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Executive Summary

To: Mayor Topliff, Members of City Council, and Administrator Anselm

From: Fire Chief/Emergency Management Director Chris Sterner

Subject: Adoption of the updated Howell County Emergency Operations Plan

In a cooperative effort of key stakeholders within Howell County, the Howell County Emergency Operations Plan has been reviewed and updated.

The updated **Howell County Emergency Operations Plan** is being submitted for adoption to strengthen emergency preparedness, response coordination, and disaster recovery capabilities across Howell County and the Cities of **West Plains, Willow Springs, Mountain View, and Brandsville**.

This revised plan transitions from a traditional operations-plan format to an **Emergency Support Function, or ESF, structure**. This change provides a more practical and coordinated framework for managing emergencies by organizing responsibilities around critical response functions such as communications, transportation, public works, fire services, law enforcement, mass care, public health, logistics, and public information.

The ESF format also brings the local plan into better alignment with the emergency management structures used by **SEMA and FEMA**. This alignment improves coordination with state and federal partners, supports more efficient resource requests, and provides a clearer chain of support during incidents that exceed local capabilities.

Approval of this plan will ensure that participating jurisdictions operate from a consistent framework, reduce duplication of effort, clarify roles and responsibilities, and improve the overall ability to protect lives, property, infrastructure, and essential services during emergencies and disasters.

As the city's Emergency Management Director, I recommend adoption of the updated Howell County Emergency Operations Plan. Adoption of this plan represents an important step in strengthening countywide readiness and ensuring Howell County and its municipalities are better prepared to respond effectively to all hazards.

Recommended Action:

Approve the updated Howell County Emergency Operations Plan and adopt it as the guiding emergency management framework for Howell County and the participating municipalities.

BILL NO. 2026-10

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF WEST PLAINS ADOPTING AN UPDATED
(MAY 2026) OFFICIAL WEST PLAINS/HOWELL COUNTY LOCAL EMERGENCY
OPERATIONS PLAN.

WHEREAS, the City Council of the City of West Plains desires to adopt an updated version (May 2026) of the official West Plains/Howell County Local Emergency Operations Plan for the City of West Plains.

WHEREAS, the last time City Council adopted the West Plains/Howell County Local Emergency Operations Plan was the December 2024 version (Resolution 2025-01).

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST PLAINS, MISSOURI AS FOLLOWS:

Section 1: The City of West Plains hereby adopts the updated version (May 2026) of the West Plains/Howell County Local Emergency Operations Plan (Exhibit A).

Section 2: That this resolution shall be in full force and effect from and after its date of passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 20____.

CITY OF WEST PLAINS, MISSOURI

MAYOR MICHAEL TOPLIFF

ATTEST:

CITY CLERK KELLIE MAYERS

HOWELL COUNTY, MISSOURI EMERGENCY OPERATIONS PLAN



Prepared by:

Howell County Emergency Management Agency

May 2026

DISTRIBUTION LIST

Copies of the HOWELL County EOP will be distributed by electronic copy. Persons or organizations wanting printed copies of the EOP will be responsible for printing it themselves. This is a suggested distribution of copies that will be available at the following locations:

HOWELL County

HOWELL County Emergency Management Agency
HOWELL County Commission
HOWELL County 911 Dispatch Center
HOWELL County Clerk
HOWELL County Public Works Department
HOWELL County Health Department
HOWELL County Coroner

Fire Departments/Fire Protection Districts

HOWELL County Fire Protection District
WEST PLAINS City Fire Department
WILLOW SPRINGS City Fire Department
MOUNTAIN VIEW City Fire Department

Law Enforcement

HOWELL COUNTY Sheriff
WEST PLAINS City Police Department
WILLOW SPRINGS City Police Department
MOUNTAIN VIEW City Police Department

Ambulance Districts/Services

SOUTH HOWELL County Ambulance District
WILLOW SPRINGS Ambulance

Hospitals

OZARKS HEALTHCARE Hospital, ST. FRANCIS hospital

Cities

WEST PLAINS City: Mayor, City Clerk, Public Works
WILLOW SPRING City: Mayor, City Clerk, Public Works
MOUNTAIN VIEW City: Mayor, City Clerk, Public Works
BRANDSVILLE City: Mayor, City Clerk, Public Works

Other Agencies and Organizations

American Red Cross Chapter
Salvation Army
State Emergency Management Agency Region G Coordinator
Missouri State Highway Patrol Troop District G
Missouri Emergency Response Commission

RECORD OF CHANGES

Change Number	Date of Change	Basic Plan/ESF Page Number	Description of Change	Change Made By (Signature)

PROMULGATION STATEMENT

HOWELL COUNTY

Officials of HOWELL County have developed an emergency operations plan that will enhance their emergency response capability. This document is the result of that effort.

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

The HOWELL County Emergency Management Plan, when used properly and updated annually can assist local government officials in responding to and recovering from the effects of all-hazards. This plan and its provisions will become official when it has been signed and dated below by the concurring government officials of HOWELL County.

Name

HOWELL County Presiding Commissioner

Date

Name

HOWELL County Southern District Commissioner

Date

Name

HOWELL County Northern District Commissioner

Date

Name, Director

HOWELL County Emergency Management Agency

Date

Name, Clerk

Date

PROMULGATION STATEMENT

CITY OF

Officials of the City of _____ have developed an emergency operations plan that will enhance their emergency response capability. This document is the result of that effort.

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The HOWELL County Emergency Management Plan, when used properly and updated annually can assist local government officials in responding to and recovering from the effects of all-hazards. This plan and its provisions will become official when it has been signed and dated below by the concurring government officials of the City of _____.

Mayor *Name*
City of _____

Date

Name, Director
City of _____

Emergency Management Agency

Date

Name, Clerk
City of _____

Date

FOREWORD

The HOWELL County Emergency Operations Plan lays a framework that will allow HOWELL County to save lives, minimize injuries, protect property and the environment, preserve functioning civil government, insure constituted authority, and maintain economic activities essential to the survival and recovery from natural, technological human caused disasters. It is not the intent of this plan to deal with those events that happen on a daily basis, which do not cause widespread problems and are handled routinely by the city and/or county agencies.

This plan follows the principles and processes outlined in the National Incident Management System (NIMS). As a result, this plan institutionalizes the concepts and principles of the NIMS and the Incident Command System (ICS) into the response and recovery operations conducted within HOWELL County.

The NIMS provides a consistent, flexible and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: preparedness, response, recovery, and mitigation.

This plan was developed through the collaborative efforts of the HOWELL County Emergency Management Director, other governmental and private entities throughout HOWELL County, and with assistance provided by the State Emergency Management Agency. During the development of this plan various agencies, organizations, and county governments were interviewed to discuss their roles, responsibilities, and capabilities in an emergency. This plan is a result of their input.

The HOWELL County EOP is a multi-hazard, functional plan, broken into the following components:

Basic Plan: The Basic Plan describes operational procedures during a response to an emergency, assigns broad responsibilities, and identifies incident management actions for all phases of emergency management.

Emergency Support Function (ESF) Annexes: The 14 ESF Annexes provide details concerning specific key functional areas.

Appendices: The Appendices support each Annex and contain technical information, details and methods for use in emergency operations. Other supporting information is attached where needed.

Supplements: Plans and procedures that are developed in support of the HOWELL County Emergency Operations Plan, such as hazard-specific plans, recovery and mitigation plans and related procedures will be incorporated by reference and maintained separate from this plan.

Every individual and agency that has a role in the response and recovery operations of HOWELL County must be familiar with, and understand, the contents of this plan for it to be effective. Thus, the HOWELL County Emergency Management Director will brief the appropriate officials on their roles in emergency management. The Director will also brief the newly employed officials as they assume their duties.

Each organization/agency with an assigned task will be responsible for the development and maintenance of their respective segments of the plan. They will update their portion of the plan as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations. It is also the responsibility of those organizations/agencies that make changes to this plan to provide a copy of those changes to the HOWELL County Emergency Management Director.

GLOSSARY OF TERMS AND ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford

Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and Local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

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

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

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

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

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

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

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

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

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

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

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

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

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

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as, large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

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

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

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

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

Initial Response: Resources initially committed to an incident.

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

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

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, and timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and, controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

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

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

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

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

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

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

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any

hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, Tribes, Local Governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

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

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

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

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

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

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

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

specified manner.

National: Of a nationwide character, including the Federal, State, Local, and Tribal aspects of governance and polity.

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

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

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs.

Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health

and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ACRONYMS

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

POLREP	Pollution Report
PIO	Public Information Officer
PVO	Private Voluntary Organizations
R&D	Research and Development
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
SDO	Standards Development Organizations
SITREP	Situation Report
SO	Safety Officer
SOP	Standard Operating Procedure
UC	Unified Command
US&R	Urban Search and Rescue

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HOWELL COUNTY EMERGENCY OPERATIONS PLAN

BASIC PLAN

INTRODUCTION

The HOWELL County Emergency Operations Plan (EOP) is designed to consider all-hazards to which the county and its municipalities may be vulnerable. To respond effectively to any emergency of a size or complexity beyond routine response systems, it is critical that all public officials, departments and agencies, non-governmental emergency organizations, and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and response ensues, and become particularly important as command organizes beyond the initial reactive phase of first responders.

A prepared and coordinated response on the part of state and local officials in support of in-the-field emergency responders can more quickly restore essential services. The foundation for this coordinated response is established through the HOWELL County Emergency Operations Plan.

I. PURPOSE

This plan establishes the organization and guidelines that allow the governments of HOWELL County and the cities therein to save lives, minimize injuries, protect property, preserve functioning civil government, and maintain economic activities essential to their survival and recovery from natural, technological, and national security hazards. It establishes the guidelines for conducting efficient, effective, coordinated emergency operations involving the use of all available resources belonging to these jurisdictions or available to them.

II. SCOPE

The EOP identifies a range of disasters that could possibly occur in or near HOWELL County, anticipates the needs this jurisdiction might experience during an incident, and provides guidance across departments, agencies, and response organizations by describing an overall emergency response system that addresses the items outlined below:

- How county, city departments/agencies will be organized during response to an event, including command authorities;
- Critical actions and interfaces during response and recovery;
- How the interaction between the county, city, regional, state, and federal authorities is managed;
- How the interaction between the county and private partner organizations (hospitals, non-governmental emergency organizations and others) is managed during emergencies, and;
- How to handle and manage needs with the resources available.

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. HOWELL County is vulnerable to many hazards, all of which have the potential to disrupt the area, cause damage, and create casualties. The HOWELL County Hazard Mitigation Plan developed by the HOWELL Regional Planning Commission identifies the hazards that threaten the county and its municipalities. The Hazard Mitigation Plan includes hazard profiles and vulnerability analysis containing more detailed information. This plan also provides a planning area profile and capabilities that includes:
 - a. Geography, Geology and Topography
 - b. Climate
 - c. Population/Demographics
 - d. History
 - e. Occupations
 - f. Agriculture
2. The HOWELL County EOP was developed for HOWELL County and the Cities of WEST PLAINS, WILLOW SPRINGS, MOUNTAIN VIEW and BRANDSVILLE. The Cities of WEST PLAINS, WILLOW SPRINGS, MOUNTAIN VIEW and BRANDSVILLE each have their own plan. All plans are designed to deliver coordinated and supportive actions within and between all jurisdictions in HOWELL County.
3. HOWELL County and its municipalities have capabilities and resources which, if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. This must include the utilization of private and volunteer organizations to the greatest extent possible.
4. Mutual aid agreements, both written and verbal, exist between many of the emergency service agencies, the subdivisions in the county, and surrounding areas. Statewide mutual aid will be used in accordance with Missouri Systems Concept of Operational Planning for Emergencies (MoSCOPE).
5. A hazardous materials plan has been developed for HOWELL County by the Local Emergency Planning Committee/District (LEPC/LEPD).
6. This Emergency Management Plan is being developed and maintained pursuant to Missouri State Law, Chapter 44, RSMo, and Federal Emergency Management Agency (FEMA) guidance.

B. Planning Assumptions

1. Some of the hazards identified may occur after implementation of warning and other preparedness measures, while others may occur without any warning.
2. Officials of HOWELL County and its municipalities are aware of the possible occurrence of an emergency or major disaster and are aware of their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.
3. The proper implementation of this plan will reduce or prevent the loss of lives and property damage within HOWELL County.
4. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with every occurrence. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements, or state and federal sources.
5. Although an attack on this country is considered unlikely, there is that possibility as long as the world's war-making capability exists. Should an attack occur, it would probably be after days or weeks of international tension that would allow such protective measures as evacuation and sheltering to be implemented.

C. Access and Functional Needs

1. Local governments will develop emergency management plans that incorporate the needs of the whole community including provisions for the needs of children; persons with medical, access and/or functional needs; and, pets and/or service animals.
2. Disasters pose a challenge for the whole community but potentially more for people with access and functional needs. Examples of people with access and functional needs include, but are not limited to: individuals with disabilities, people from diverse communities, older adults, children, and women in late stages of pregnancy. These groups may be lacking in resources such as food, shelter, and transportation.

3. Approximately 20 percent of Missouri's population has a disability. Preparedness, response, recovery, and mitigation efforts will be consistent with federal policy and guidelines. Emergency efforts will enable people with disabilities and other access and functional needs to evacuate, use emergency transportation, stay in shelters, and participate in all emergency disaster related programs.
4. Plans must take into account the needs of at-risk population who are not in contact with traditional emergency service providers. This population may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to, individuals who are:
 - Homeless/Migrant Population
 - Transportation disadvantaged
 - Out of hearing range of community alert sirens
 - Without radio or television to know they need to take action
 - Visiting or temporarily residing in an impacted region
 - Not familiar with available emergency response and recovery resources
 - Limited in their understanding of English
 - Geographically or culturally isolated

These members of the community may have needs before, during, and after a disaster in access and functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and/or medical care.

When considering the access and functional needs population and others who are at-risk, emergency management plans should take into account the following:

- Communication and Public Information: Emergency notifications systems must be accessible for the whole community to ensure effective communication for people, who are deaf/hard of hearing, blind/low vision, low literacy, and/or have limited English proficiency.
 - Evacuation and Transportation: Evacuation plans must incorporate disability and older adult transportation providers for the purpose of identifying the movement of people with mobility limitations and those with transportation disadvantages.
5. After a disaster, it is normal to have reactions from stress. Typically, those reactions are mild to moderate in the emergency and early post-impact phases of a disaster. This is because survivors recognize that

there is a graver danger. Some individuals will require psychological first aid but most will utilize their existing coping skills. Although some stress reactions may seem extreme and can cause distress, they generally do not become chronic problems. Most people recover fully from the stress reactions. Those who cannot make a full recovery alone will need additional assistance. Disaster related behavioral health and psychological first aid must be provided to those who need it.

6. It is assumed persons will take responsibility for themselves in the event of an emergency to the extent they are able, just as individuals who need personal and/or medical assistance do in non-emergency situations.

IV. CONCEPT OF OPERATIONS

A. General

1. It is the responsibility of local government to provide for a comprehensive emergency management program that meets the essential needs of those who either have been or might be affected by an emergency or major disaster. When the emergency exceeds the local government's capability to respond, assistance will be requested from the State government. If additional assistance is needed beyond State capabilities, the State will coordinate requests to the proper Federal agencies.
2. The chief elected official has overall responsibility for emergency management activities within the boundaries of the jurisdiction. The Presiding Commissioner of HOWELL County is responsible for those activities in the unincorporated areas of the county. The Mayors of the municipalities have a similar responsibility within their jurisdictions. These officials can delegate their authority but never their responsibility.
3. At no time will the HOWELL County Commission supersede the authority of the elected officials of the municipalities unless: (1) requested to do so by those elected officials, (2) the municipality's governmental body is incapacitated or ceases to exist, or (3) empowered to do so by the Governor under the authority of Chapter 44, RSMo.
4. This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals involved in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions.

5. Those day-to-day functions that do not contribute directly to emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.
6. This plan, or portions thereof, will be implemented according to the emergency activation levels and control guidelines set forth in Appendix 3 to this Basic Plan.
7. Discrimination on the grounds of race, color, religion, nationality, sex, age, physical impairment, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of government and the private sector.

B. Phases of Emergency Management

This plan is concerned with all types of hazards that may develop in HOWELL County and its municipalities and must account for activities before, during, and after an occurrence. The following phases of emergency management were established for the various actions to be performed within the scope of this plan.

1. **Preparedness** – Preparedness actions include activities such as planning, training, exercising, and the acquisition of resources necessary to support implementation of response. Preparedness also includes developing public information programs and warning systems.
2. **Response** – Response actions are taken before, during, or after an emergency/disaster to save lives, minimize damages, and enhance recovery operations. Such measures include activation of: emergency operation centers, plans and procedures, arrangements and agreements, the emergency alert system, public warning, notification of public officials, provision of mass care, shelter, search and rescue, and security.
3. **Recovery** – Recovery actions are short-term to return vital life-support systems to minimum standards, and long-term to return life to normal or improved levels. Such measures include damage assessment, supplemental assistance to individuals and public entities, assessment of plans, procedures, arrangements, and agreements, and the development of economic impact studies and methods to mitigate damages.
4. **Mitigation** – Mitigation actions may be taken to eliminate or reduce the impact of a disaster. Such measures include zoning and land-use measures, formulating and enforcing building codes that recognize the hazards faced by the community, public education about hazards and protective measures, hazard and vulnerability analysis, and preventative health care.

C. Activation Levels of Emergency Management

To assist local officials in making the most timely and efficient response, there are four emergency activation levels in sequence from levels 1 through 4 based on a corresponding escalation of the severity, complexity, and consequences from an incident. The activation levels are defined in Appendix 3 to the Basic Plan. Also identified are the response procedures, emergency notifications, and EOC activation procedures that follow.

