

- ☐ Assemble and brief branch directors and unit leaders.

- ☐ Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section and Resource Unit to prioritize and validate resource requests.

- ☐ Meet with the EOC Manager and General Staff and identify immediate resource needs.

- ☐ Meet with the Finance Section Chief and determine level of purchasing authority and purchasing process for the Logistics Section.

- ☐ Assist Branch Directors and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the initial action plan.

- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- ☐ Ensure Logistic Section position logs and other necessary files are maintained.

- ☐ Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.

- ☐ Participate in preparation of incident action plan. Develop necessary documentation as requested by Planning Section Chief prior to planning meetings.
- ☐ Attend and participate in all meetings requiring General Staff attendance.
- ☐ Ensure the Materials Supply Unit coordinates closely with the Procurement Unit in the Finance Section, and all required documents and procedures are completed and followed.
- ☐ Ensure transportation requirements, in support of response operations, are met.
- ☐ Ensure all requests for facilities and facility support are addressed.
- ☐ Ensure all medical issues above and beyond Park County EMS are addressed in a Medical Plan.
- ☐ Ensure food/meal requirements for responders and for displaced staff, employees, etc. are addressed.
- ☐ Ensure shelter and housing for responders and for displaced staff, employees, etc. are addressed.
- ☐ Ensure communications between on-scene responders, EOC, and others are established and maintained.
- ☐ Respond to additional service and support requests as appropriate. Coordinate with Resource Unit if changes required for operational planning worksheets.
- ☐ Keep Planning Section and Resource Unit up-to-date in order to maintain status boards current.
- ☐ Provide section staff with information updates as required.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.
- ☐ Work with Planning Section to coordinate demobilization of Logistics Section. Demobilize according to plan.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Service Branch Director

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Service Branch Director reports to the Logistics Section Chief and is a member of the Logistics Section.

Responsibilities:

1. Manage the service activities of the response.

2. Coordinate the operations of the Communications, Medical, Food and Housing Units. Interface with Planning, Operations, and Finance Section staff to ensure timely and appropriate services are provided.

3. Oversee development of the portions of incident action plan for food, housing, medical and communication services.

4. Supervise the Service Branch. In a small scale response without activation of Unit Leaders, perform all service branch functions.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Logistics Section Chief and receive briefing. Receive initial instructions concerning work activities.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

- ☐ Meet with Support Branch Director to discuss section activities. Make sure all objectives are being achieved.

- ☐ Organize Service Branch. Prepare organization and assignments for initial operations. Based on the situation, activate units within section as directed by Logistics Section Chief. Assemble and brief branch personnel.

  - ☐ Communications Unit
  - ☐ Medical Unit
  - ☐ Food Unit
  - ☐ Housing Unit

- ☐ Perform operational planning for service branch. Participate in planning activities of Logistics Section for next operational period.

- ☐ Determine if service branch resources are adequate and resolve discrepancies with Logistics Section Chief.

- ☐ Supervise Service Branch operations. Maintain communications with unit leaders. Periodically check work progress of assigned tasks. Coordinate activities between units.

- ☐ Keep the Logistics Section Chief informed of significant issues affecting Service Branch.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the Logistics Section Chief.

- ☐ Coordinate deactivation of units of service branch.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the debriefing meeting and after-action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- ☐ Clean up your work area before you leave.

- ☐ List all supplies and resources that need replenishment.

- ☐ Leave a forwarding phone number where you can be reached. .

PARK COUNTY EOC

Communications Unit Leader

Job Action sheet
Read This Entire Position Checklist Before Taking Action

The Communications Unit Leader reports to the Service Branch Director and is a member of the Logistics Section.

Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.

2. Develop plans for the effective use of incident communication equipment and facilities, including development and distribution of communications plan.

3. Assess specific computer requirements for all EOC positions. Facilitate fulfillment of information systems/computer needs for the EOC.

4. Ensure that the EOC Communications Center (i.e. base radios, etc.) is established to include sufficient frequencies to facilitate operations, and that adequate communications technicians are available for 24-hour coverage.

5. Ensure communications systems (radio, phone, cell phone) are available to all first responders and EOC support staff as fully as possible.

6. Direct distribution of communication equipment to incident personnel. Direct maintenance and repair as necessary.

7. Supervise the communications branch.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to EOC Director, Logistics Section Chief, or Service Branch Director (if activated) and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

- ☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

- ☐ Based on the situation, consider activation of technicians to assist in the areas of: Communications and Information Systems.

- ☐ Prepare objectives for the Communications Unit; provide them to the Service Branch Director (if activated) or Logistics Section Chief prior to the initial planning meeting.

Operational Phase:

- ☐ Ensure communication branch position logs and other necessary files are maintained.

- ☐ Ensure the establishment of a two-way radio and/or landline communications capability between the EOC and the following:

  - ☐ First Responders: Police, fire, public works, etc.
  - ☐ Other Forces: Hospitals, ambulance dispatch points, Radio Amateur Civil Emergency Services (RACES), and citizen band networks
  - ☐ Disaster effects reporting network
  - ☐ Broadcast Media (EBS and Other Broadcast Stations)
  - ☐ National Weather Service Forecast Office
  - ☐ Neighboring jurisdictions
  - ☐ Higher levels of authority
  - ☐ Emergency shelters planned for use
  - ☐ Joint Public Information Center

- ☐ Assess current status of critical communications and information systems and report to Logistics Section Chief or Service Branch Director (if activated). Keep informed of systems failures and restoration activities. Refer to Incident Pre-Plan or business restoration plan if necessary.

- ☐ Address any EOC computer needs. Facilitate computer set-up and activation as required.

- ☐ Address any incident response communication needs. Facilitate radio setup and activation as required. Facilitate telephone and cell phone systems availability as required.

- ☐ Keep all sections informed of the status of communications systems, particularly those that are being restored.

- ☐ Coordinate with all EOC sections/branches/units regarding the use of all communication systems.

- ☐ Coordinate distribution of radios to incident responders, as necessary. Ensure all equipment is accounted for and distributed per radio plan.

- ☐ Provide guidance on radio channel usage. Provide guidance on radio usage and communications protocols. Conduct training to users as necessary.

- ☐ Ensure the EOC Communications Center (base radio, antennas, etc.) is activated to receive and monitor all incident related communications. Provide staffing as appropriate.

- ☐ Provide technical information as required on adequacy of communication systems in operation, geographic limitation on communications systems, equipment capabilities, amount and types of equipment available, and anticipated problems in the use of communication equipment.

- ☐ Continually monitor the operational effectiveness of EOC telephone systems. Provide additional equipment as required. Take corrective action as required. Develop telephone contact lists as required.

- ☐ Continually monitor the operational effectiveness of EOC radio systems. Provide additional equipment as required. Take corrective action as required.

- ☐ Ensure technical personnel are available for communications equipment maintenance and repair. Maintain records as appropriate.

- ☐ Mobilize and coordinate amateur radio resources to augment primary communications systems as required.

- ☐ Keep the Logistics Section Chief and Service Branch Director informed of the status of communications systems.

- ☐ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief or Service Branch Director prior to the next planning meeting.

- ☐ Assist Information Officer with set-up of call-in phone bank as needed.

- ☐ Refer all contacts with the media to the Information Officer.

Demobilization Phase:

- ☐ Coordinate collection and recovery of all distributed equipment. Test, repair, and return to storage in serviceable condition.
- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Food Unit Leader

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Food Unit Leader reports to the Service Branch Director and is a member of the Logistics Section.

Responsibilities:

1. Ensure food services are arranged for the entire incident including EOC staff, incident responders, faculty, staff or students as required.

2. Assess water and food service needs for duration of incident response. Develop mass feeding plans for inclusion in incident action plan as required.

3. With Liaison Officer and Housing Unit Leader, coordinate care and shelter activities of Big Horn Basin Red Cross and other volunteer agencies in the County.

4. Supervise the Food Unit.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to EOC Director, Logistics Section Chief, or Service Branch Director (if activated) and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

☐ Prepare objectives for the Food Unit; provide them to the Service Branch Director (if activated) or Logistics Section Chief prior to the initial planning meeting.