D. Declaration of a Local Emergency

Whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering, the Chief Elected Official will declare an emergency. A local emergency may be declared by the Presiding Commissioner of HOWELL County and/or the Mayor of the Cities of HOWELL County. The HOWELL County Emergency Management Director will advise SEMA immediately following the declaration of a local emergency. Appendix 4 of the Basic Plan contains a sample copy of the Emergency Government Proclamation and/or Resolution of a State of Emergency.

A local emergency should be declared when a coordinated response among several local agencies/organization must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster. When local resources are insufficient to cope with the effects of a disaster, the HOWELL County Emergency Management Director will request state assistance through SEMA using WebEOC.

E. WebEOC

WebEOC is an online software tool for information sharing and resource request tracking during emergencies, disasters, significant events, and daily operations. It provides the opportunity for jurisdictions to work with a common operating picture and real situational awareness of events affecting their region and the state. WebEOC is used by local and federal government agencies, faith-based and volunteer response partners, and private industry. The HOWELL County Emergency Management Director will use the boards in WebEOC to report information to SEMA. WebEOC boards include:

1. Situation Status Update – Incident Key Events, Statewide Key Events
2. Jurisdiction Status
3. Resource Requests
4. Damage Assessment – Individual Assistance, Public Assistance
5. EOC and Duty Officer Status

V. ROLES AND RESPONSIBILITIES

A. Emergency Support Functions

The Emergency Support Functions (ESFs) are a grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during incidents. The following ESFs are addressed in this plan:

- ESF #1 - Transportation
- ESF #2 - Communications
- ESF #3 - Public Works and Engineering
- ESF #4 - Firefighting
- ESF #5 - Information and Planning
- ESF #6 - Mass Care, Emergency Assistance, Temporary Housing, and Human Services
- ESF #7 - Logistics
- ESF #8 - Public Health and Medical
- ESF #9 - Search and Rescue
- ESF #10 - Oil and Hazardous Materials
- ESF #11 - Agriculture and Natural Resources
- ESF #12 - Energy
- ESF #13 - Public Safety and Security
- ESF #15 - External Affairs
- ESF #16 - Earthquake

Each ESF is composed of primary and support agencies. HOWELL County and the Cities of WEST PLAINS, WILLOW SPRINGS, MOUNTIAN VIEW and BRANDSVILLE identify primary departments on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. Additional discussion on the responsibilities of the primary departments and/or support agencies can be found in the ESF annexes.

B. Responsibilities

1. Specific groups, departments/agencies, and individuals will be assigned primary and/or support responsibilities to prepare for and to perform each of the emergency support functions listed previously. Those having a primary responsibility have been designated the ESF Coordinator for that ESF. In some cases, the ESF will be assigned to a county official or agency, while others to city agencies or a combination thereof. Assignments for HOWELL County and the Cities of HOWELL county are identified in charts in Appendix 1 to this Basic Plan. These charts are general in nature and should not be considered all inclusive.

- 2.
3. The roles and responsibilities to be performed by each ESF are explained in detail in each Annex. Appendix 2 to this Basic Plan contains a list of roles and responsibilities by ESF common to county and city organizations.
4. It will be the responsibility of those agencies and individuals having primary and/or support responsibilities to develop and maintain Standard Operating Guidelines (SOGs) and checklists which detail how their assigned responsibilities will be performed to implement the plan.
5. Departments/Agencies tasked with emergency responsibilities must address the needs of the whole community. The needs of the access and functional needs population and others who are at-risk should be specially addressed (for example, providing transportation, medical, and other emergency support to include but not limited to: individuals with disabilities, people from diverse communities, older adults, children, women in late stages of pregnancy, and the non-English speaking population). See ESF #6 for further information.

VI. DIRECTION AND CONTROL

- A. The Presiding Commissioner of HOWELL County and the Mayor of each municipality (or their designated representative) are responsible for all emergency management activities in their jurisdiction to include implementing this plan and directing emergency response within their respective jurisdictions.
- B. The Emergency Management Director will:
 1. Brief appropriate officials and new employees on their roles in emergency management.
 2. Coordinate all emergency management activities.
 3. Make decisions on routine day-to-day matters pertaining to emergency management.
 4. Maintain this emergency operations plan.
 6. Advise elected officials on courses of action available for major decisions.
 7. Act as liaison with other local, state, and federal emergency management agencies.

8. Insure the proper functioning of the EOC and coordinate EOC operations (see ESF #5 for further responsibilities pertaining to the EOC).
9. Instigate tests and exercises to familiarize EOC staff and response personnel with emergency management operations.
10. Other duties as outlined in the local ordinances, court orders, and agreements.

C. Direction and control will originate from the EOC.

D. The EOC will be staffed according to the level of emergency (see Appendix 3 to this Basic Plan).

VII. CONTINUITY OF GOVERNMENT

Continuity of Government (COG) is essential to provide services under the threat or after the occurrence of any disaster or emergency, and reduces or mitigates disruptions to government operations. COG achieves a timely and orderly recovery from an emergency to restore full government services to the residents of HOWELL County and the cities therein. COG consists of the following elements and should be included in a Continuity of Operations Plan (COOP) for all levels of government.

A. Lines of Succession

1. The line of succession for the Presiding Commissioner of HOWELL County is through the District Commissioners by seniority, followed by the County Clerk.
2. The line of succession for the Mayor of each incorporated subdivision is to the Mayor Pro-Tem to be followed by members of the City Council as they decide. Each community may vary somewhat such as the City of WEST PLAINS whose line of succession is: Mayor, City Administrator, Mayor Pro-Tem, and Board of Aldermen by Seniority.
3. The line of succession for the HOWELL County Emergency Management Agency is from the Emergency Management Director to the Assistant Director and then determined by the Presiding Commissioner. This line of succession would also be similar to other individual jurisdictions that have an emergency management organization.

4. The individual or agency responsible for each ESF must establish a line of succession and insure that departmental personnel and the Emergency Management Director are informed of this line of succession.
5. Unless otherwise specified, it is understood that the line of authority is the same as the identified line of succession for each key position. The authority to make decisions is automatically delegated to the next successor as identified in the line of succession. Each key position shall pre-delegate authorities for making policy determinations and decisions. See each department/agency Continuity of Operations plan for further information.
6. In the event circumstances resulting from a disaster prevent a political entity from performing effective operations, the next higher political subdivision may assume authority until that political entity is able to adequately resume operations.

B. Emergency Operations Center

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

1. HOWELL County and its incorporated subdivisions are separate entities and may control operations from separate EOCs. If the incorporated subdivisions do not have an emergency management organization, the county will assume that role upon request.
2. In the event of a widespread emergency situation, HOWELL County will direct and control operations from the Howell County Emergency operations center, hereafter designated as the primary emergency operations center (EOC). Communications is available at this location as well as a backup generator. Space will be provided in the EOC for the chief executive and principal advisors, the ESF Coordinators, and other supporting agency representatives and organizations. Space for briefing the media will be available but separate from actual operations rooms. Additional operational details can be found in the HOWELL County/City Emergency Management EOC Manual.

3. The alternate EOC for HOWELL County will be the West Plains Police Department EOC where communications and meeting space is also available. The alternate facility will become the jurisdiction's official site for emergency operations should the primary EOC become inoperable.
4. On-scene direction and control can also be established if necessary. The HOWELL County Office of Emergency Management can provide a mobile communication trailer that is radio equipped for communications. The Sheriff's Department can also provide a patrol car equipped with radio communications. The patrol car could be placed at any location in the county giving a good communications base for conducting emergency operations.
5. Municipal Emergency Operations Centers:
 - a. City of WEST PLAINS - The primary EOC is the West Plains Police Dept EOC. The alternate EOC is HOWELL County EOC. Radio communications is available through the police department and the city has a portable generator available.
 - b. City of WILLOW SPRINGS
 - c. City of MOUNTAIN VIEW
 - d. City of BRANDSVILLE

C. Preservation of Vital Records

1. Vital records for HOWELL County are either written or stored on computerized disc. Storage vaults are available in the various county offices in the courthouse. Back-up tapes of the computerized records are stored in a vault in the County Clerk's office. Essential records for the municipalities within HOWELL County are available at each city hall and/or city department.
2. In order to provide normal government operations after a disaster, all vital records of both a public and private nature recorded by County and City officials must be protected and preserved. These would include legal documents, property deeds, tax records, etc. The following guidelines will apply:
 - a. Certain records and documents are vital to the continuance of government following a major disruption of normal activities due to a disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.

- b. Resources from local government will be allocated to provide for one or more of the following options: (1) duplication of all such records or (2) timely movement to secure or safe areas outside the danger area, and/or the development of secure and safe storage areas elsewhere in the jurisdiction.
- 3. Each emergency support service (i.e., Law Enforcement, Fire, Public Works) must establish guidelines to protect records deemed essential for continuing government functions and the conduct of emergency operations.
- 4. Further information on preservation of records can be obtained by contacting the Secretary of State's Office in Jefferson City.

VIII. ADMINISTRATION AND LOGISTICS

- A. Whenever possible, procurement of necessary resources will be accomplished using normal, day-to-day channels.
- B. During unusual situations when such constraints would result in the loss of life and property, normal requisition guidelines can be circumvented. This will be done under the authorities and by the guidelines set forth in the local ordinances.
- C. Accurate records of all actions taken in an emergency are essential for determining mitigation activities and training needs, as well as for settling possible litigation. Each department head, including the individual responsible for an emergency function, must keep detailed, accurate records of all actions taken during an emergency.
- D. Agreements and understandings with other local jurisdictions, higher levels of government, and other agencies will be utilized to supplement local resources should an emergency situation exhaust the capabilities of HOWELL County and the municipalities. Requests for such assistance will be made in accordance with negotiated mutual aid agreements and understandings. All such agreements should be formalized in writing whenever possible.
- E. Disaster assistance from the state or federal government will be utilized in accordance with their provisions and statutes. Requests for such assistance will be made in accordance with the guidelines set forth in Appendix 4 to this Basic Plan.

- F. Logistics matters have been addressed in ESF #7 Logistics. The ESF #7 Coordinator will identify critical resources available in HOWELL County and the municipalities. This list will be expanded to include critical resources and those available from neighboring jurisdictions, military installations, and the state and federal government. Guidelines for the inventory, storage, and maintenance of resources, including donations and services of the private sector, will be as specified in the appropriate annexes or SOGs.
- G. Discrimination on the grounds of race, color, religion, nationality, sex, age, physical impairment, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of government and the private sector.

IX. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Review

Review and written concurrence of this plan and its annexes will be accomplished as follows: Each agency/department of government and private sector organizations assigned emergency responsibilities will review this plan. Each designated ESF Coordinator is responsible for the review and maintenance of their assigned ESF Annex. All will report their concurrence to the Emergency Management Director. The jurisdictions' chief elected officials and the Emergency Management Director will sign the promulgation document for all departments.

The Emergency Management Director will instigate an annual review of the plan by all officials and agencies. The Director will ensure that necessary changes and revisions to the plan are prepared, coordinated, published, and distributed. The Director will then provide a copy of the plan revisions to all organizations/agencies assigned responsibility for implementation of the plan.

B. Training and Exercises

All training related to emergency management is coordinated and scheduled through HOWELL County Emergency Management. HOWELL County Emergency Management offers training to all inter-agencies (County, City and others) on preparedness, response, recovery, mitigation, hazardous materials, debris management, terrorism, and other issues. The training offered is conducted through the SEMA training section, American Red Cross, the Local Emergency Planning Committees, Fire Department, and any other organization offering training. The HOWELL County Emergency Management provides the notice of training being offered to local response agencies.

HOWELL County will implement a training and exercise program, consistent with NIMS, for incident management organizations and personnel. Elements

of the program include involvement with private-sector and non-governmental organizations, as well as, standard courses on incident command and management, incident management structure, and operational coordination processes and systems.

HOWELL County further recommends courses for all incident management organizations and personnel to ensure NIMS compliance at all levels of response. Courses recommended include IS 700, IS 800, ICS 100, ICS 200, ICS 300 and ICS 400.

Exercises are a key component in improving all-hazards incident management capabilities. HOWELL County Emergency Management participates on an ongoing basis in a range of exercises, including multi-disciplinary and multi-jurisdictional exercises that are designed to improve integration and interoperability. These exercises are integrated in an annual Training and Exercise Planning Workshop (TEPW). The Homeland Security Exercise Evaluation Program (HSEEP) will be used for developing, delivering, and evaluating exercises.

This plan will be activated once a year in the form of a simulated emergency, taking into account actual events in order to determine if revisions can be made that would improve disaster response and recovery operations. This will also provide practical controlled operations experience to those who have EOC responsibilities. This will be done by the Emergency Management Director with the approval of the chief elected officials.

C. After Action Review (AAR) and Corrective Action Plan

After each exercise, the lead agency performing the exercise will conduct an evaluation of the effectiveness of the exercise. This information will be incorporated into future plan revisions and updates by HOWELL County Emergency Management. This will be accomplished by drafting a corrective action plan which may include, but not limited to, assigning the following actions:

- Change to plans/procedures
- Acquire new or replace outdated equipment/resources
- Train/Re-Train Personnel

Following actual events the same procedure will be used and will be led by HOWELL County Emergency Management.

X. AUTHORITIES AND REFERENCES

A. Federal

1. Federal Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
2. Federal Public Law 99-499, SARA Title III
3. National Response Plan, as amended
4. FEMA Comprehensive Preparedness Guide (CPG) 101, Version 2, Developing and Maintaining Emergency Operations Plans

B. State

1. Revised Statutes of Missouri, Chapter 44, as amended
2. State of Missouri Emergency Operations Plan, as amended

C. Local

1. HOWELL County Court Order establishing Emergency Management
2. Cities of HOWELL Ordinance establishing Emergency Management
3. HOWELL County LEPC/LEPD Hazardous Material Plan
4. HOWELL County Hazard Mitigation Plan
5. HOWELL County Debris Management Plan
6. HOWELL County Animal Emergency Preparedness Plan/Annex
7. HOWELL County Catastrophic Event (Earthquake) Plan/Annex
8. HOWELL County/Regional CHEMPACK Plan/Annex
9. HOWELL County/Regional Mass Fatality Plan/Annex
10. HOWELL Continuity of Operations Plan
11. HOWELL County/City Evacuation Plan/Annex
12. Region G Multi-Agency Coordination Plan
13. Region G Communications Plan

Appendices

Appendix 1 – Emergency Support Functions & Responsibility Charts

HOWELL County

WEST PLAINS City

WILLOW SPRINGS City

MOUNTAIN VIEW City

BRANDSVILLE City

Appendix 2 – ESF Roles and Responsibilities

Appendix 3 – Emergency Activation Levels and Control Procedures

Appendix 4 -Dam Failure

Appendix 5 – Emergency Government Proclamation and/or Resolution of a State of
Emergency in HOWELL County Missouri and the cities of.

Appendix 1 to the Basic Plan

EMERGENCY SUPPORT FUNCTIONS & RESPONSIBILITY CHART HOWELL COUNTY

ESF Annex #		1	2	3	4	5	6	7	8	9	10	11	12	13	15	16
P & S Chart	Emergency Support Function	Transportation	Communications	Public Works and Engineering	Firefighting	Information and Planning	Mass Care, Temporary Housing and Human Services	Logistics	Public Health and Medical Services	Search and Rescue	Oil and Hazardous Materials Response	Agriculture and Natural Resources	Energy	Public Safety and Security	External Affairs	Earth Quake / Catastrophic
Agency																
County Commission						S									S	
Emergency Management Director			S	S		P	P	P	S		S	P	S		P	P
Sheriff		S	S	S	S	S	S	S	S	S	S	S		P	S	S
County 911 Center			P		S	S				S					S	S
County Clerk						S									S	S
County Assessor						S									S	S
County Coroner						S			S						S	S
County Health Department				S		S	S		P		S	S	S		S	S
County Public Works Department		P		P	S	S	S			S	S	S	P	S	S	S
EMS/Ambulance Service						S	S		S	S					S	S
Fire Dept./Districts			S	S	P	S	S		S	P	P	S		S	S	S
Utility Services						S							S		S	S
American Red Cross						S	S		S						S	S
Ministerial Alliance						S	S		S						S	S
Local Emergency Planning Committee						S					S				S	S
		P = Primary					S = Support					* = Joint				

Appendix 1 to the Basic Plan

EMERGENCY SUPPORT FUNCTIONS & RESPONSIBILITY CHART HOWELL CITY*

ESF Annex #		1	2	3	4	5	6	7	8	9	10	11	12	13	15	16
P & S Chart	Emergency Support Function	Transportation	Communications	Public Works and Engineering	Firefighting	Information and Planning	Mass Care, Temporary Housing and Human Services	Logistics	Public Health and Medical Services	Search and Rescue	Oil and Hazardous Materials Response	Agriculture and Natural Resources	Energy	Public Safety and Security	External Affairs	Earth Quake / Catastrophic
Agency																
Mayor/City Administrator						S									S	
Emergency Management Director			S	S		P	P	P	S		S	P	S		P	P
Police Chief		S	S	S	S		S	S	S	S	S	S		P	S	S
County 911 Center			P		S	S				S				S	S	S
Fire Chief			S	S	P	S	S		S	P	P	S		S	S	S
City Clerk						S									S	S
Public Works Director		P		P	S	S	S			S	S	S	P	S	S	S
County Coroner						S			S						S	S
County Health Department				S		S	S		P		S	S	S		S	S
EMS/Ambulance Service					S	S	S		S	S					S	S
Utility Services						S						S	S		S	S
Parks and Recreation Department						S						S			S	S
American Red Cross						S	S		S			P			S	S
Ministerial Alliance						S	S		S						S	S
Local Emergency Planning Committee						S					S				S	S
Building Inspector				P		S						S			S	S
		P = Primary S = Support * = Joint														

* Assignments will vary depending upon the municipality.

Appendix 2 to the Basic Plan

ESF ROLES AND RESPONSIBILITIES

Emergency Support Function (ESF)	Roles and Responsibilities <i>(not all inclusive)</i>
ESF-1 Transportation	• Transportation modes management and control • Transportation safety • Stabilization and reestablishment of transportation infrastructure • Movement restrictions • Damage and impact assessment
ESF-2 Communications	• Coordination with telecommunications and information technology industries • Coordination of the reestablishment and provision of critical communications infrastructure • Protection, reestablishment, and sustainment of national cyber and information technology resources • Facilitation of the stabilization of systems and applications from cyber events
ESF-3 Public Works & Engineering	• Infrastructure protection and emergency repair • Critical infrastructure reestablishment • Engineering services and construction management • Emergency contracting support for lifesaving and life-sustaining services
ESF-4 Firefighting	• Coordinates the support for the detection and suppression of fires • Support to wildland, rural, and urban firefighting
ESF-5 Information and Planning	• Incident Action Planning • Information collection, analysis, and dissemination
ESF-6 Mass Care	• Mass care • Emergency assistance • Temporary housing • Human services
ESF-7 Logistics	• Comprehensive, incident logistics planning, management, and sustainment capability • Resource support
ESF-8 Public Health and Medical Services	• Public health • Medical surge support including patient movement • Behavioral health services • Mass fatality management

ESF-9 Search and Rescue	• Structural collapse (urban) search and rescue • Water search and rescue • Land search and rescue
ESF-10 Oil and Hazardous Materials Response	• Environmental assessment of the nature and extent of oil and hazardous materials contamination • Environmental decontamination and cleanup, including buildings/structures and management of contaminated waste
ESF-11 Agriculture and Natural Resources	• Nutrition assistance • Animal and agricultural health issue response • Food safety and security • Natural and cultural resources and historic properties protection
ESF-12 Energy	• Energy infrastructure assessment, repair, and restoration • Energy industry utilities coordination • Energy forecast
ESF-13 Public Safety and Security	• Facility and resource security • Security planning and technical resource assistance • Public safety and security support • Support to access, traffic, and crowd control
ESF-15 Public Information	• Coordinate the release of accurate, coordinated, timely, and accessible public information to affected audiences • Work closely with state and local officials to ensure outreach to the whole community • Media and community relations
ESF-16 Earthquake / Catastrophic Events	• ALL FUNCTIONS INVOLVED

Appendix 3 to the Basic Plan

EMERGENCY ACTIVATION LEVELS AND CONTROL PROCEDURES

I. PURPOSE

To establish emergency activation levels in order to properly activate the Emergency Operations Center for county/city officials and emergency response personnel.

II. ACTIVATION LEVELS

- A. **Level 4** - a small, isolated or potential occurrence that can be handled routinely by one or more departments in the county/city through extra attention, enhanced monitoring or external communications. (For example: the threat of flooding, severe storms, escalating event, etc.)
- B. **Level 3** - an occurrence that can be handled routinely by one or more departments in the county/city. It may require resources in excess of those available to the responding agency(s) but, through mutual aid agreements, etc., the situation should be able to be brought under control in a timely manner.
- C. **Level 2** - an occurrence that requires a major response and the significant commitment of resources from other local government agencies, but should be within their collective capabilities to control. (For example: localized flooding, isolated tornado damage)
- D. **Level 1** - an occurrence that requires an extensive response and commitment of resources from all local governments/agencies and would necessitate requesting outside assistance from state or federal agencies. (For example: an earthquake, tornado or flood damaging large areas and/or producing extensive casualties or any incident requiring the evacuation of a significant sized area.)

III. RESPONSE PROCEDURES

- A. The dispatcher, upon notification of an emergency, shall notify the officer on duty to respond. (The term dispatcher when used in these procedures applies to the 911 Dispatcher for HOWELL County.)
- B. On-scene command and control of the affected area will be established by the first ranking officer of the responding agency at the scene of the incident.
- C. The on-scene commanding officer will maintain radio contact with the dispatcher to advise of the situation and to alert additional response agencies as necessary.
- D. The Emergency Management Director will advise the chief elected official of the jurisdiction(s) affected of the emergency situation and they will determine at this time whether or not to activate the EOC and assemble its staff.
- E. Should it be decided to activate the EOC, each member of the EOC Direction and Control staff will be contacted by the dispatcher and advised to report to the EOC. The dispatcher will be assisted by the on-duty personnel at the department and/or the Emergency Management Director to make the notifications if necessary.
- F. After the EOC Direction and Control staff has assembled, it will be determined what personnel will be required to control operations. This determination will be made by the chief elected official and the Emergency Management Director.

IV. NOTIFICATION PROCEDURES

- A. The Emergency Management Director will make the decision to activate EOC notification procedures. It will be the responsibility of the dispatcher on duty to notify key government officials and emergency response organizations/departments. The primary methods of communications will be through radio and/or telephone.
- B. The dispatcher will have available at the communications center the necessary call-up/notification lists which include names and telephone numbers of individuals and organizations to contact. It is the responsibility of the dispatcher along with each organization/department to see that these lists are kept current.
- C. In some cases it will be the responsibility of the first organization member contacted to notify and/or recall the necessary personnel within that organization to respond to the incident. Therefore, each organization must maintain current internal personnel notification/recall rosters and a means to implement them.
- D. Depending upon the type of emergency, the dispatcher will notify/warn special locations such as schools, nursing homes, etc. A list of names and telephone numbers to contact is available with the dispatcher. On-duty personnel and/or the Emergency Management Director will assist with this notification.
- E. It is the responsibility of the dispatcher to keep a log of all messages received and sent.
- F. Operational procedures/checklists will be established and utilized in so far as possible.
- G. Situations requiring notification that are not covered by these checklists will be handled on a case-by-case basis by the Emergency Management Director and his/her staff.

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

DAM FAILURE

I. DEFINITION

Dam failure is defined as downstream flooding due to the partial or complete collapse of any impoundment.

II. SITUATION

- A. Dam failure is associated with intense rainfall and prolonged flood conditions. However, dam breaks may also occur during dry periods as a result of progressive erosion or an embankment caused by seepage leaks. An earthquake can also cause dam failure.
- B. The greatest threat from dam breaks is to areas immediately downstream. The most seriously affected population would be those persons located in the potential downstream inundation area as identified by the U.S. Army Corps of Engineers or state agencies.

III. DAM INVENTORY

The Missouri Department of Natural Resources' Dam and Reservoir Safety Division maintains a state-wide inventory of dams. This inventory is also given to the U.S. Army Corps of Engineers and the Federal Emergency Management Agency, who maintain a national inventory of dams. Some of the dams that are on the state list do not meet the national list's criteria, and thus, are not put on the national inventory. Addendums 1 and 2 to this attachment show dam information for Howell County that was taken from both the state and national dam inventories.

**Addendum 1 to Attachment A to Appendix 4
to the Basic Plan**

HOWELL COUNTY DAM SITES

				MAXIMUM	DAM	HA
	ID	NAME	STORAGE (ACRE-FT)	HEIGHT (FEET)		
1	MO30055	SIMS VALLEY COMM. LAKE DAM	451	33	S	
2	MO30078	WILLOW SPRINGS HUNTING CLUB DAM	160	20	H	
3	MO30079	STOKES 2 DAM	666	33	S	
4	MO30131	POMONA LAKE DAM/(DRY)	525	25	L	
5	MO30524	HENDERSON AND DAY DAM	13	20	L	
6	MO30633	BRENT LAKE DAM	230	30	S	
7	MO30634	ALTER DAM	83	25	L	
8	MO30938	JOHN FOSTER	27	20	L	
9	MO30939	OMRIE SINCLAIR	30	18	L	
10	MO30940	LAIR LAKE DAM	33	20	L	
11	MO30941	MONONAME 772	45	17	L	
12	MO30942	HAYDEN CALLAHAN	7	20	L	
13	MO30943	HIDE A WAY LAKE DAM	100	20	S	
14	MO30945	STOKES LAKE 1 DAM	660	33	S	
15	MO30956	BYLER LAKE DAM	108	25	L	
16	MO31265	STACE SHANNON LAKE	330	32	S	
17	MO31326	SILOAM SPRINGS QUAD # 1 DAM	***	****	L	
18	MO31527	BRATTON DAM	50	17	L	
19	MO31529	KENNEDY DAM	98	21	L	
20	MO31530	MARTIN LAKE DAM	50	20	L	
21	MO31534	COOPER DAM	88	12	L	
22	MO31574	MONONAME	135	27		
23	MO31575	RAIKOS LAKE DAM	60	30	L	
24	MO3157	GRISHAM LAKE DAM	15	25	H	

Hazard Classification: (Based on number of people, houses, roadways below the floodway.)

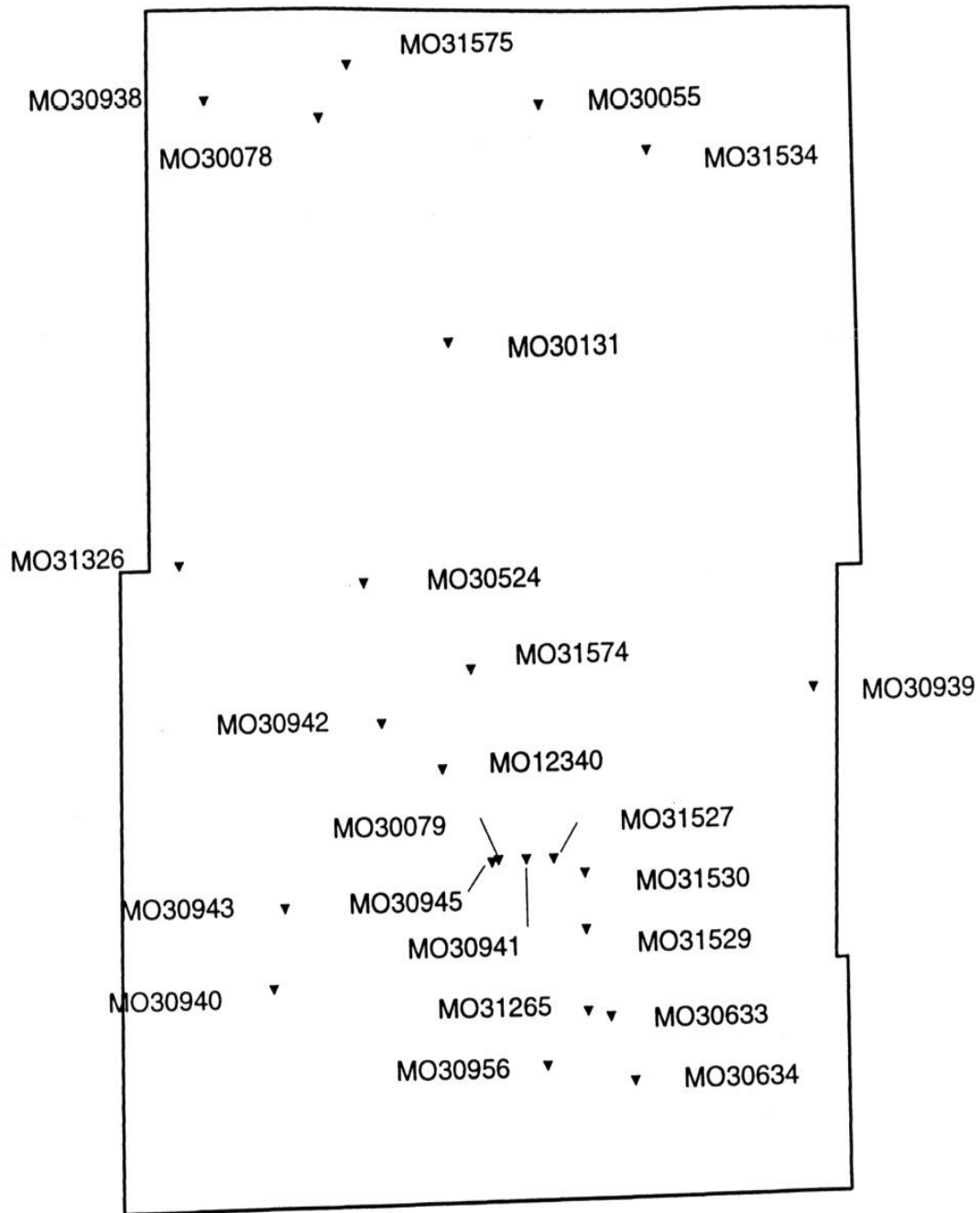
L - Low Hazard

S - Significant Hazard

H - High Hazard

**Addendum 2 to Attachment A of Appendix 4
to the Basic Plan**

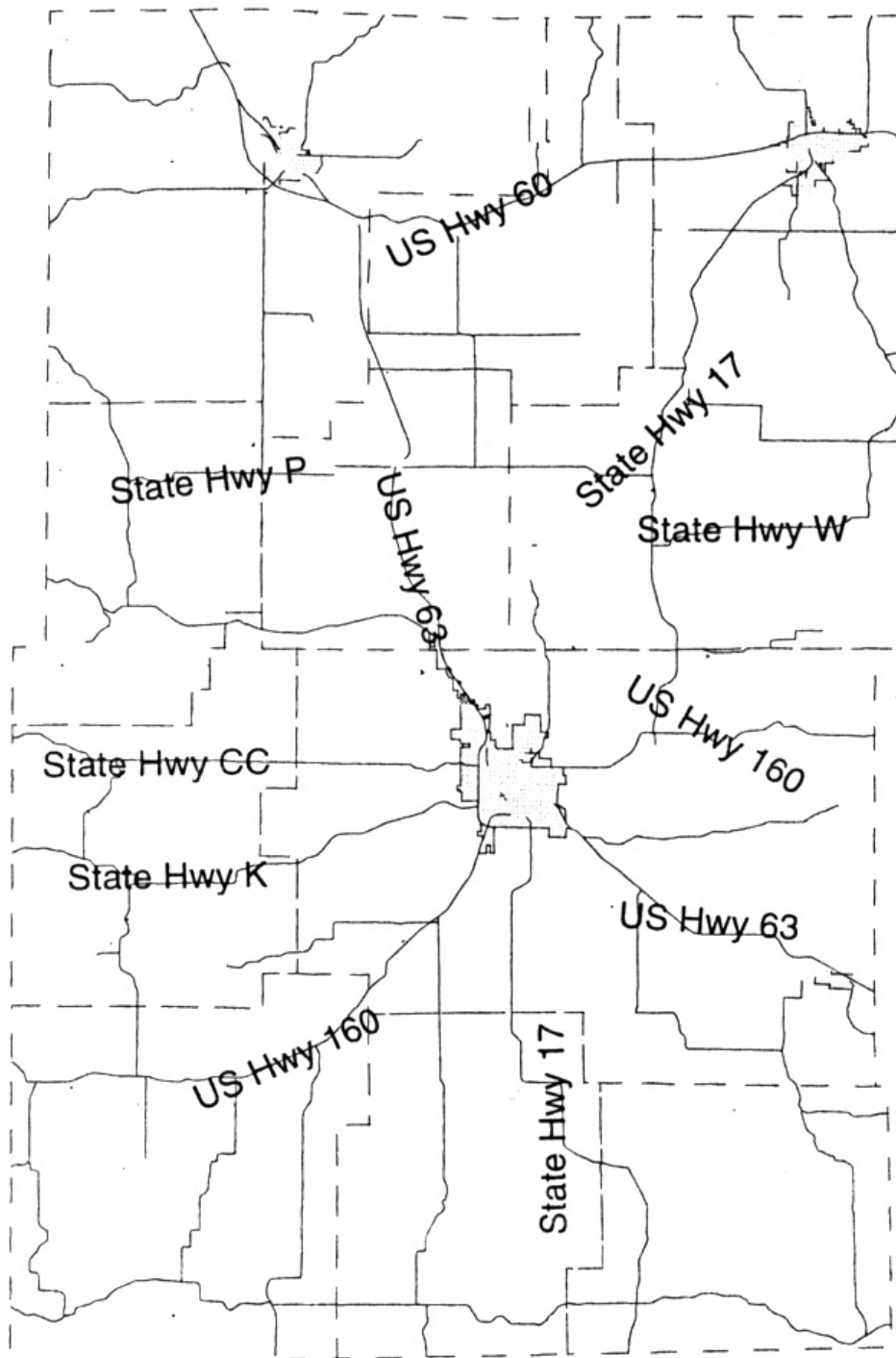
HOWELL COUNTY DAM SITES MAP



Dam symbol and reference number. The bar represents the dam and the point indicates upstream.

Attachment D
Appendix 4 to the Basic Plan

HOWELL COUNTY TRANSPORTATION/EVACUATION ROUTES MAP



For evacuation purposes, the traffic rate could be as high as 1,000 cars per lane per hour, depending upon road and weather conditions.

Appendix 5 to the Basic Plan

EMERGENCY GOVERNMENT PROCLAMATION AND/OR RESOLUTION
OF A STATE OF EMERGENCY IN HOWELL COUNTY

WHEREAS, Howell County, Missouri, has encountered _____ conditions, and a threat exists to the lives and property of the people of Howell County, Missouri, and;

WHEREAS, that areas within the boundaries of Howell County, Missouri, are immediately threatened with _____ and curtailing the protection of the lives and property contained in Howell County, Missouri, and an emergency exists:

NOW THEREFORE, we, _____ the Board of County Commissioners, Howell County, Missouri, hereby declare that a state of emergency exists in Howell County, Missouri, and we hereby invoke and declare in full force and effect in Howell County, Missouri, all laws, statutes, of the State of Missouri, and Howell County, for the exercise of all necessary emergency authority for the protection of the lives and property of the people of Howell County, Missouri, and the restoration of local government with a minimum of interruption.