Operational Phase:

- ☐ Ensure food unit position logs and other necessary files are maintained.

- ☐ Assess current status of food service and water needs County-wide. Determine the method of feeding to best fit each situation.

  - ☐ Determine approximate people to be fed
  - ☐ Establish feeding schedules and feeding areas
  - ☐ Work with Finance Section to establish food catering/services contracts, manage contracts as appropriate

- ☐ Provide food services and potable water to incident responders as necessary. Arrange for service at staging areas or other appropriate location as directed by Operations Section Chief. Coordinate with Transportation Unit Leader for delivery, if necessary.

- ☐ *In case of major disaster*, coordinate with Liaison Officer and Housing Unit Leader to optimize services and supplies provided by Big Horn Basin Red Cross.

  - ☐ Facilitate coordination of EOC resources and facilities to be used by Big Horn Basin Red Cross.
  - ☐ Assist Red Cross in staffing and managing food services to the extent possible.
  - ☐ Arrange for food services and potable water to supplement Red Cross and other County housing capabilities. Ensure well-balanced meals are provided.
  - ☐ Supervise caterers, cooks and other food and water suppliers as appropriate.

- ☐ Provide guidance to individuals and groups requiring food service assistance.

- ☐ Maintain complete records of all requests for assistance and fulfillment of requests.

- ☐ Keep the Logistics Section Chief and Service Branch Director informed of the status of food unit activities. Provide updates to Operations Section Chief and Planning Section Chief during the operational period as requested.

- ☐ Prepare objectives for the Food Unit; provide them to the Logistics Section Chief or Service Branch Director prior to the next planning meeting.

- ☐ Refer all contacts with the media to the Information Officer.

Demobilization Phase:

- ☐ Coordinate dissembling of temporary food service facilities. Develop demobilization plan for all food service resources.
- ☐ Oversee demobilization of Big Horn Basin Red Cross food service resources.
- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC
Housing Unit Leader

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Housing Unit Leader reports to the Service Branch Director and is a member of the Logistics Section.

Responsibilities:

1. Ensure temporary housing is arranged for EOC staff, incident responders, or others, as required.
2. Assess housing needs for duration of incident response. Develop temporary housing plans for inclusion in incident action plan.
3. With Liaison Officer and Food Unit Leader, coordinate care and shelter activities of Big Horn Basin Red Cross and other volunteer agencies in Park County.
4. Supervise the Housing Unit.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Logistics Section Chief or Service Branch Director (if activated) and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

☐ Based on the situation, consider activation of Child Housing Specialist and Mass Housing Specialist.

- ☐ Prepare objectives for the Housing Unit; provide them to the Service Branch Director (if activated) or Logistics Section Chief prior to the initial planning meeting.

Operational Phase:

- ☐ Ensure housing unit position logs and other necessary files are maintained.
- ☐ Assess current status of housing needs County-wide.
- ☐ Coordinate with Liaison Officer and Food Unit Leader to optimize services provided by Big Horn Basin Red Cross. Facilitate coordination of Park County EOC resources and facilities to be used by Big Horn Basin Red Cross.
- ☐ Provide guidance to individuals and groups requiring housing assistance.
- ☐ Ensure activated shelters meet the requirements described in the Americans with Disabilities Act to satisfy needs of persons with disabilities.
- ☐ Assist the Big Horn Basin Red Cross in staffing and managing the shelters to the extent possible.
- ☐ Maintain complete records of all requests for assistance and fulfillment of requests.
- ☐ If necessary, due to County conditions, organize out-of-area housing (hotels, apartments) at the direction of the Logistics Section Chief or Service Branch Director (if activated).
- ☐ Keep the Logistics Section Chief and Service Branch Director informed of the status of housing unit activities. Provide updates to Operations Section Chief and Planning Section Chief during the operational period as requested.
- ☐ Prepare objectives for the Housing Unit; provide them to the Logistics Section Chief or Service Branch Director prior to the next planning meeting.
- ☐ Refer all contacts with the media to the Information Officer.

Demobilization Phase:

- ☐ Coordinate dissembling of temporary housing locations. Develop demobilization plan for all housing resources.
- ☐ Oversee demobilization of Big Horn Basin Red Cross care and shelter resources.
- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Mass Housing Specialist

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Mass Housing Specialist reports to the Housing Unit Leader and is a member of the Service Branch of the Logistics Section.

Responsibilities:

1. This assignment will be activated in the event of a large scale disaster requiring housing for first responders, staff, families, employees, or community residents seeking temporary refuge.

2. At the direction of the Housing Unit Leader assess mass housing needs for duration of incident response. Develop temporary housing plans for inclusion in incident action plan.

3. Take the lead with Liaison Officer and Housing Unit Leader, to coordinate care and shelter activities of Big Horn Basin Red Cross and other volunteer agencies in Park County.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Service Branch Director or Housing Unit Leader and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

☐ Assist Housing Unit Leader in preparing objectives for the Housing Unit regarding mass housing or shelter.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Assess current status of mass housing/shelter needs County-wide.
- ☐ At the direction of the Housing Unit Leader, coordinate with Liaison Officer and Food Unit Leader to optimize services provided by Big Horn Basin Red Cross. Facilitate coordination of County resources and facilities to be used by Big Horn Basin Red Cross.
- ☐ Assist the Big Horn Basin Red Cross in staffing and managing mass housing shelters that are erected, to the extent possible.
- ☐ Provide guidance to individuals and groups requiring housing assistance.
- ☐ Maintain complete records of all requests for assistance and fulfillment of requests.
- ☐ If necessary, due to County conditions, assist in organizing out-of-area housing (hotels, apartments) at the direction of the Housing Unit Leader or Service Branch Director.
- ☐ Keep the Housing Unit Leader informed of the status of mass housing activities.
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- ☐ Coordinate disassembling of temporary housing locations. Assist Housing Unit Leader in developing demobilization plan for all mass housing resources.
- ☐ Oversee demobilization of Big Horn Basin Red Cross care and shelter resources as requested.
- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Medical Unit Leader

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Medical Unit Leader reports to the Service Branch Director and is a member of the Logistics Section.

Responsibilities:

1. West Park Hospital and Powell Valley Health Care Emergency Medical Services (EMS) will take the lead in providing emergency medical aid to injured or ill incident responders as well as County victims affected by the incident.

2. In case of large-scale disasters, coordinate medical response (triage, treatment and transportation) that exceeds capabilities of Park County EMS.

3. In smaller scale incidents, provide support in first aid and supplemental medical aid to EMS on scene.

4. Develop a medical emergency plan describing all medical aid for injured and ill persons including but not limited to triage, treatment and transport. Prepare periodic updates and reports.

5. Supervise the Medical Unit if activated.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to the Logistics Section Chief or Service Branch Director and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

- ☐ Establish and maintain position logs and other necessary files.

- ☐ As requested by service branch director, attend section operational planning meetings and provide information and advice concerning medical unit activities.

- ☐ Work closely with all Logistics Section Chiefs to determine the scope of medical assistance required. Obtain information regarding any injuries or deaths prior to activation and arrival. Note type, number, cause and disposition of injuries or illnesses.

- ☐ Determine the status of EMS and on scene paramedics and ambulances.

- ☐ Determine medical unit activities required to support incident operations.
  - ☐ First aid stations needed
  - ☐ Additional medical aid anticipated
  - ☐ Supplies needed
  - ☐ Arrange for supplemental staff as necessary
  - ☐ Order additional supplies through Supply Unit
  - ☐ Establish first aid/medical aid stations

- ☐ Document activities by preparing Medical Plan for inclusion in incident action plan.

- ☐ In the event of a major disaster:
  - ☐ Assist triage and treatment on-scene as required.
  - ☐ Develop systems to track transport of victims to area hospitals.
  - ☐ Establish communications (radio, telephone, other) with hospitals and keep informed of location and status of transported individuals.

- ☐ Provide update reports of work progress, current and planned activities, and supply requirements to Service Branch Director as requested.