As pursuant with Chapter 44 of the Revised Missouri State Statutes, and County Court Orders, as pertinent to:

All public offices and employees of Howell County, Missouri, are hereby directed to exercise the utmost diligence in discharge of duties required of them for the duration of the emergency and in the execution of emergency laws, regulations, and directives state, and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and the Howell County Emergency Management Agency's forces in executing emergency operational plans, and to obey and comply with the lawful directions of properly identified public offices.

In witness, we have hereunto set our hand at _____ hours, the ____ day of _____, 20__ A.D.

COUNTY OF HOWELL

Commissioner

Commissioner

Commissioner

Attachment A
Appendix 5 to the Basic Plan

EMERGENCY GOVERNMENT PROCLAMATION
OF A STATE OF EMERGENCY IN THE CITY OF MOUNTAIN VIEW

WHEREAS, the City of Mountain View, Missouri, has encountered _____ conditions, and a threat exists to the lives and property of the people of Mountain View, Missouri, and;

WHEREAS, areas within the boundaries of the City of Mountain View, Missouri, are immediately threatened with _____ and curtailing the protection of the lives and property contained in Mountain View, Missouri, and an emergency exists:

NOW THEREFORE, I _____, Mayor, City of Mountain View, Missouri, hereby declare that a state of emergency exists in Mountain View, Missouri, and hereby invoke and declare in full force and effect in Mountain View, Missouri, all laws, statutes of the State of Missouri and the City of Mountain View, for the exercise of all necessary emergency authority for the protection of the lives and property of the people of Mountain View, Missouri, and the restoration of local government with a minimum of interruption.

As pursuant with Chapter 44 of the Revised Missouri State Statutes, and City Ordinances as pertinent to:

All public offices and employees of Mountain View, Missouri, are hereby directed to exercise the utmost diligence in discharge of duties required of them for the duration of the emergency and in the execution of emergency laws, regulations, and directives, state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and the City of Mountain View, Missouri, Emergency Management Agency forces in executing emergency operational plans, and to obey and comply with the lawful directions of properly identified public offices.

In witness, I have hereunto set my hand at _____ hours, the ____ day of _____, 20__ A.D.

CITY OF MOUNTAIN VIEW

Mayor

Attachment B
Appendix 5 to the Basic Plan

EMERGENCY GOVERNMENT PROCLAMATION
OF A STATE OF EMERGENCY IN THE CITY OF WEST PLAINS

WHEREAS, the City of West Plains, Missouri, has encountered _____ conditions, and a threat exists to the lives and property of the people of West Plains, Missouri, and;

WHEREAS, areas within the boundaries of the City of West Plains, Missouri, are immediately threatened with _____ and curtailing the protection of the lives and property contained in West Plains, Missouri, and an emergency exists:

NOW THEREFORE, I _____, Mayor, City of West Plains, Missouri, hereby declare that a state of emergency exists in West Plains, Missouri, and hereby invoke and declare in full force and effect in West Plains, Missouri, all laws, statutes of the State of Missouri and the City of West Plains, for the exercise of all necessary emergency authority for the protection of the lives and property of the people of West Plains, Missouri, and the restoration of local government with a minimum of interruption.

As pursuant with Chapter 44 of the Revised Missouri State Statutes, and City Ordinances as pertinent to:

All public offices and employees of West Plains, Missouri, are hereby directed to exercise the utmost diligence in discharge of duties required of them for the duration of the emergency and in the execution of emergency laws, regulations, and directives, state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and the City of West Plains, Missouri, Emergency Management Agency forces in executing emergency operational plans, and to obey and comply with the lawful directions of properly identified public offices.

In witness, I have hereunto set my hand at _____ hours, the ____ day of _____, 20__ A.D.

CITY OF WEST PLAINS

Mayor

Attachment C
Appendix 5 to the Basic Plan

EMERGENCY GOVERNMENT PROCLAMATION
OF A STATE OF EMERGENCY IN THE CITY OF WILLOW SPRINGS

WHEREAS, the City of Willow Springs, Missouri, has encountered _____ conditions, and a threat exists to the lives and property of the people of Willow Springs, Missouri, and;

WHEREAS, areas within the boundaries of the City of Willow Springs, Missouri, are immediately threatened with _____ and curtailing the protection of the lives and property contained in Willow Springs, Missouri, and an emergency exists:

NOW THEREFORE, I _____, Mayor, City of Willow Springs, Missouri, hereby declare that a state of emergency exists in Willow Springs, Missouri, and hereby invoke and declare in full force and effect in Willow Springs, Missouri, all laws, statutes of the State of Missouri and the City of Willow Springs, for the exercise of all necessary emergency authority for the protection of the lives and property of the people of Willow Springs Missouri, and the restoration of local government with a minimum of interruption.

As pursuant with Chapter 44 of the Revised Missouri State Statutes, and City Ordinances as pertinent to:

All public offices and employees of Willow Springs, Missouri, are hereby directed to exercise the utmost diligence in discharge of duties required of them for the duration of the emergency and in the execution of emergency laws, regulations, and directives, state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and the City of Willow Springs, Missouri, Emergency Management Agency forces in executing emergency operational plans, and to obey and comply with the lawful directions of properly identified public offices.

In witness, I have hereunto set my hand at _____ hours, the ____ day of _____, 20__ A.D.

CITY OF WILLOW SPRINGS

Mayor

Attachment D
Appendix 5 to the Basic Plan

EMERGENCY GOVERNMENT PROCLAMATION
OF A STATE OF EMERGENCY IN THE CITY OF BRANDSVILLE

WHEREAS, the City of Brandsville, Missouri, has encountered _____ conditions, and a threat exists to the lives and property of the people of West Plains, Missouri, and;

WHEREAS, areas within the boundaries of the City of Brandsville, Missouri, are immediately threatened with _____ and curtailing the protection of the lives and property contained in Brandsville, Missouri, and an emergency exists:

NOW THEREFORE, I _____, Mayor, City of Brandsville, Missouri, hereby declare that a state of emergency exists in West Plains, Missouri, and hereby invoke and declare in full force and effect in Brandsville, Missouri, all laws, statutes of the State of Missouri and the City of Brandsville, for the exercise of all necessary emergency authority for the protection of the lives and property of the people of Brandsville, Missouri, and the restoration of local government with a minimum of interruption.

As pursuant with Chapter 44 of the Revised Missouri State Statutes, and City Ordinances as pertinent to:

All public offices and employees of Brandsville, Missouri, are hereby directed to exercise the utmost diligence in discharge of duties required of them for the duration of the emergency and in the execution of emergency laws, regulations, and directives, state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and the City of Brandsville, Missouri, Emergency Management Agency forces in executing emergency operational plans, and to obey and comply with the lawful directions of properly identified public offices.

In witness, I have hereunto set my hand at _____ hours, the ____ day of _____, 20____ A.D.

CITY OF BRANDSVILLE

Mayor

Emergency Support Function (ESF) #1 Transportation

Primary Agency/ESF Coordinator

Howell County/City Public Works Departments

Support Agencies:

Howell County Sheriff's Office
West Plains Police Department
Willow Springs Police Department
Mountain View Police Department
Brandsville City of

I. PURPOSE

Emergency Support Function (ESF) #1 Transportation assists with the management of transportation systems and infrastructure following a disaster or emergency.

II. SCOPE

Assistance provided by ESF #1 includes, but is not limited to:

- Transportation modes management and control
- Transportation safety
- Stabilization and reestablishment of transportation infrastructure
- Movement restrictions
- Damage and impact assessment

ESF #1 is not responsible for the movement of goods, equipment, animals, or people.

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The Howell County Hazard Mitigation Plan identifies many hazards with potential to cause damage to transportation systems and infrastructure.
2. Transportation modes addressed in ESF #1 include: ground, air, rail, and waterways.
3. The following transportation systems are located in Howell County:
 - a. Airports:
 - b. US Highways:
 - c. State Highways:

- d. County Roadways:
- e. City Streets:
- f. Railroads:
- g. Navigable Rivers:

B. Planning Assumptions

1. A disaster may severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities may be hampered by lack of surface transportation infrastructure.
2. First responders will rely on transportation routes to deploy resources and personnel to perform critical emergency functions. The lack of these resources may seriously hamper response efforts.
3. The damage to the transportation infrastructure may influence the means and accessibility level for relief services and supplies.
4. Disaster responses, which require transportation routes, will be difficult to coordinate effectively during the immediate post-disaster period.
5. Clearing of access routes will permit a sustained flow of emergency relief, although localized distribution patterns may be disrupted for a significant period.
6. There may be a need to utilize private transportation resources in addition to existing county and city resources.

IV. CONCEPT OF OPERATIONS

A. General

1. ESF #1 Transportation is organized consistent with the requirements of the National Incident Management System (NIMS) and uses the Incident Command System (ICS) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of ESF #1 operations for Howell County, the City of West Plains, Willow Springs, Mountain View and the City of Brandsville.
2. The Howell County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision making including all activities associated with ESF #1.
3. Because of its critical nature, the assessment of damage, and if necessary, the restoration and protection of transportation infrastructure needed to move people and resources will be a priority during emergency operations.

4. Close coordination will be maintained with the Missouri Department of Transportation (MoDOT). MoDOT may provide a liaison and provide information on road closures, alternate routes, infrastructure damage, debris removal, as well as, designate and maintain emergency transportation corridors.
5. Traffic management and coordination on non-state and non-federal highways resides with the county government, in coordination with the respective municipality. This includes establishing traffic control measures, barricade placements, coordination of road closures, and establishing alternate (detour) routes for local roadways.
6. All requests for temporary flight, maritime, and rail restrictions will be coordinated through ESF #1. ESF #1 will coordinate temporary restrictions through the most appropriate support agency.

B. Actions by Operational Timeframe

1. Preparedness

- a. Maintain awareness of the transportation related systems and infrastructure.
- b. Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
- c. Ensure personnel are trained in EOC operations, the Incident Command System (ICS) and the National Incident Management System (NIMS).
- d. Develop plans to use available transportation systems to manage the immediate transport of critical supplies.
- e. Participate in training, drills, and other activities to improve interagency communications.
- f. Review departmental Standard Operating Procedures and maintain personnel call up lists.
- g. Participate in Emergency Management training and exercises.

2. Response

- a. Ensure damage assessments are performed on infrastructure and transportation systems, facilities, and equipment.
- b. Coordinate with other response agencies regarding the operational capabilities of the transportation system.
- c. Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.
- d. Assist in initiating traffic management operations and control strategies.
- e. Provide field support for emergency responders at the scene integrated through the Incident Command System (ICS).

3. Recovery

- a. Continue to perform tasks necessary to expedite restoration and recovery operations.
- b. Gradually revert assignments and personnel requirements to normal.
- c. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
- d. Evaluate response and make necessary changes in this ESF Annex to correct shortfalls and improve future response activities.
- e. Participate in after action meetings and prepare after action reports as requested.

4. Mitigation

- a. Coordinate the development of transportation plans to help ensure critical emergency routes can be maintained.
- b. Work to identify and correct potential shortfalls in the ability to use emergency access and egress routes.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

Howell County/City Public Works Department

1. Assign a representative to support EOC operations and coordinate ESF #1 activities.
2. Assess the condition of and damage to transportation systems and infrastructure.
3. Close infrastructure determined to be unsafe.
4. Post signs and barricades.
5. Coordinate the restoration and recovery of the transportation infrastructure.
6. Identify critical routes and bridges for primary response activities.
7. Coordinate traffic flow, detour patterns and detours, and provide that information to the media.

B. Support Agencies

County Sheriff's Office, Police Departments

Assist with the restoration of traffic movement and control associated with the road system.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #1 Transportation:

1. Director, Howell County/City Public Works Department
2. County Sheriff
3. City Police Chiefs

Emergency Support Function (ESF) #2 Communications

Primary Agency/ESF Coordinator

Howell County 911 Center

Support Agencies:

Howell County/City Emergency Management Agency
Howell County Sheriff's Office
West Plains, Willow Springs, Mountain View City Police Departments
Howell County/City Fire Department/Districts
South Howell County Ambulance, Mercy Ambulance and Air Ambulance Services

Non-Governmental Organizations:

Amateur Radio Emergency Services (ARES)
Amateur Radio Relay League (ARRL)
Missouri Radio Amateur Civil Emergency Services (RACES)

I. PURPOSE

Emergency Support Function (ESF) #2 Communications coordinates government and industry efforts for the reestablishment and provision of critical communications infrastructure, facilitates the stabilization of systems and applications from malicious cyber activity, and coordinates communications support to response efforts.

II. SCOPE

ESF #2 provides communications support to the Emergency Operations Center (EOC) and field units as may be necessary. This will be in the form of developing a plan by which units can communicate. Interoperability will be taken into consideration for each discipline, agency or jurisdiction. ESF #2 addresses:

- Communications interoperability among field response units
- Primary and back-up communications systems
- Communications to and from the Emergency Operations Center (EOC)
- Sources for communications augmentation such as Amateur Radio
- Other communications systems to support emergency operations
- Emergency warning and notification systems

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The Howell County 911 Center provides the primary communications for Howell County and the cities of Willow Springs and Mountain View.
2. The Howell County 911 Center handles dispatching for:
 - a. Emergency Medical Services: South Howell County Ambulance District and Willow Springs Ambulance
 - b. Police Departments: Willow Springs, Mountain View
 - c. Fire Departments/Districts: West Plains and Howell County Fire Districts
 - d. Other: First responders
3. Howell County receives its initial warning information from the National Weather Service. The County 911 Center and Emergency Management disseminates this warning information throughout the county and cities either by RAVE alert and or Radio Dispatch.
4. The cities of West Plains, Willow Springs and Mountain View have outdoor warning sirens available. These sirens are activated by the cities emergency managements designee. Trained weather spotters are available to monitor severe weather situations.
5. Warning in Howell County and the cities may be supplemented with mobile public address systems, sirens on vehicles and/or door-to-door by the Sheriff's Department, municipal police, and local fire departments/districts. Radio and television stations will also broadcast warnings.
6. The primary Emergency Alert System (EAS) station for Howell County/City is Howell County Emergency Management. It is accessed at the County EOC.
7. Additional communications can be utilized through the amateur radio services.

B. Planning Assumptions

1. Any of the hazards with the potential to affect Howell County/Cities could cause an emergency or disaster that will require communications capabilities well beyond the normal capacities of equipment and personnel.

2. First responders rely on having adequate communications capabilities during emergency operations. Interoperability (the ability of different response agencies to communicate by using compatible equipment and procedures) is critical to conducting effective emergency response activities.
3. Some form of communications capability will remain partially intact and if none are available, resources from other jurisdictions and the state and federal government may be used to augment and help restore local communications capabilities.
4. ESF #2 coordinates actions to provide the required temporary communications to support incident management and facilitate restoration of the communications infrastructure.

IV. CONCEPT OF OPERATIONS

A. General

1. The County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #2.
2. Communications in the field will normally be established by radio. Each department or agency having a radio system will designate personnel to operate their system and maintain communications with the EOC. The Howell County 911 Center will work to ensure field operations can maintain communications links with both each other and the EOC.
3. The 911 Center is the point of contact for receipt of all warnings and notifications of actual or impending emergencies or disaster. The dispatcher(s) on duty will notify other key personnel, emergency management directors, chiefs, and department heads as required by the type of report and standard operating guidelines (SOG).
4. Dispatching capabilities in the County/City exist with the County 911 Center. The 911 Center provides 24-hour dispatching capability for EMS, fire, and law enforcement, as well as, other County/City Departments and Agencies.
5. Howell County EOC has amateur radio capabilities to augment emergency communications. Howell County EOC also has landline and cellular telephone capabilities, as well as, the Internet that may be used to augment communication capabilities in emergencies.
6. The County/City emergency communications are heavily dependent of the commercial telephone network. Technical failure or damage to telecommunications equipment could hamper communications or the ability

to communicate with emergency personnel and the public throughout the locality. Mutual aid repeaters in contiguous jurisdictions may not be available or may not be able to provide sufficient coverage or channel loading to compensate for technical failure or damage to telecommunications resources in the locality during an emergency.

7. The telephone companies will ensure that communications essential to emergency services are maintained. During a major disaster, additional telephone lines may be utilized in the County/City Emergency Operations Center (EOC) to coordinate emergency operations.
8. Amateur radio operators and other non-governmental volunteer groups used to assist with emergency radio communications support will be under the authority of the County/City Emergency Management Agency. The amateur radio and other non-governmental volunteer operators will be required to be NIMS compliant and actively participate in regular training and exercises established by the County/City Emergency Management Director.

B. Actions by Operational Timeframe

1. Preparedness

- a. Ensure alternate or backup communications systems are available.
- b. Coordinate common communications procedures.
- c. Develop and test emergency procedures.
- d. Develop mutual aid agreements.
- e. Develop and/or review procedures for the crisis augmentation of resources.
- f. Review departmental Standard Operating Procedures and maintain personnel call up lists.
- g. Participate in Emergency Management training and exercises.
- h. Develop and maintain a communications resource inventory.

2. Response

- a. Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
- b. Implement procedures to inspect and protect communications equipment.
- c. Make arrangements to ensure emergency communications equipment can be repaired on a 24-hour basis.
- d. Keep the EOC informed of their operations at all times and maintain a communications link with the EOC.

3. Recovery

- a. Continue to perform tasks necessary to expedite restoration and recovery operations.
- b. Gradually revert assignments and personnel requirements to normal.
- c. Evaluate response, and make necessary changes in this ESF Annex to improve future operations.
- d. Phase down operations, as appropriate.
- e. Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
- f. Participate in after action reports and meetings as requested.