- ☐ Refer all contacts with the media to the Public Information Officer. Coordinate communications with families and interested parties of injured or ill persons with Information Officer.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Support Branch Director

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Support Branch Director reports to the Logistics Section Chief and is a member of the Logistics Section.

Responsibilities:

1. Manage the support activities of the response.
2. Coordinate the acquisition of supplies and materials for the response. Interface with Planning, Operations, and Finance Section staff to ensure timely and appropriate order fulfillment.
3. Oversee the acquisition or use of required transportation resources. Develop the transportation plan portion of incident action plan
4. Supervise the Support Branch. In a small scale response without activation of Unit Leaders, perform all support branch functions.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Logistics Section Chief and receive briefing. Obtain summary of resources on-scene and required for first operational period. Receive initial instructions concerning work activities.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Meet with Service Branch Director to discuss section activities. Make sure all objectives are being achieved.
- ☐ Organize Support Branch. Prepare organization and assignments for initial support operations. Based on the situation, activate units within section as directed by Logistics Section Chief. Assemble and brief branch personnel.
- ☐ Perform operational planning for support branch. Participate in planning activities of Logistics Section for next operational period. Determine if support branch resources are adequate and resolve discrepancies with Logistics Section Chief.
- ☐ Supervise Support Branch operations. Maintain communications with unit leaders. Periodically check work progress of assigned tasks. Coordinate activities between support units.
- ☐ Resolve support problems with requests from Operations Section and workplace assignment lists from Resource Unit Leader.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting Support Branch.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the Logistics Section Chief.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Materials Supply Unit Leader

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Materials Supply Unit Leader reports to the Support Branch Director and is a member of the Logistics Section.

Responsibilities:

1. Oversee the procurement and allocation of equipment, supplies and material requested for the response.
2. Coordinate procurement actions with the Finance Section.
3. Coordinate delivery of supplies and material as required. Maintain inventory records.
4. Supervise the Materials Supply Unit.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Logistics Section Chief or Support Branch Director, if activated, and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents. .

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

- ☐ With Resource Status Unit, determine types and quantities of equipment, supplies and material on hand and en route. Assist in keeping display boards up to date.

- ☐ Determine procurement spending limits with the Purchasing Unit in Finance Section. Obtain a list of pre-designated emergency purchase orders as required. Comply with all procurement policies and procedures.

- ☐ Review incident action plan and operational planning worksheets. Coordinate acquisition of equipment, supplies and material identified for the next operational period.

- ☐ Participate in Logistics Section and Support Branch planning activities.

- ☐ Comply with all procurement policies and procedures. Work with Finance Section for variance to standard procedures as necessary.

- ☐ Determine unit costs of supplies and material, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.

- ☐ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance Section for development of necessary agreements.

- ☐ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.

- ☐ In coordination with the Food and Housing Units, provide food and lodging for EOC staff as required. Assist with field level food services as requested.

- ☐ Keep the Logistics Section Chief or Supply Branch Director (if activated) informed of significant issues affecting the Materials Supply Unit.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the debriefing meeting and after-action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Transportation Unit Leader

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Transportation Unit Leader reports to the Support Branch Director and is a member of the Logistics Section.

Responsibilities:

1. Arrange for the acquisition or use of required transportation resources.
2. Develop and implement traffic control plan.
3. In coordination with the Situation Status Unit, develop a transportation plan to support response operations.
4. Supervise the Transportation Unit.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Logistics Section Chief or Support Branch Director (if activated) and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

- ☐ Routinely coordinate with the Situation Status Unit to determine the status of transportation routes in and around the County.

- ☐ Develop a traffic control plan which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected County population, and shipment of resources and material. Obtain and direct placement of control equipment (barricades, tape, pylons, signs, etc.).

- ☐ Coordinate with County owned resources and with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.

- ☐ Develop a transportation plan to reflect utilization of equipment and transportation resources used in accordance with incident action plans and response objectives. (Ambulances, buses, carts, etc.)

- ☐ Maintain communication with Situation Status Unit and Resource Status Unit to keep status boards current.

- ☐ Keep the Logistics Section Chief or Support Branch Director, if activated, informed of significant issues affecting the Transportation Unit.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the Planning Section Chief.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the debriefing meeting and after-action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- ☐ Clean up your work area before you leave.

- ☐ List all supplies and resources that need replenishment.

- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Finance Section Chief

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Finance Section Chief reports to the EOC Manager and is a member of the General Staff.

Responsibilities:

1. Organize and operate the finance section. Activate and supervise the units within the section. Monitor activities and modify the organization as needed.

2. Participate in the development of the incident action plan.

3. Monitor the utilization of financial assets necessary to serve and support the incident response. Determine purchase order limits for the procurement function in Logistics.

4. Ensure all financial records are maintained throughout the event or disaster.

5. Ensure Workers' Compensation claims, resulting from the response, are processed within a reasonable time, given the nature of the situation.

6. Ensure all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the State Office of Emergency Services.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to EOC Manager and receive briefing.

☐ Set up your workstation, don your EOC vest, and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

- ☐ Ensure the Finance Section is set up properly and appropriate personnel, equipment, and supplies are in place.

- ☐ Based on the situation, activate units within section as needed and designate Unit Leaders for each element:

  - ☐ Procurement Unit
  - ☐ Cost Unit
  - ☐ Compensation & Claims Unit
  - ☐ Human Resources Unit

- ☐ Ensure sufficient staff are available for a 24-hour schedule, or as required.

- ☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.

- ☐ Meet with all Unit Leaders and ensure responsibilities are clearly understood.

- ☐ In conjunction with Unit Leaders, determine the initial action planning objectives for the first operational period.

- ☐ Notify the EOC Manager when the Finance Section is operational.

Operational Phase:

- ☐ Ensure Finance position logs and other necessary files are maintained.

- ☐ Ensure displays associated with the Finance Section are current, and information is posted in a legible and concise manner.

- ☐ Participate in all planning meetings. Provide input on finance matters.

- ☐ Develop an operating plan for Finance Section.

- ☐ Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the action plan.

- ☐ Receive periodic briefings from unit leaders on unit status and activities.

- ☐ Keep the EOC Manager and General Staff aware of the current fiscal situation and other related matters on an on-going basis.

- ☐ In coordination with the Logistics Section, ensure the Procurement Unit processes purchase orders and develops contracts in a timely manner.

- ☐ Ensure the Compensation & Claims Unit processes all claims, including but not limited to, Workers' Compensation claims, resulting from the disaster, in a reasonable time-frame, given the nature of the situation.

- ☐ Ensure the Human Resources Unit identifies HR related issues and works to resolve them properly.

- ☐ Ensure all recovery documentation is accurately maintained and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the State Office of Emergency Services.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Manager.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the after-action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- ☐ Clean up your work area before you leave.

- ☐ List all supplies and resources that need replenishment.

- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Compensation and Claims Unit Leader

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Compensation and Claims Unit Leader reports to the Finance Section Chief and is a member of the Finance Section.

Responsibilities:

1. Manage and direct all worker's compensation, property damage and general liability claims and claims related activities related to the incident.

2. Complete all forms required by worker's compensation program. Maintain a file of injuries and illnesses associated with the incident including results of investigations.

3. Supervise the Compensation and Claims Unit.

Activation Phase:

☐ Check in with the Check in or Security upon arrival at the EOC.

☐ Report to Finance Section Chief and receive briefing.

☐ Set up your workstation, don your EOC vest, and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Establish contact with Safety Officer, Logistics and Operations Section Chiefs, and Medical Unit Leader.

- ☐ Receive and document alleged claims issued by employees and non-employees. Include injury related claims and non-injury related (property) claims occurring during the incident and response.
- ☐ Notify insurance carriers as appropriate
- ☐ If any injured, identify who they are and take appropriate action.
- ☐ Communicate with EOC Manager, as appropriate.
- ☐ Initiate investigations for all injury and damage claims as soon as possible. Use photograph or video documentation as appropriate. Obtain statements as quickly as possible from claimants and witnesses.
- ☐ Keep the Finance Section Chief briefed on unit status and activity.
- ☐ Keep all documentation current. Coordinate claims activities with appropriate EOC departments for follow-up necessary after demobilization.
- ☐ Prepare a summary of all claims reported during the incident.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the Finance Section Chief.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC
Costs Unit Leader

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Costs Unit Leader reports to the Finance Section Chief and is a member of the Finance Section.