4. Mitigation

- a. When practical, protect equipment against lightning strikes and electromagnetic pulse (EMP) effects.
- b. Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

Howell County 911 Center

- a. Deploy a representative to the EOC to serve as the Primary Agency for ESF #2.
- b. Provide communications support to the EOC and the field.
- c. Work to ensure communications inoperability among field response units.
- d. Provide communications-related damage and outage information to the EOC.

B. Support Agencies

1. County/City Emergency Management Agency

- a. Coordinate joint responsibilities to ensure the completion of ESF tasks.
- b. Coordinate amateur radio assets and resources.

2. County Sheriff's Office, Police Department

- a. Support the communications needs of emergency response agencies in the field.
- b. Maintain a communications link with the County/City EOC.

3. County/City Fire Departments/Districts

- a. Support the communications needs of emergency response agencies in the field.
- b. Maintain a communications link with the County/City EOC.

C. Non-Governmental Organizations

Amateur Radio Emergency Services (ARES)
Amateur Radio Relay League (ARRL)
Missouri Radio Amateur Civil Emergency Services (RACES)

Provide communications support to the EOC, the field, and other locations as requested.

VI. CONTINUITY OF GOVERNMENT

Line of Succession for ESF #2 Communications:

1. Director, Howell County 911 Center
2. Director, Emergency Management
3. County Sheriff

Emergency Support Function (ESF) #3 Public Works and Engineering

Primary Agency/ESF Coordinator

Howell County/City Public Works Department

Support Agencies:

Howell County/City Emergency Management Agencies
Howell County Public Health Department
Howell County/City's Building Inspection
Howell County Sheriff's Office
West Plains, Willow Springs and Mountain View City Police Departments
Howell County Rural District and Departments, City Fire Departments

I. PURPOSE

Emergency Support Function (ESF) #3 Public Works and Engineering coordinates the capabilities and resources to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to prepare for, respond to, and/or recover from a disaster or an incident.

II. SCOPE

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of incident management to include preparedness, response, recovery, and mitigation actions. Activities within the scope of this function include:

- Infrastructure protection and emergency repair
- Critical infrastructure reestablishment
- Engineering services and construction management
- Emergency contracting support for lifesaving and life-sustaining services
- Debris removal and disposal

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The Howell County Public Works Department maintains the roads and bridges in the unincorporated areas of the county. Resources include: personnel, heavy equipment, and materials.
2. The West Plains, Mountain View Brandsville and Willow Springs City Public Works Departments maintain the municipal streets and bridges in their city limits. Resources include: personnel, heavy equipment, and materials.

3. Equipment inventories for the county and city public works departments are maintained by each department.
4. The Missouri Structural Assessment and Visual Evaluation (SAVE) Coalition is a group of volunteer engineers, architects, building inspectors, and other trained professionals that assists SEMA with building damage inspections. After a disaster, SAVE volunteers are trained to move quickly to determine the safety of buildings.

B. Planning Assumptions

1. The timely and coordinated deployment of public works and engineering resources will have a direct impact on the ability of other emergency services agencies to perform their tasks.
2. Local private sector public works and engineering resources may be used to supplement public resources.
3. Both public and private sector public works and engineering resources may be severely limited in a major disaster and will have to be assigned on a priority basis.
4. State and Federal public works and engineering resources will respond when called upon, but their ability to react quickly may be limited.

IV. CONCEPT OF OPERATIONS

A. General

1. In a disaster, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities, including water and wastewater systems, may be damaged and partially or fully inoperable. Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
2. Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including County/City Damage Assessment Teams, Insurance Companies, SEMA, American Red Cross, Federal Emergency Management, and Utility Companies.

3. Local private sector contractors assisting public works and engineering resources may be used to supplement public resources.
4. Route clearance and bridge inspection refers to the safety of roads and bridges following a disaster. This includes the physical removal of debris on roadways, assistance on railroads and airstrips, etc. (as requested), critical for emergency vehicle passage, as well as, the inspection of bridges to insure they may continue to be used and have not suffered severe damage as a result of a particular event. Assistance to road crews is provided through this mission.
5. Debris removal refers to the process that may involve waste collection, separation, hauling, landfill disposal, incinerations, and recycling. Debris must be removed and properly managed and includes vegetative debris (e.g., trees, limbs, shrubs), municipal solid waste (e.g., common household garbage, and personal belongings), construction and demolition debris (in some instances, entire residential structures and all their contents), vehicles (e.g., cars, trucks, and boats), food waste, white goods (e.g., refrigerators, freezers, air conditioners), and household hazardous waste (e.g., cleaning agents, pesticides, pool chemicals).
6. The departments identified as primary and support for ESF #3 will inspect county/city buildings for structural, electrical, gas, plumbing, and mechanical damage following a disaster situation. They will ensure that any repairs or rebuilding that occurs following the incident will comply with the County/City building codes, zoning, land-use regulations, and comprehensive plan.
7. To minimize threats to public health and the environment, the County/City Public Works Department will serve as liaison with the Missouri Department of Natural Resources/Environmental Quality and County/City Attorney to secure the necessary emergency environmental waivers and legal clearances that would be needed to manage and dispose of emergency debris and materials from demolition activities.
8. The County Public Health Department may assist with assessments related to health hazards that may be caused by the disrupted disposal of sanitary wastes.
9. The ESF #3 Coordinator will be responsible for deploying damage assessment teams, consolidating damage data, and compiling reports. Information will be coordinated with the County/City Emergency Management Agency.
10. An initial damage assessment report will be completed by the County/City Emergency Management Agency and submitted to SEMA within 72 hours of the event, outlining the severity of the problems and the determination

of need for further assistance. A Federal/State supported preliminary damage assessment precedes delivery of a Presidential Disaster Declaration.

B. Actions by Operational Timeframe

1. Preparedness

- a. Maintain this ESF Annex, as well as, supporting guidelines and operating procedures.
- b. Review all portions of the EOP to ensure proper coordination of public works and engineering activities.
- c. Ensure public works and engineering personnel receive appropriate emergency operations training.
- d. Establish contact with private resources that could provide support during an emergency.
- e. Participate in emergency training and exercises.

2. Response

- a. Provide public works and engineering support on a priority basis as determined by the EOC and the Incident Commander(s).
- b. Provide representative to the EOC as requested.
- c. Inspect damage to streets, bridges, and public buildings and provide this information to the Damage Assessment Coordinator.
- d. Support decontamination as necessary.
- e. Clear roads to facilitate emergency operations.
- f. Close roads and construct barricades as directed.
- g. Make recommendations on priority of repairs.
- h. Request outside assistance from surrounding jurisdictions and the private sector as required.
- i. Assist in emergency operations as described in ESF #9 Search and Rescue.
- j. Conduct other specific response

3. Recovery

- a. Continue to repair infrastructure and buildings on a priority basis.
- b. Continue all activities in coordination with the EOC based on the requirements of the incident.
- c. Participate in after-action reports and critiques.
- d. Make necessary changes in this ESF Annex and supporting plans and procedures.
- e. Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.

4. Mitigation

Participate in hazard identification process and identify and correct vulnerabilities in the public works system.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF #9 Coordinator

Howell County/City Public Works Departments

- a. Provide a representative to the EOC to coordinate ESF #3 activities.
- b. Work with the other members of the EOC team to set priorities and assign resources.
- c. Deploy public works and engineering resources to assist first responders as required by the event.
- d. Assess the structural integrity of critical infrastructure.
- e. Repair roads, streets, public buildings, and infrastructure as required.
- f. Ensure appropriate protective measures can be implemented to protect critical infrastructure.
- g. Work with local contractors to establish and implement procedures to stabilize and demolish publicly owned buildings.
- h. Coordinate debris management operations.

B. Support Agencies

1. County/City Emergency Management Agency

Complete initial damage assessment report and submit to SEMA within 72 hours of the event, outlining the severity of the problems and the determination of need for further assistance.

2. County Public Health Department

- a. Work with the ESF #3 Coordinator to ensure air quality near debris disposal operations is properly monitored.
- b. Work with the Environmental Protection Agency to augment local air quality monitoring resources.

3. County/City Building Inspection

- a. Assist in determining priorities for inspection of critical facilities.
- b. Determine whether buildings are habitable and usable for their intended purpose.
- c. Inspect public buildings and potentially unsafe commercial and residential properties.
- d. Issue permits to facilitate essential repairs.
- e. Coordinate the demolition of private, residential structures.

4. County Sheriff's Office, Police Departments

- a. Provide personnel and resources to assist with traffic control.
- b. Provide security for critical infrastructure.

City/County Fire Departments, Districts

- a. Provide personnel and resources to assist with traffic control.
- b. Provide security for critical infrastructure.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #3 Public Works and Engineering:

- 1. Director, Howell County/City Public Works Departments
- 2. Howell County Sheriff / West Plains, Willow Springs, Mountain View Police Departments
- 3. Director Howell County Health
- 4. Howell County/City's Building Inspection

Suggested Appendices

Appendix 1 - County Debris Management Plan

Emergency Support Function (ESF) #4 Firefighting

Primary Agency/ESF Coordinator

Howell County/City Fire Departments/Districts

Support Agencies:

Howell County/City Public Works
Howell County Sheriff's Office
West Plains, Willow Springs and Mountain View City Police Departments
911 Communications
EMS

I. PURPOSE

Emergency Support Function (ESF) #4 Firefighting provides local support for the detection and suppression of fires resulting from, or occurring coincidentally with, an incident requiring a coordinated response for assistance.

The functions of the Hazardous Materials Emergency Response fall under the auspices of the fire departments/districts and are more clearly defined in ESF #10 Oil and Hazardous Materials Response.

The search and rescue functions also fall under the auspices of the local fire departments/districts and are accomplished with their support. The specific duties of that function as it relates to ESF #4 can be found in ESF #9 Search and Rescue.

II. SCOPE

ESF #4 manages and coordinates firefighting activities, including the detection and suppression of fires and provides personnel, equipment, and supplies in support of local agencies involved in firefighting operations.

Specifically, ESF #4 Firefighting addresses, but is not limited to:

- Support to wildland, rural, and urban fire suppression and mitigation operations
- Incident management structures
- Resource augmentation, such as mutual aid

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. Howell County is served by the following fire departments/districts. They are all dispatched through the Howell County 9-1-1 Center.
 - a. Howell County Fire Protection Departments / Districts
 - b. West Plains City Fire Department
 - c. Willow Springs City Fire Department
 - d. Mountain View City Fire Departments
2. These fire services maintain mutual aid agreements between one another, as well as, with surrounding services outside the County. They concur with the Statewide Fire Mutual Aid System.
3. Fire services provide search and rescue operations in Howell County, with support from the local law enforcement agencies, (see ESF #9 Search and Rescue).
4. In addition to fire suppression, the fire services are trained in hazardous materials response (see ESF #10 Oil and Hazardous Materials Response), provide weather spotting, and assist the ambulance service as first responders.

B. Planning Assumptions

1. The Howell County/City Fire Department/District will maintain the equipment and level of training necessary to perform emergency firefighting functions.
2. Firefighting resources may be severely limited in a major disaster and will be assigned on a priority basis.
3. For efficient and effective fire suppression, mutual aid may be required from various local firefighting agencies. This requires the use of the Incident Command System together with compatible equipment and communications.
4. State and Federal firefighting resources will respond when called upon, but their ability to react quickly may be limited.

IV. CONCEPT OF OPERATIONS

A. General

1. Close coordination will be maintained with state and federal officials to determine potential emergency support needs and the most expeditious means of acquiring that support. The National Incident Management Systems (NIMS) and the Incident Command System (ICS) will be used to manage the incident and to ensure coordination and communication among all levels of the government.

2. Howell County/West Plains, Willow Springs and Mountain View Cities are at risk from several hazards with the potential to create a need to activate ESF #4. Activation of ESF #4 may result from or occur coincidentally with another emergency event. For more information on potential hazards, see the Howell County Hazard Mitigation Plan.
3. The Howell County/City Fire Department/District has equipment and personnel available to support emergency firefighting operations. The Howell County/City Fire Departments/Districts maintains both equipment and personnel resource lists that may be accessed from the Emergency Operations Center (EOC). Additionally, surrounding cities and counties have fire departments with equipment and resources available to support emergency firefighting operations in Howell County/City.
4. The Howell County/ City Fire Departments/Districts trains their personnel in the Incident Command System (ICS) and the National Incident Management System (NIMS) to help ensure coordination during emergency situations.
5. Tactical firefighting operations will be controlled by the Incident Commander(s) at the scene(s) using the ICS structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations.
6. Outside firefighting resources will be controlled by the procedures outlined in mutual aid agreements. These agencies will remain under the direct control of the sponsoring agency, but will be assigned by the Incident Commander and/or the EOC to respond as necessary.
7. The County/City Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #4.

B. Actions by Operational Timeframe

1. Preparedness

- a. Maintain this ESF Annex as well as supporting operating procedures and guidelines.
- b. Ensure fire personnel receive appropriate emergency operations training.
- c. Ensure fire mutual aid agreements with surrounding jurisdictions are current.
- d. Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression.
- e. Develop and maintain standard operating guides and checklists to support emergency firefighting operations.

- f. Ensure emergency call-up and resource lists are current.
- g. Ensure the availability of necessary equipment to support firefighting activities.
- h. Participate in emergency training and exercises.

2. Response

- a. Respond as required on a priority basis.
- b. Activate mutual aid if needed.
- c. Coordinate activities with other responding agencies.
- d. Coordinate outside fire resources.
- e. Alert or activate off-duty and auxiliary personnel as required by the emergency.
- f. Conduct other specific response actions as dictated by the situation.

3. Recovery

- a. Support clean up and restoration activities.
- b. Review plans and procedures with key personnel and make revisions and changes.
- c. Replenish supplies and repair damaged equipment.
- d. Continue all activities in coordination with the EOC based on the requirements of the incident.
- e. Participate in after-action briefings and develop after-action reports.
- f. Make necessary changes in this ESF Annex and supporting plans and procedures.

4. Mitigation

Participate in hazard identification process and identify and correct vulnerabilities in the firefighting function.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

Howell County/ Cities Fire Departments/Districts

- 1. Reports to the EOC upon being notified.
- 2. Establishes communication links with support agencies and regional ESF #4 coordinators.
- 3. Obtains an initial fire situation and damage assessment through established intelligence procedures.
- 4. Determines the appropriate management response to meet the request for assistance.
- 5. Obtains and distributes, through appropriate channels, incident contact information to emergency responders mobilized through ESF #4.
- 6. Analyzes each request before committing people and other resources.
- 7. Ensures employees and department members will be provided with

- appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned.
8. Ensures that all employees and department members involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or interagency Incident Management Team.
 9. Ensures that an all-hazard incident-specific briefing and training are accomplished prior to task implementation.
 10. Obtains, maintains, and provides incident situation and damage assessment information through established procedures.
 11. Coordinates incident resource needs and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
 12. Maintains a complete log of actions taken, resource orders, records, and reports.
 13. ESF #4 continuously acquires and assesses information on the incident and continues to identify the nature and extent of problems and establishes appropriate response missions.
 14. Provides subject-matter experts/expertise regarding structural/urban/suburban fire and fire-related activities.

B. Support Agencies

1. County Sheriff's Office, Police Department

Assist with traffic control and security at the fire scene(s).

2. County/City Public Works Department

- a. Provide resources and personnel to support emergency firefighting operations.
- b. Work to ensure the availability of adequate water pressure / Volume to support firefighting activities.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #4 Firefighting:

1. Fire Chief, Howell County/City Fire Departments/Districts
 - a. Assistant Chief
 - b. Captain / Junior Fire Officers

Suggested Appendices

Appendix 1 – Howell County/City Fire Departments/Districts Resources

Appendix 2 – Missouri Systems Concept of Operational Planning for Emergencies

(MoSCOPE) – Statewide Fire Mutual Aid

(MAPS) Mutual Aid Plan StateWide

Emergency Support Function (ESF) #5 Information and Planning

Primary Agency/ESF Coordinator

Howell County/City Emergency Management Agency
(City as mentioned hereafter, includes West Plains, Willow Springs, Mountain View
and Brandsville Missouri)

Support Agencies:

Howell County/City Departments as relevant

I. PURPOSE

The purpose of Emergency Support Function (ESF) #5 Information and Planning is to support local government activities for all-hazard emergencies and disasters. ESF #5 provides the core management and administrative functions to support EOC operations.

II. SCOPE

ESF #5 serves as the support for all departments and agencies across the spectrum of incident management from mitigation and preparedness to response and recovery. ESF #5 facilitates information flow in the pre-incident phase in order to place assets on alert or to pre-position assets for quick response.

During the post-incident response phase, ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination. 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 assistance
- Resource acquisition and management (to include allocation and tracking)
- Worker safety and health
- Facilities management
- Financial management
- Other support as required

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. Many hazards in Howell County/City have the potential for causing disasters requiring support from the County/City and/or centralized coordination.
2. Missouri Revised Statutes, Chapter 44, Section 44.080 requires all political subdivisions of the state to establish a local emergency management organization for disaster planning. Each local organization for emergency management shall be responsible for the performance of emergency management functions within the territorial limits of its political subdivision, and may conduct these functions outside of the territorial limits as may be required pursuant to the provisions of this law.
3. Howell County Court Order # 84-06 establishes Howell County Emergency Management as the disaster agency responsible for emergency management in Howell County. Howell County Emergency Management coordinates a variety of countywide mitigation, preparedness, response, and recovery initiatives.
4. West Plains City Ordinance # 16-40 establishes West Plains City Emergency Management as the disaster agency responsible for emergency management in the City of West Plains. West Plains City Emergency Management coordinates a variety of countywide mitigation, preparedness, response, and recovery initiatives
5. Willow Springs City Ordinance # 225.010 establishes Willow Springs City Emergency Management as the disaster agency responsible for emergency management in the City of Willow Springs. Willow Springs City Emergency Management coordinates a variety of countywide mitigation, preparedness, response, and recovery initiatives.
6. Mountain View City Ordinance # 1374 establishes Mountain View City Emergency Management as the disaster agency responsible for emergency management in the City of Mountain View. Mountain View City Emergency Management coordinates a variety of countywide mitigation, preparedness, response, and recovery initiatives
7. Brandsville City Ordinance # * ____ * establishes Brandsville City Emergency Management as the disaster agency responsible for emergency management in the City of Brandsville. Brandsville City Emergency Management coordinates a variety of countywide mitigation, preparedness, response, and recovery initiatives
8. Requests for assistance from State and/or Federal government are coordinated through the County/City Emergency Management Agency.

The County/City EMA coordinates all requests for assistance, either initiated by the county or by local jurisdictions through the County, made to other jurisdictions, the state and/or federal government as well as, requests from other jurisdictions, the state, and/or federal government for assistance from Howell County/City during disasters.

9. The Howell County/City Emergency Operations Center (EOC) serves as the central location for countywide interagency coordination and decision making during disasters. The primary role of the EOC is to bring together relevant disaster information in one central location, organize and present that information in a useful way to the organization's decision-makers, and facilitate the coordination of resources required to meet the needs generated by disaster.
10. Howell County/City is responsible for maintaining the primary and alternate EOC for Howell County/City. Both facilities are equipped to communicate with operational units in the field as well as other local, state, and federal operations centers. The systems and methods for both redundant and interoperable emergency communications consist primarily of wireless voice (radio), voice and data wire line and wireless telecommunications, Internet (voice/data), and WebEOC. Refer to the Basic Plan, Section VII, Continuity of Operations, for additional Howell County/City EOC information.

B. Planning Assumptions

1. There will be an immediate and continuous demand for information on which decisions may be made involving the conduct of response and recovery actions.
2. Early in an incident little information will be available and initial information received may be vague or inaccurate.
3. The receipt, analysis, and dissemination of timely and accurate disaster information is necessary to provide local, state, and federal governments with a basis for determining priorities, needs, and the availability of resources.
4. The collection and organization of the incident status, situation information and the evaluation, analysis and display of that information for use by the Emergency Operation Center (EOC) will be critical for decision making in the disaster response and recovery process.

IV. CONCEPT OF OPERATIONS

A. General

1. Howell County/City Emergency Management maintains a state of readiness at all times. This state of readiness includes the ability to:
 - a. Monitor developing situations
 - b. Coordinate and share information with key stakeholders
 - c. Coordinate requests for assistance
 - d. Facilitate the process of declaring a state of local disaster emergency
 - e. Activate and support the County/City EOC
 - f. Facilitate access to state and federal resources to support local response and recovery operations
2. Howell County/City Emergency Management will activate and support the County/City EOC when needed and serves as the Coordinating Agency for ESF #5 Information and Planning.
3. When activated, the EOC, staffed by ESF #5 and other ESFs, monitors potential or developing incidents and support the efforts of field operations. In the event of a no-notice event, the Howell County/City Emergency Management Director or designee may order an activation of the EOC depending on the size of the incident.
4. The EOC, staffed by ESF #5 and other ESFs as required, coordinates operations and situational reporting to the EOC.
5. The mission of ESF #5 is to support and coordinate the activities required to meet the needs generated by disasters affecting Howell County/City. When the ESF #5 activates in the Howell County/City Emergency Operations Center (EOC), it will orchestrate the countywide coordination required to fulfill the mission of ESF #5.
6. ESF #5 is responsible for coordinating the Planning Section in the EOC. The Planning Section collects, evaluates, processes, and disseminates information for use in the EOC. Specific responsibilities include:
 - a. Collect, evaluate, process, display, and disseminate incident status information to help ensure a common operating picture is maintained throughout the EOC and shared with appropriate external entities;
 - b. Track the progress and evaluate the effectiveness of current strategies;
 - c. Ensure disaster assessment information is collected and organized in a timely manner;
 - d. Coordinate the development and maintenance of the EOC Incident Action Plan (IAP);
 - e. Arrange for and conduct EOC planning meetings and briefings; and,
 - f. Collect, organize, and provide accurate records of status boards,

reports, plans, assessments, charts, maps, logs, and other information related to EOC Operations (paper, electronic, or otherwise).

7. ESF #5 ensures that there is trained and experienced staff to fill appropriate positions in the EOC when activated or established.
8. ESF #5 supports the activation and deployment of emergency response teams.
9. County/City departments and agencies with relevant parts, will participate in the incident action planning process coordinated by the Planning Section.
10. Howell County/City EOC utilizes WebEOC to facilitate the exchange of real-time emergency management information between response organizations in the city, county, regional, and state level.

B. Actions by Operational Timeframe

1. Preparedness

- a. Maintain this ESF and its attachments.
- b. Ensure County/City personnel are provided with opportunities to take emergency operations training.
- c. Maintain the primary and alternate Emergency Operations Centers (EOCs).
- d. Develop and maintain standard operating guides and checklists to support emergency management activities.
- e. Ensure notification and call-up lists are current.
- f. Develop emergency exercises to support ESF #5 activities.

2. Response

- a. Activate the EOC and notify County/City agencies as needed.
- b. Request mutual aid as needed.
- c. Request assistance from SEMA, if dictated by the situation.
- d. Coordinate the activities of all responding agencies.
- e. Conduct other specific response actions as dictated by the situation.

3. Recovery

- a. Continue to coordinate the activities of all responding agencies.
- b. Support community recovery activities.
- c. Schedule after-action briefings and develop after-action reports.
- d. Develop and implement mitigation strategies.
- e. Make necessary changes in this ESF Annex and supporting plans and procedures.

4. Mitigation

- a. Participate in the hazard identification process and identify and correct vulnerabilities.
- b. Develop emergency preparedness programs and present them to the public.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

Howell County/City Emergency Management Agency

1. Coordinates overall staffing of emergency management activities at multi-agency coordination centers, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.
2. Coordinates emergency response plans at the local level of County/City government.
3. Facilitates information flow in the pre-incident phase and coordinates inter-governmental planning, training, and exercising in order to prepare assets for deployment.
4. Has the responsibility to insure an appropriate local emergency management capability.
5. Conducts operational planning and coordinating with other local agencies.
6. Activates and convenes emergency assets and capabilities to prevent and respond to incidents that may require a coordinated response.
7. Coordinates with the State Emergency Management Agency (SEMA).
8. Coordinates Federal preparedness, response, recovery, and mitigation planning activities including current incident action and future operations planning.
9. Coordinates reconnaissance operations and activation and deployment of assessment personnel or teams needed for incident management.
10. ESF #3 Public Works and Engineering provides personnel, equipment, and facilities as required to support County/City emergency management operations. Resources provided include equipment, supplies, and skilled workers to perform construction and maintenance tasks at County/City facilities.
11. Provides direction to ESF representatives operating through the EOC for the procurement, staging, deployment, and stand-down of personnel, equipment, and material.
12. Provides a central point of contact and liaison for state and federal agencies, volunteer organizations, and local resources to obtain processed information for incident management.
13. Provide for the exchange of information between government emergency management agencies and private corporations and business groups.
14. Identify potential sources of relief and recovery materials and supplies available through the private sector.

B. Support Agencies

County/City Departments as relevant

Participate in the incident action planning process coordinated by the Planning Section.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #5 Information and Planning:

1. Director, Howell County/City Emergency Management Agency
2. Presiding Commissioner / Mayor
3. Howell County / Cities Clerks

Suggested Appendices

Appendix 1 – EOC Organization

Appendix 1 -

DIRECTION & CONTROL

I. PURPOSE

This annex will develop a capability for the chief executive and key officials of Howell County and the cities of Mountain View, West Plains and Willow Springs to direct and control response and recovery operations from a designated facility (emergency operations center--EOC) in the event of an emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Howell County and its incorporated subdivisions will control their operations from their EOC within their respective jurisdictions. If the unincorporated subdivisions do not have an emergency management organization, the county will assume this responsibility upon request.
2. Primary and alternate EOC designations for Howell County and its incorporated subdivisions:

Howell County

Primary EOC—Howell County Emergency Operations Center 180 South Kentucky Street (Basement).

Alternate EOC—West Plains Police Dept 1912 Holiday Ln. West Plains, MO.

Mountain View

Primary EOC – City Hall located at Second and Pine Street in Mountain View.

Alternate EOC – Fire Department #2 at Oak and Fourth Street in Mountain View.

West Plains

Primary EOC – West Plains City Police located at 1912 Holiday Ln.,

West Plains.

Alternate EOC – Howell County Emergency Operations Center 180
South Kentucky Street (Basement).

Willow Springs

Primary EOC – Police Station, 700 W. Main Street, Willow Springs

Alternate EOC -- City Hall 900 W. Main Street, Willow Springs.

3. Communications for the Howell County primary EOC will be provided by the Howell County E-911 Dispatch Center. The Sheriff's Office and/or the West Plains Police department will provide communications to the alternate EOC. Communications for the Mountain View primary EOC will be provided by city hall. The fire department will provide communications to the alternate EOC. The West Plains primary and alternate EOCs will receive communications from the West Plains Police Department. Communications for the Willow Springs primary EOC will be provided by the police department and communications for the alternate EOC will be provided by the fire department.

A gasoline-powered generator is available for all primary EOCs' use.

4. The EOC can be activated and staffed 24 hours a day.
5. The Howell County primary EOC has the capability, through 9-1-1, to communicate with city, county, and state departments and agencies. Among these are the Missouri State Highway Patrol, area fire and police departments, etc. Annex B details the EOCs' communications capabilities.
6. Space will be provided in the EOC for Direction and Control Staff (the Coordinators of the emergency functions), supporting agency representatives, and EOC staff (clerical support, plotters, etc.). Space for briefing the media will be available, but separate from actual operations rooms. State and federal officials who support disaster operations will also be provided space to operate in the EOC.
7. The alternate EOC will become the official site for emergency operations should the primary EOC become inoperable. Communications will be available at the alternate EOC upon activation.
8. Region G Mobile Communications and Command (GCOM) as well as a rescue van from one of the fire departments, or an ambulance, could be used as a mobile EOC.

B. Assumptions

1. When a classified emergency occurs or threatens to occur, the EOC will be activated in a timely manner. Local officials will respond as directed in this annex and Appendix 3 to the Basic Plan.

2. Should a total evacuation become necessary, operations can be successfully controlled from nearby safe locations.
3. Close coordination with the EOC will be maintained to identify special considerations, secondary threats, and available resources.
4. Most emergency situations are handled routinely by emergency response personnel and can be managed by those response agencies under their established procedures.

III. CONCEPT OF OPERATIONS

NOTE: The time frame for performing these actions is listed in parentheses.

- A. The EOC will be activated by the jurisdiction's chief elected official and the Emergency Management Director in accordance with Appendix 3 to the Basic Plan. (PREPAREDNESS or RESPONSE)
- B. The chief elected officials, the Emergency Management Director, and the Coordinators of the emergency functions (i.e. Direction and Control Staff) will assemble in the EOC to direct, control, and coordinate emergency response operations. (PREPAREDNESS, or RESPONSE)
- C. Staffing of the EOC will be determined by the severity of the situation. (PREPAREDNESS or RESPONSE)
- D. In some situations, it may be necessary to utilize an on-scene command post to implement the Incident Management System (IMS) or to move direction and control activities to the alternate EOC). IMS is a management tool consisting of procedures for organizing personnel, facilities, equipment and communications at the scene of an emergency. Title III of the Superfund Amendments and Reauthorization Act (SARA), requires that organizations that deal with hazardous material incidents must operate under an Incident Management System (see Annex H, Hazardous Materials Response). (PREPAREDNESS and/or RESPONSE)
- E. The on-scene commander will direct and control operations at the disaster site. He/she will maintain contact with the EOC and keep them informed of the situation. (RESPONSE and RECOVERY)
- F. Those emergency support services that do not operate from the EOC will designate and establish a work/control/dispatch center to manage their resources and response personnel. During emergency situations, they will maintain contact with the EOC through their designated representative. (PREPAREDNESS or RESPONSE)

- G. Emergency response personnel provided by the various organizations/agencies to support emergency operations will remain under the direction and control of the sponsoring organization, but will be assigned by the EOC to respond to a specific disaster location. (PREPAREDNESS, RESPONSE, and RECOVERY)
- H. Procedures for handling reports/messages coming into and out of the EOC are outlined in Appendix 3 to this annex. (PREPAREDNESS, RESPONSE, and RECOVERY)
- I. Information received in the EOC from field units and other reliable sources will be compiled and reported to the State Emergency Management Agency's State EOC (or the alternate or district state EOC, if activated) as requested and/or required. This information will also be displayed in an appropriate place in the EOC. (PREPAREDNESS, RESPONSE, and RECOVERY)
- J. Should a life-threatening situation develop or appear imminent, emergency instructions to the public will be disseminated by all available means (see Annex C). (PREPAREDNESS, RESPONSE, and RECOVERY)
- K. EOC operations will continue as required by the situation and will conclude by order of the chief elected official and the Emergency Management Director. (PREPAREDNESS, RESPONSE, and/or RECOVERY)
- L. In the event of a terrorist incident, local EOC operations would be coordinated with the establishment of a Joint Operations Center (JOC), with the Federal Bureau of Investigation (FBI) as the lead federal agency (LFA), working with state and local law enforcement officials. At the same time, these agencies would work with federal, state and local emergency management officials in a coordinated response. As the crisis phases down, the role switches to the Federal Emergency Management Agency (FEMA) as the Lead federal Agency for disaster recovery. For local EOC operations, officials may designate a point of contact to the Joint Operations Center or have a liaison positioned at this facility for coordination purposes. See Annex N (Terrorism), Appendix 4 to Annex E (Law Enforcement), and Annex C (Emergency Public Information) for more information.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. A diagram of the Direction and Control function is shown in Appendix 1 to this annex.
- B. The primary responsibility for Direction and Control for Howell County rests with the Presiding Commissioner. This responsibility rests with the mayors in situations affecting cities. The Direction and Control Coordinator will:
 - 1. Implement this emergency operations plan.

2. Activate response personnel and direct emergency response operations.
 3. Summarize damage assessment information and submit appropriate reports.
- C. All departments, agencies, and individuals support the Direction and Control function as follows:
1. Coordinate their activities with the EOC through established lines of communications or their representative assigned to the EOC.
 2. Advise the Direction and Control Staff when situations requiring their expertise arise.
 3. Outline in their SOPs the specific emergency authorities which may be assumed by a designated successor, the circumstances under which this authority would become effective, and when it would be terminated.
 4. Compile damage assessment figures.
 5. Tabulate their expenditure data for the emergency situation.
- D. In addition to the above responsibilities, the following have these assignments:
1. Emergency Management Director--
 - a. Bring the EOC to full readiness on a continuous 24-hour operation (i.e., identify EOC staff, stock administrative supplies and equipment, prepare status boards, furnish maps to plot data and set up displays to post damage assessment information).
 - b. Train the EOC staff, as well as the Direction and Control Staff, through tests and exercises.
 - c. Coordinate and manage EOC operations.
 - d. Implement message handling procedures (see Appendix 3 to this annex).
 - e. Conduct regular briefings while the EOC is activated.
 - f. Protect EOC personnel from hazardous conditions (i.e., use dosimeters to detect radiation exposure; monitor air and water

purity, etc.).

- g. Staff the EOC reports section with trained radiological personnel, as needed.
- 2. The Law Enforcement Coordinator is responsible for providing security in the EOC.
- 3. The Communications and Warning Coordinator is responsible for establishing an EOC communications capability.
- 4. The Public Works Coordinator is responsible for ensuring that utilities are restored to the EOC after a disaster has occurred.
- 5. The Resource and Supply Coordinator is responsible for obtaining fuel from local suppliers to operate EOC back-up generators.

V. DIRECTION AND CONTROL

- A. Although the emergency management director manages operations within the EOC, his authority does not exceed that of the department heads. In addition to his task as chief advisor to the elected officials and the department heads, he will be responsible for housekeeping, proper message handling, and clerical and administrative services, including record keeping.
- B. A request for state and federal assistance can only be made by the chief elected official or his authorized successor.

VI. CONTINUITY OF GOVERNMENT

- A. If the primary EOC is not able to function (i.e., the EOC is damaged, inaccessible, etc.), the alternate EOC will be activated (see Section II of this annex). It is the responsibility of the Emergency Management Director to manage the alternate EOC, provide for the relocation of staff members to this facility, transfer direction and control authority from the primary EOC, and advise all emergency response personnel in the field of the EOC transfer.
- B. Should it become necessary to evacuate the entire county, the EOC will be moved to the nearest safe location.
- C. See Section VI of the Basic Plan for the lines of succession for the jurisdictions' chief elected officials and the Emergency Management Director.
- D. Essential records vital to the direction and control function should be duplicated and maintained at another location. If funding is not available, these essential records should be stored in a secure location and plans should

be made to move these records to a safe location when necessary.