Responsibilities:

1. Prepare summaries of actual and estimated incident costs.
2. Prepare information on costs of resource use and provide cost effectiveness recommendations.
3. Supervise the Costs Unit.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Finance Section Chief and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

☐ Establish and maintain position logs and other necessary files.

☐ Coordinate cost reporting procedures. Ensure policies and procedures are clear and in accordance with routine EOC guidelines.

- ☐ Obtain and record all cost data. Establish procedure for collecting all personnel and equipment use data. Cost data on logistics, mobilization, demobilization and rehabilitation.

- ☐ Prepare cost incident cost summaries daily or other frequency agreed upon by Finance Section Chief. Estimates reflect actual incident costs to date. Summaries should be available prior to the daily planning meeting.

- ☐ Make recommendations for cost savings to Finance Section Chief.

- ☐ Maintain cumulative incident cost records. Compile daily cost estimates into cumulative record. Ensure all estimated data is replaced with actual cost information as it becomes available.

- ☐ Ensure all cost documents are accurately prepared.

- ☐ Keep Finance Section Chief briefed on unit status and activities.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the Finance Section Chief.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the debriefing meeting and after-action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- ☐ Clean up your work area before you leave.

- ☐ List all supplies and resources that need replenishment.

- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Human Resources Unit Leader

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Human Resources Unit Leader reports to the Finance Section Chief and is a member of the Finance Section.

Responsibilities:

1. Provide direct human resources services in support of the EOC and field operations.
2. Ensure compliance with all labor-related laws and regulations for Park County responders.
3. Coordinate staff volunteers for call-in phone bank and other activities as indicated in incident action plan.
4. Supervise the Human Resources Unit if formed.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Finance Section Chief and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

☐ Establish and maintain personal log and other necessary files.

- ☐ Review the organization chart and check-in logs maintained by the Resource Unit Leader in the Planning Section.
- ☐ Provide a point of contact for incident personnel to discuss human resource issues.
- ☐ Participate in briefings and planning meetings as requested to provide appropriate human resource information.
- ☐ Receive and address reports of inappropriate behavior, acts or conditions through appropriate lines of authority.
- ☐ Review time sheets for responders to accurately account for overtime in accordance with existing payroll procedures. If necessary, audit time sheets against unit logs and check-in records.
- ☐ Coordinate with Cost Unit Leader to develop cost estimate data as required.
- ☐ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.
- ☐ In coordination with the Public Information Officer, activate staff volunteers for call-in phone bank to respond to questions from staff, employees, families and other interested parties.
- ☐ Coordinate additional volunteer activities as indicated in incident action plan.
- ☐ Keep the Finance Section Chief briefed on unit status and activity.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the Finance Section Chief.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your station.

- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC

Procurement Unit Leader

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Procurement Unit Leader reports to the Finance Section Chief and is a member of the Finance Section.

Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.
2. Coordinate with Logistics Section staff on all matters involving the need to exceed established purchase order limits.
3. Supervise the Procurement Unit.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Finance Section Chief and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

☐ Establish and maintain position logs and other necessary files.

☐ Review the County's emergency purchasing procedures.

- ☐ Prepare and sign contracts as needed; obtain concurrence from the Finance Section Chief.
- ☐ Ensure all contracts identify the scope of work and specific site locations.
- ☐ Negotiate rental rates not already established, or purchase price with vendors as required.
- ☐ In coordination with the Logistics Section, ensure the Procurement Unit processes purchase orders and develops contracts in a timely manner.
- ☐ Admonish vendors, as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
- ☐ Finalize all agreements and contracts, as required.
- ☐ Verify all invoices, complete final processing and route documents for payment. Check for complete data entry, compare invoices against procurement documents, ensure proper authorization for payment.
- ☐ Verify costs data in the pre-established vendor contracts and/or agreements.
- ☐ Keep the Finance Section Chief briefed on unit status and activity.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the Finance Section Chief.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

PARK COUNTY EOC
Volunteer Unit Leader

Job Action Sheet
Read This Entire Position Checklist Before Taking Action

The Volunteer Unit Leader reports to the Finance Section Chief and is a member of the Finance Section.