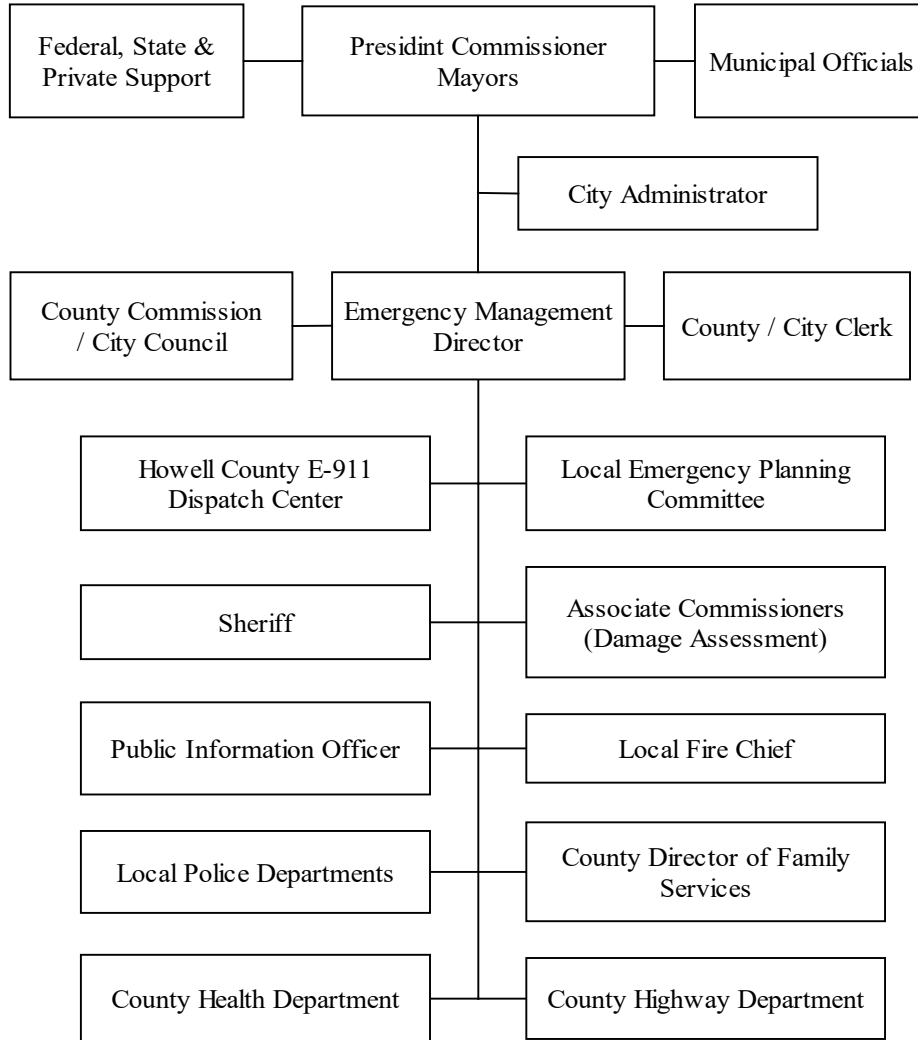
VII. ADMINISTRATION AND LOGISTICS

- A. The EOC will serve as a central point for coordinating the operational, logistical, and administrative support needs of response personnel at the disaster site, public shelters, and agency work/control/dispatch centers.
- B. Requests for assistance, general messages, and reports will be handled using the procedures and forms in Appendix 3 to this annex.
- C. A record of all persons entering and departing the EOC will be maintained by security personnel at the entrance. All personnel will be issued a pass to be worn while in the EOC and to be returned when departing from the premises.

Appendix 1

DIRECTION AND CONTROL DIAGRAMS

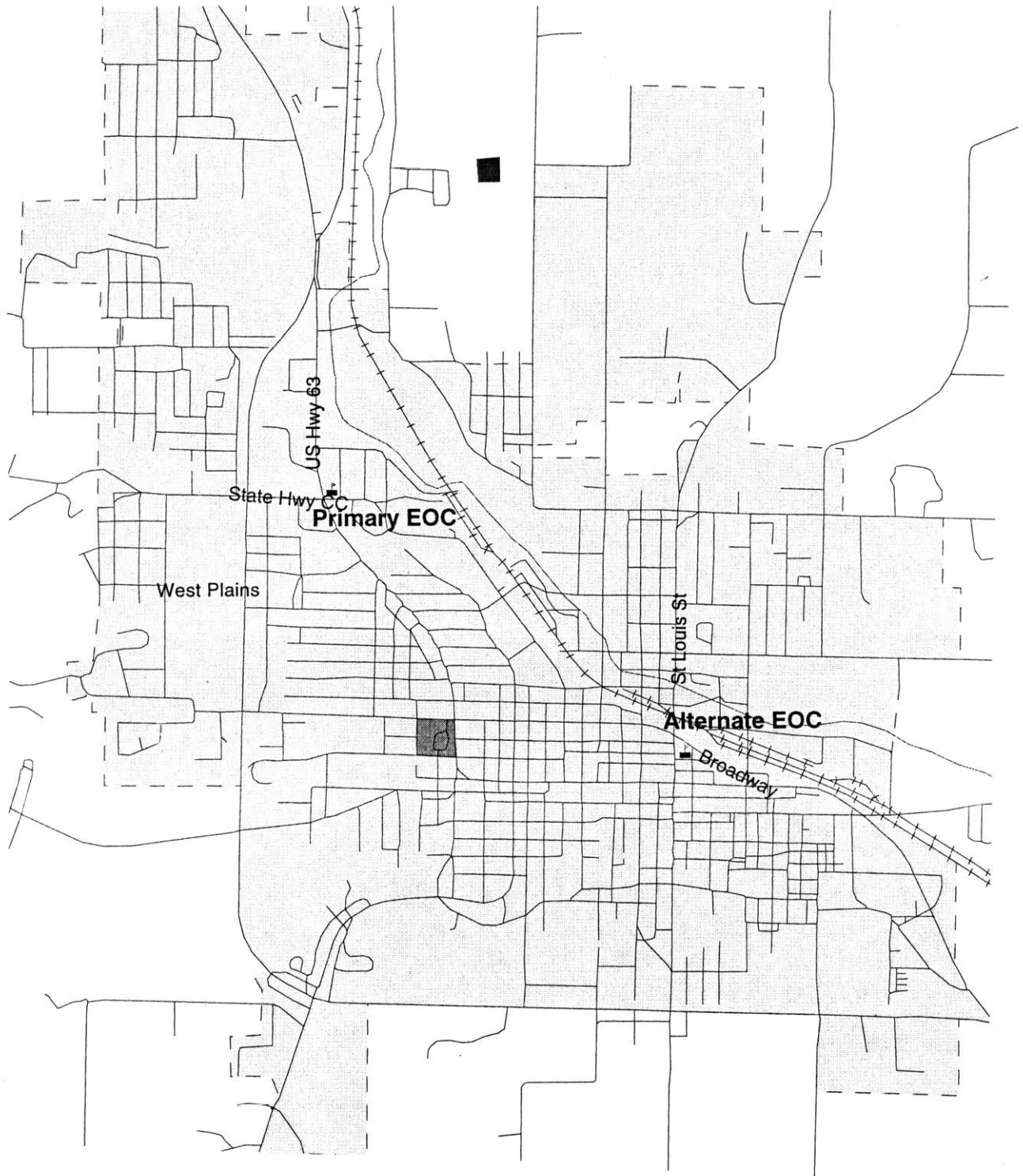
HOWELL COUNTY



The key individuals and agencies that will direct/support operations from the EOC are identified in Appendix 3 to the Basic Plan. Names and telephone numbers are not published because they change frequently and therefore will be outdated quickly. This information will be maintained for each jurisdiction by the Emergency Management Director. The procedures for staffing the EOC are further explained here.

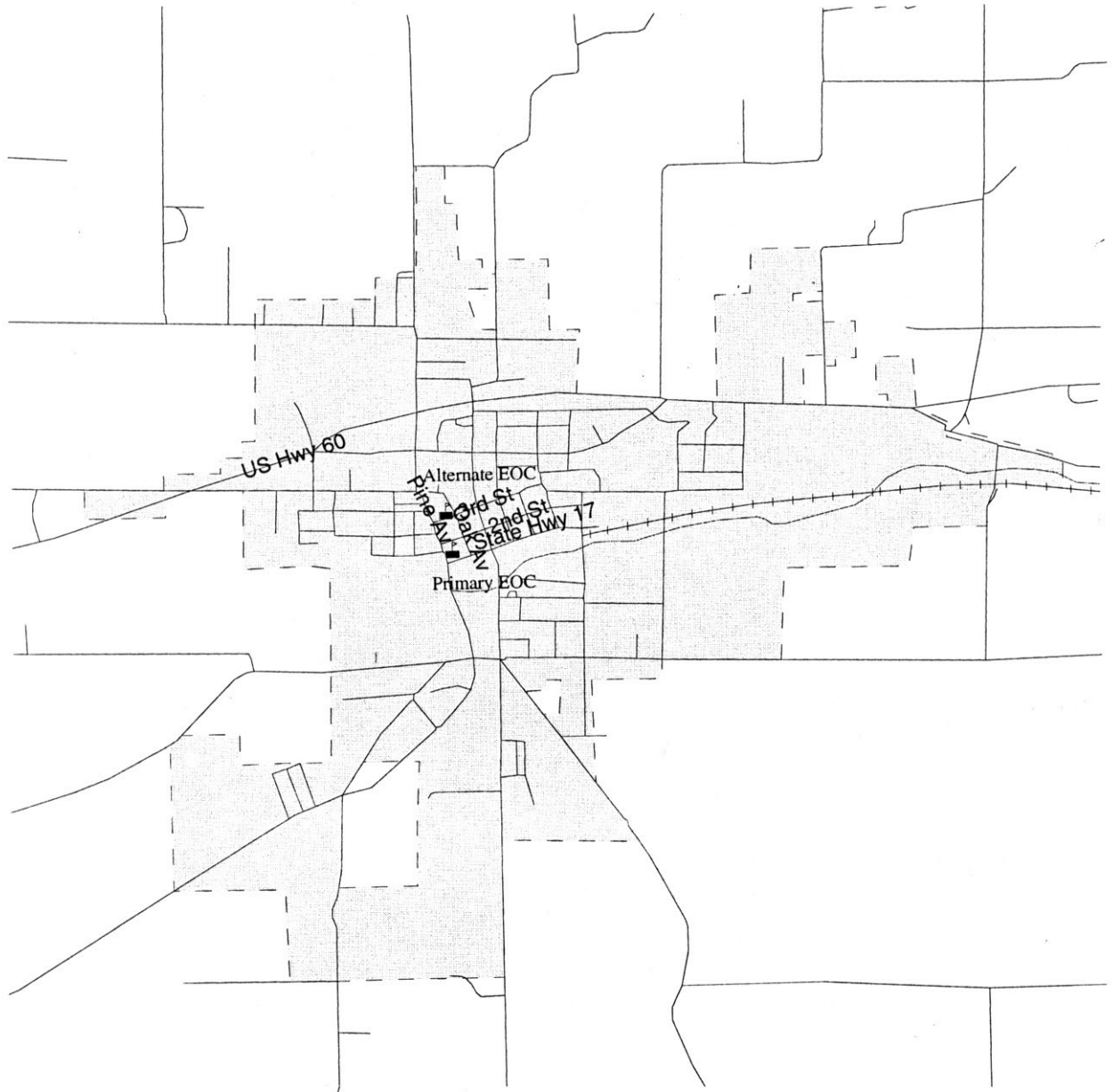
Appendix 1
Howell County EOC

EOC LOCATIONS



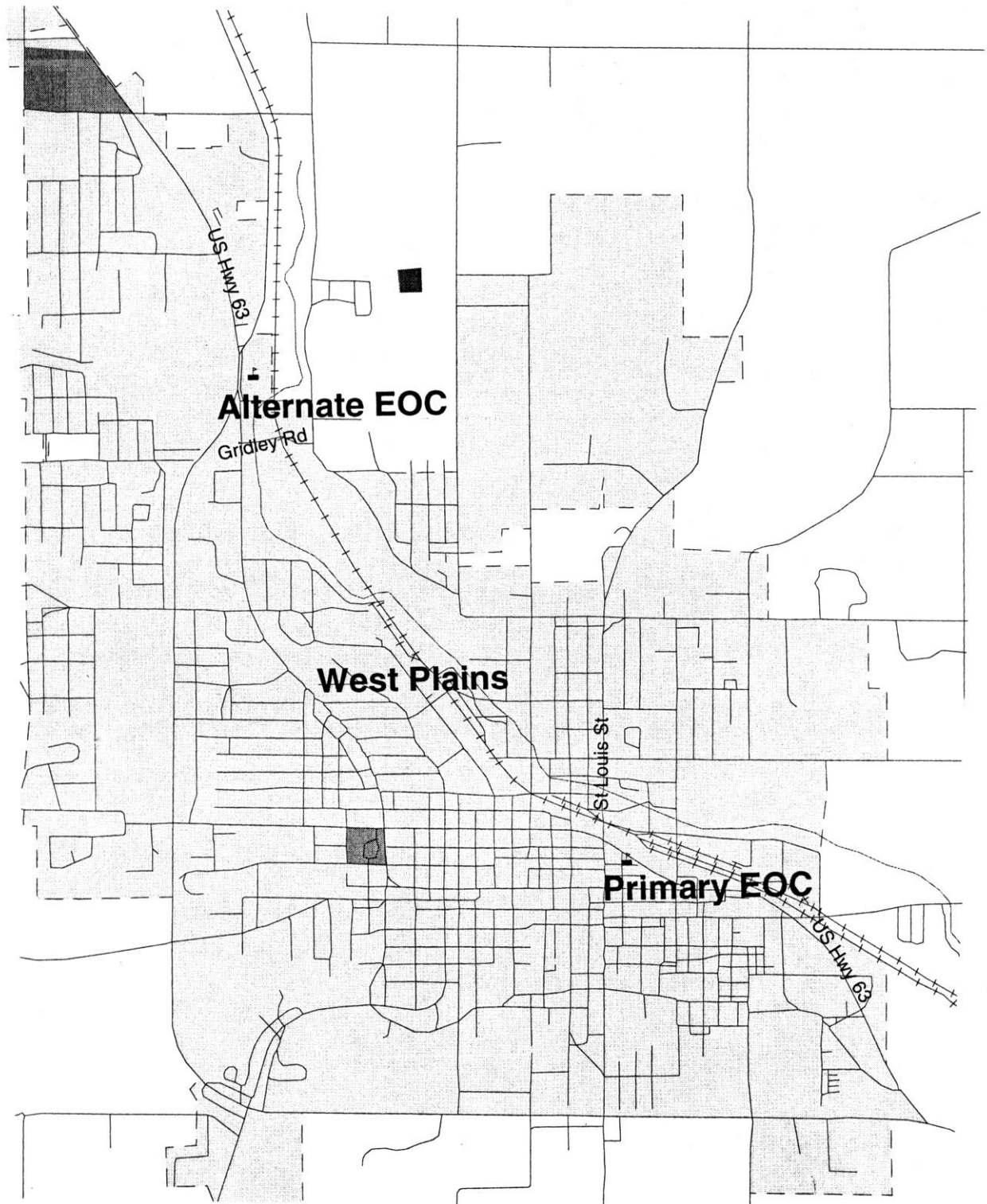
**Attachment A to Appendix 1
Mountain View EOC**

EOC LOCATIONS



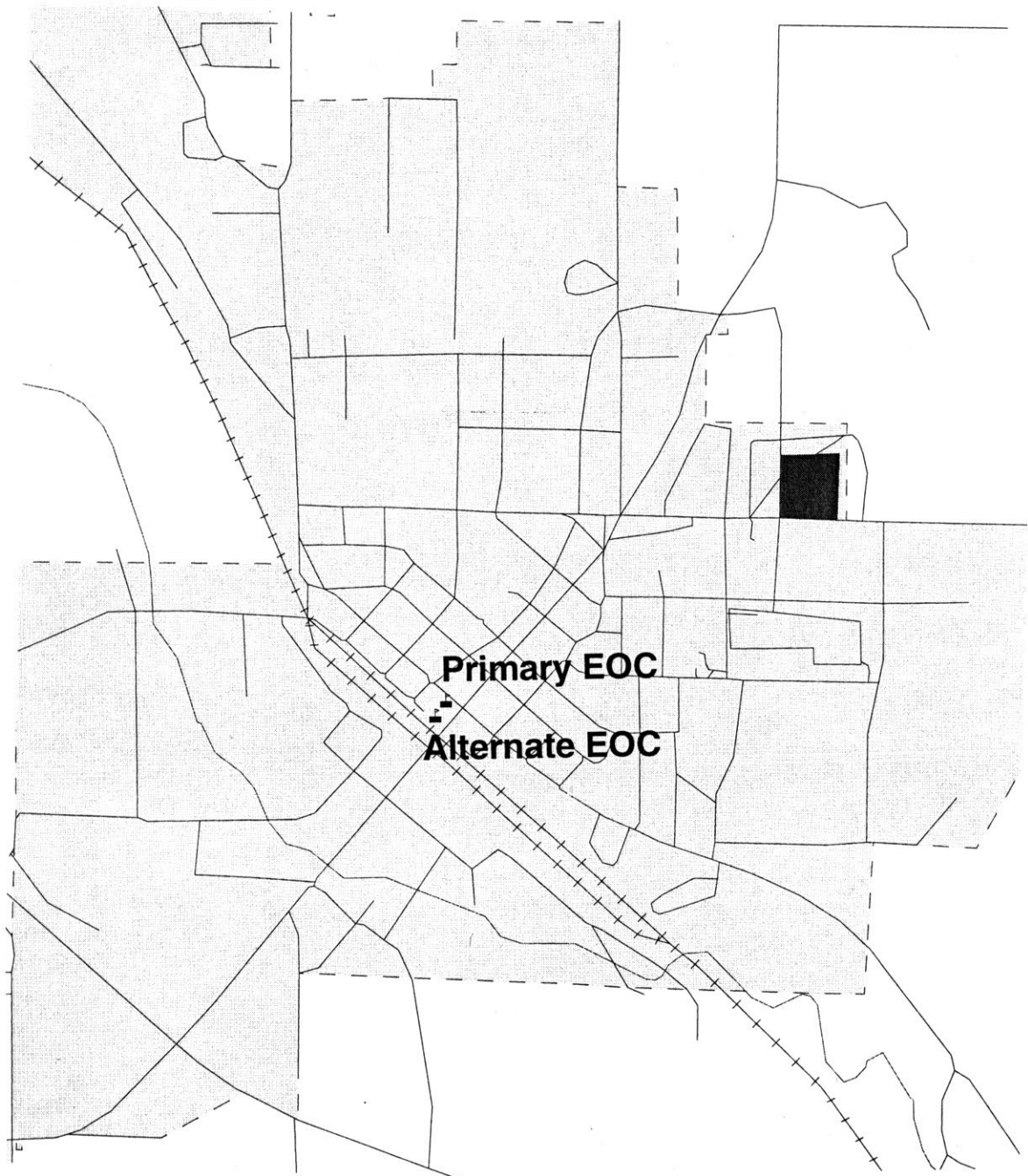
**Attachment B to Appendix 1
West Plains EOC**

EOC LOCATIONS



**Attachment C to Appendix 1
Willow Springs EOC**

EOC LOCATIONS



APPENDIX 2

ACTIVATION DIRECTION AND CONTROL

national incident management system (nims)

PURPOSE

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

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

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

II SITUATION AND ASSUMPTIONS

A. Situation.

The National Incident Management System (NIMS) was developed to provide a consistent nationwide framework for standardizing incident management practices and procedures. NIMS ensures that federal, state, and local jurisdictions work effectively, efficiently, and cooperatively to prepare for, respond to, and recover from domestic incidents of any cause, size, or complexity.