Responsibilities:

1. Coordinate volunteer groups and walk-up volunteers during an incident / event requiring activation of the EOC.
2. Ensure compliance with all labor related laws and regulations for volunteers.
3. Coordinate with representatives of all volunteer agencies; Red Cross, CERT, VIPS, Fire Corps, Salvation Army, service groups, church organizations, etc.
4. Supervise the Volunteer Unit, if activated.

Activation Phase:

☐ Check in with the Check-in Recorder or Security upon arrival at the EOC.

☐ Report to Finance Section Chief or EOC Manager and receive briefing.

☐ Set up your workstation, don your EOC vest and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

☐ Attend scheduled meetings / briefings during EOC activation, as required.

Operational Phase:

- ☐ Establish and maintain personal log and other necessary files.
- ☐ Maintain EOC status board indicating all available volunteer personnel, worker location/s, volunteer groups represented, backup personnel, etc.
- ☐ Strive to match mission requirements with skills of sets of volunteers.
- ☐ Coordinate task assignments to individual volunteer agency leaders. These leaders will then assign others within their group to accomplish the duties.
- ☐ Other duties may arise during activation of EOC which involve the volunteer groups. The Park County Office of Homeland Security Coordinator or the Operations Officer may request assistance in this area.
- ☐ Coordinate with other staff officers in setting objectives and accomplishing goals in response to the incident / event during EOC operations.
- ☐ Provide a point of contact for incident personnel to discuss issues.
- ☐ Receive and address reports of inappropriate behavior, acts or conditions through appropriate lines of authority.
- ☐ Review time sheets for volunteers to accurately account for hours provided.
- ☐ Participate in briefings and planning meetings as requested.
- ☐ In coordination with the Safety Officer and Human Resources, determine the need for crisis counseling for emergency workers / volunteers.
- ☐ Coordinate additional volunteer activities as indicated in incident action plan.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the Finance Section Chief.
- ☐ Ensure all volunteers are accounted for.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the debriefing meeting and after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ List all supplies and resources that need replenishment.
- ☐ Leave a forwarding phone number where you can be reached.

A COMPLETE EMERGENCY RESPONSE PLAN FOR WYOMING PIPELINE ASSOCIATION IS FILED IN THE PARK COUNTY OFFICE OF HOMELAND SECURITY ON A *WYPA* CD.

Wyoming Pipeline Association
Emergency Response Manual

Pipeline Emergency Response Guidelines

Product Characteristics

Additional Training Websites: http://pipelineemergencies.com
http://www.pipelineawareness.org

County List

Albany County
Big Horn County
Campbell County
Carbon County
Converse County
Crook County
Fremont County
Goshen County
Hot Springs County
Johnson County
Laramie County
Lincoln County
Natrona County
Niobrara County
Park County
Platte County
Sheridan County
Sublette County
Sweetwater County
Teton County
Uinta County
Washakie County
Weston County

Information Disclaimer

You assume the entire risk as to the use or misuse of the information contained in this book. In no event shall Wyoming Pipeline Association or it's members be liable to you or others for lost profit or other economic loss, indirect, special consequential, or other similar damages arising out of your use of this book or for any claim made against you by any other party even if Wyoming Pipeline Association has been advised of the possibility of such claim. In other words, if you use the information within this manual; your actions are entirely your own responsibility.

Return to County List

Wyoming Pipeline Association
Park County Member Companies

COMPANY PROFILE	EMERGENCY NUMBER	PRODUCTS TRANSPORTED
Colorado Interstate Gas / El Paso Pipeline Group	877-712-2288	Natural Gas
Marathon Pipe Line LLC	800-537-6644	Crude Oil
Montana-Dakota Utilities Co.	800-638-3278	Natural Gas
Plains All American Pipeline, L.P.	866-800-7677	Crude Oil
Williston Basin Interstate Pipeline Company	888-859-7291	Natural Gas

Return to County List