2. The NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic

incidents, regardless of their cause, size, location or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery and mitigation.

3. Missouri is exposed to a number of hazards that would require the State Emergency Operations Center (SEOC) to coordinate and manage response and recovery operations.

4. Because of Missouri's size and diversity, the State must have the capability to monitor and manage several types of disasters at multiple locations concurrently.

B. Assumptions.

1. Because of its balance between flexibility and standardization, the National Incident Management System (NIMS) provides the framework for interoperability and compatibility.

2. The NIMS provides a consistent nationwide approach for Federal, State, and Local governments to work effectively together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

3. NIMS provides a set of standardized organizational structures, including the Incident Command System (ICS), multi-agency coordination systems, and public information systems, as well as requirements for processes, procedures, and systems to improve interoperability among jurisdictions and disciplines in various areas.

4. The success of any incident operations will depend on the ability of local, State, and/or Federal government to mobilize and effectively utilize multiple outside resources. These resources must come together in an organizational framework that is understood by everyone and must utilize a common plan, as specified through a process of incident action planning.

5. The NIMS is based on procedures that are adequate for response to any disaster condition that could arise in Missouri.

6. State officials respond as directed in Appendix 1 to the Basic Plan (Emergency/Disaster Classification Procedures), Annex A (Direction and Control), and this Appendix.

III COMMAND AND MANAGEMENT

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

1. Concepts and Principles.

a. Incidents are managed locally.

- (1) Most incidents within the State of Missouri are handled by local governments through the use of their own resources or a combination of their resources and those available through local mutual aid agreements.
- (2) Local emergency operations plans and the corresponding standard operating procedures establish the processes used by the local government to respond to these incidents.
- (3) For multi-discipline and or multi-jurisdictional incidents that are beyond the capability of the local government, SEMA can provide assistance from their staff or coordinate the use of other State departments (with an approved executive order) to assist the affected jurisdiction.

b. Field Command and Management Functions.

All field command and management functions, as well as SEOC operations are performed in accordance with the standard Incident Command System organizations, doctrines and procedures.

- (2) Because each incident and location is unique,

Incident Commanders and the SEOC Floor Supervisor have the authority and flexibility to modify established procedures and organizational structure as needed to accomplish the mission in the context of a particular hazard scenario.

- c. The Incident Command System (ICS) is modular and scalable.
- d. The Incident Command System has interactive management components.
- e. The Incident Command System establishes common terminology, standards, and

procedures that enable diverse organizations to work together effectively.

- f. The Incident Command System incorporates measurable objectives.
- g. The implementation of the Incident Command System should have the least possible disruption on existing systems and processes.
- h. The Incident Command System should be user friendly and be applicable across a wide spectrum of emergency response and incident management disciplines.

2. Management Characteristics.

a. Common Terminology.

(1) The incident command system establishes common terminology that allows different incident management and support entities to work together across a variety of incident management functions and hazard scenarios.

(2) This common terminology includes naming and defining those major functions and functional units with domestic incident management responsibilities, typing major resources (including personnel, facilities, major equipment, and supply items) with respect to their capabilities, and designating the facilities in the vicinity of the incident area that will be used in the course of incident management activities.

- b. Modular Organization. The Incident Command system (ICS) organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.
- c. Management by Objective. The entire ICS organization must accomplish these tasks in order to effectively manage an incident:

- (1) Establish overarching objectives;
 - (2) Develop and issue assignments, plans, procedures, and protocols;
 - (3) Establish specific, measurable objectives for each incident management functional activity; and
 - (4) Document the results to measure performance and facilitate corrective action.
- d. Reliance on an Incident Action Plan (IAP).
- (1) The Incident Action Plan provides a coherent means of communicating the overall incident objectives in the context of both operational and support activities.
 - (2) The Planning Section Chief within the State Emergency Operations Center is responsible for the coordination and preparation of the IAP.
 - (3) The State Unified Command and/or the Area Command approves the IAP. See Tab K to this appendix.
 - (4) Detailed information on the development of the Incident Action Plan is included as Tab K to Appendix 3 to Annex A of the State Emergency Operations Plan (SEOC).
- e. Manageable Span of Control.
- (1) The type of incident, nature of the task, hazards and safety factors, and distances between personnel and resources all influence span of control.
 - (2) The span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates.
- f. Pre-Designated Incident Locations and Facilities.
- (1) Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of purposes.
 - (2) The Incident Commander will direct the identification and location of these facilities based on the requirements of the current situation.
 - (3) For disaster operations within the State of Missouri the

following pre-designated locations and/or facilities are used:

- (a) State Unified Command. Established to oversee the management of large or multiple incidents to which several Incident Management Teams (IMTs) and/or Area Commands have been assigned. State Unified Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.
- (b) State Area Command. An Area Command is established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations, such as would likely be the case for incidents that are not site specific, geographically dispersed, or evolve over longer periods of time.
- (c) State Staging Areas. Temporary facilities at which commodities, equipment, and personnel are received and pre-positioned for deployment.
- (d) State Staging Areas – Affected. Temporary facilities located within the affected area at which commodities, equipment, and personnel are received and pre-positioned for deployment.
- (e) Points of Distribution Sites (PODs). Temporary local facilities at which commodities are distributed directly to disaster victims. Locations are identified in Local Emergency Operations Plans and serve as distribution sites during a catastrophic event.

g. Comprehensive Resource Management.

- (1) Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources.
- (2) It also includes those processes and procedures for reimbursement for resources.

- (3) Resources are defined as personnel, teams, equipment, supplies, and facilities that are available, or potentially available, for assignment in support of incident management and emergency response activities.

h. Integrated Communications.

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

i. Establishment and Transfer of Command.

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

j. Chain of Command and Unity of Command.

- (1) Chain of command refers to the orderly line of authority within the incident management organization.
- (2) Unity of command means that every individual has a designated supervisor to whom they report.
- (3) These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives.

k. State Unified Command.

- (1) Used in incidents that involve multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement.

- (2) State Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

1. Accountability of Resources and Personnel.

- (1) Check-In. All responders must report in to receive an assignment in accordance with the procedures established by the incident commander.
- (2) Incident Action Plan. Response operations must be directed and coordinated as outlined in the Incident Action Plan (IAP).
- (3) Unity of Command. Each individual involved in incident operations will be assigned to only one supervisor.
- (4) Span of Control. Supervisors must be able to adequately supervise and control their subordinates, as well as communicate and manage all resources under their supervision.
- (5) Resource Tracking. Supervisors must record and report resource status changes as they occur.
- m. Deployment. Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.
- n. Information and Intelligence Management. The incident management organization must establish a process for gathering, sharing, and managing incident-related information and intelligence.

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

Command Staff.

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

follows:

(a) State Unified Command:

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

(b) Area Command:

- 1 The forward element for command and control of State of Missouri resources.
- 2 Ensures all area activities are directed toward accomplishment of the IAP.
- 3 The basic organization structure will be similar to that of the State Unified Command.
- 4 During a catastrophic event (New Madrid Earthquake, etc) there may be several Area Commands established. If so, all of them would report to the State Unified Command established at the Missouri State Emergency Operations Center (SEOC).

(4) Command Staff responsibilities:

(a) Public Information Officer (PIO):

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

(b) Safety Officer:

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

(c) Liaison Officer:

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

(d) Assistants:

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

(e) Additional Command Staff:

1 Additional Command Staff may be necessary based on the nature and location of the incident, and/or specific requirements established by the Incident Commander, the Area Command, and/or the State Unified Command.

2 Examples include Legal Counsel, Medical Advisor, etc.

b. Operations Section.

(1) The Operations Section is responsible for all activities focused on reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.

(2) Operations Section Chief:

(a) The Operations Section Chief is responsible to the Incident Commander or State Unified Commander for the direct management of all incident-related operational activities.

(b) The Operations Section Chief will establish tactical objectives for each operational period. Other section chiefs and unit leaders establish their own supporting objectives.

(c) An Operations Chief should be designated for each operational period and should have direct involvement in the preparation of the Incident Action Plan (IAP).

(3) Branches:

(a) Branches may be used to serve several purposes, and may be functional or geographic in nature.

(b) In general, branches are established when the number of divisions or groups exceeds the recommended span of control of one supervisor to three to seven subordinates for the Operations Section Chief (a ratio of 1:5 is normally recommended, or 1:8 to 1:10 for many larger-scale law enforcement operations).

(4) Divisions and Groups:

(a) Divisions and Groups are established when the number of resources exceeds the manageable span of control of the Incident Command and/or the Operations Section Chief.

- (b) Divisions are established to divide an incident into physical or geographical areas of operation.
 - (c) Groups are established to divide the incident into functional areas of operation.
 - (d) For certain types of incidents, for example, the Incident Commander (IC) may assign intelligence-related activities to a functional group in the Operations Section. There also may be additional levels of supervision below the Division or Group level.
- (5) Resources:
- (a) Resources refer to the combination of personnel and equipment required to enable incident management operations.
 - (b) Resources may be organized and managed in three different ways, depending on the requirements of the incident:
 - 1 Single Resources. These are individual personnel and equipment items and the operators associated with them.
 - 2 Task Forces. A Task Force is any combination of resources assembled in support of a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
 - 3 Strike teams. Strike Teams are a set number of resources of the same kind and type that have an established minimum number of personnel. The use of Strike teams and Task Forces is encouraged, wherever possible, to optimize the use of resources, reduce the span of control over a large number of single resources, and reduce the complexity of incident management coordination and communications.
 - (c) Planning Section.
 - (1) The Planning Section:
 - (a) Collects, evaluates, and disseminates incident situation information and intelligence to the Incident Commander (IC), the Area Command, and/or the State Unified Command and incident management personnel;
 - (b) Prepares status reports;
 - (c) Displays situation information;

- (d) Maintains status of resources assigned to the incident; and
 - (e) Develops and documents the Incident Action Plan (IAP) based on guidance from the Incident Commander, the Area Command, and/or the State Unified Command.
- (2) The Planning Section is also responsible for developing and documenting the Incident Action Plan (IAP).
- (3) The Incident Action Plan includes the overall incident objectives and strategies established by the Area Command and/or the State Unified Command.
 - (a) In the case of Unified State Command, the Incident Action Plan (IAP) must adequately address the mission and policy needs of each jurisdictional agency and the various Area Commands, as well as interaction between jurisdictions, functional agencies, and private organizations.
 - (b) The Incident Action Plan (IAP) also addresses tactical objectives and support activities required for one operational period, generally 12 to 24 hours.
 - (c) The IAP also contains provisions for continuous incorporation of “lessons learned” as incident management activities progress.
- (4) An Incident Action Plan is especially important when:
 - (a) Resources from multiple agencies and/or jurisdictions are involved;
 - (b) Multiple jurisdictions are involved;
 - (c) The incident will effectively span several operational periods;
 - (d) Changes in shifts of personnel and/or equipment are required; or
 - (e) There is a need to document actions and/or decisions.
- (5) The Incident Action Plan (IAP) will typically contain a number of components. These are shown in Tab K to this Appendix.

d. Logistics Section.

- (1) The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations.

- (2) It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and emergency responder medical services, including inoculations, as required.

e. Finance/Administration Section.

- (1) A Finance/Administration Section is established when the agency(s) involved in incident management activities require(s) finance and other administrative support services.
- (2) Not all incidents will require a separate Finance/Administration Section. In cases that require only one specific function (e.g., cost analysis), this service may be provided by a technical specialist in the Planning Section.

f. Intelligence.

- (1) Intelligence includes not only all types of classified information but also other operational information, such as risk assessments, medical intelligence (i.e. surveillance), weather information, geospatial data, structural designs, toxic contaminant levels, and utilities and public works data, that may come from a variety of sources.
- (2) While there is an information and intelligence function within the Planning Section, there is a separate Intelligence Section established as part of the State's Unified Command.
- (3) Regardless of how this function is organized, all information and intelligence must be appropriately analyzed and shared with personnel, designated by the Incident Commander, who have proper clearance and a "need-to-know" to ensure that they support decision-making.
- (4) Responsible for developing, conducting, and managing information-related security plans and operations as directed by the Incident Commander, Area Command, and/or State Unified Command.
- (5) Responsible for coordinating information and operational security matters with the public awareness activities that fall under the responsibility of the Public Information Officer.

4. Area Command.

a. Description.

- (1) An Area Command is activated only if necessary, depending on the complexity of the incident management span-of-control considerations.
- (a) An agency administrator or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. For incidents involving State response this decision is made by the Governor's Unified Command and/or the State Unified Command.
- (b) In the event of a catastrophic event within the State of Missouri, the procedures established in the Catastrophic Event annex to the State Emergency Operations Plan (SEOP) will be followed.
- (2) An Area Command is established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversees the management of a very large incident that involves multiple ICS organizations, such as would likely be the case for incidents that are not site specific, geographically dispersed, or evolve over longer periods of time, (e.g., a bioterrorism event).
- (3) Area Command should not be confused with the functions performed by an emergency operations center (EOC). An Area Command oversees management of the incident(s), while an EOC coordinates support functions and provides resource support.
- (4) If the incidents under the authority of the Area Command are multi-jurisdictional, then a State Unified Command should be established.

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

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

- (6) Ensure that short term emergency recovery is coordinated to assist in the transition to full recovery operations.
5. State Unified Command.
 - a. Description.
 - (1) An application of the Incident Command System used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions,
 - (2) The Missouri State Emergency Operations Center (SEOC) serves as the State Unified Command for incidents involving multiple political jurisdictions and/or state/federal resources.
 - (3) The senior official from the state, as designated by the Governor of the State of Missouri to lead the State Unified Command, is the Director of Public Safety or their successor. The Director of Public Safety will be the Principal State Official (PSO) responsible for the State Unified Command and for coordinating with all departments, commissions and agencies on behalf of the Governor.
 - 4) When activated, the State Emergency Operations Center is staffed by personnel from the State Emergency Management Agency (SEMA), representatives from various State agencies/departments, key volunteer groups/organizations, federal agencies, and other disciplines as determined by the State Unified Command.
 - (a) Actual staffing of the State Unified Command will be determined by the size, type, and impact of the specific incident.
 - (b) Each agency and/or department has the flexibility to determine who their representative(s) at the SEOC will be, however, the individual(s) must be knowledgeable of the authorities, capabilities, and resources of their respective agency/department.
 - (c) Agency/department representatives must also have the ability/authority to commit agency/department resources including, but not limited to, personnel, equipment, supplies, and any other resources needed to effectively and efficiently respond to and recover from the incident.
 - b. Responsibilities (for incident response and recovery operations throughout the State).
 - (1) Set overall incident-related priorities;
 - (2) Ensure that the overall State response to, and recovery from, the incident(s) is properly managed;

- (3) Ensure that overall incident management objectives are met and do not conflict with each other or with agency policy;
 - (4) Identify critical resource needs and locate suitable assets to fill those needs from federal, in-state, out-state, private industry, and/or volunteer groups;
 - (5) Coordinate critical resource needs among the various affected jurisdictions, and response and recovery entities;
 - (6) Allocate critical resources to the established Area Commands according to established priorities and the Incident Action Plan;
- (7) Ensure that short term emergency response and recovery operations are coordinated throughout the State to assist in the transition to long term recovery operations.

B. Multi-agency Coordination Systems.

1. Definition.

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

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

3. Multi-agency Coordination Entities.

- a. When incidents cross disciplinary or jurisdictional boundaries or involve complex incident management scenarios, a multi-agency coordination entity (i.e. Missouri State Emergency Management Agency), will be used to facilitate incident management and policy coordination.
- b. The incident and the needs of the impacted jurisdictions will dictate how these multi-agency coordination entities operate and how they are structured.
- c. The SEOC will typically be staffed by senior individuals (or their designees) from organizations and agencies with direct incident management responsibility or with significant incident management support or resource responsibilities. These individuals must have the authority to make decisions and commit their respective agencies/departments resources.

The Missouri State Emergency Operations Center serves as the State's EOC, a multi-agency coordination entity, and the operating location for the Governor's Unified Command.

The SEOC provides strategic coordination during domestic incidents. The Missouri SEOC will coordinate and maintain communications with other agencies and local emergency operations centers EOCs in order to provide uniform and consistent guidance to incident management personnel.

- f. Regardless of form or structure, the principle functions and responsibilities of multi-agency coordination entities typically include the following:
 - (1) Ensuring that each agency involved in incident management activities is providing appropriate situational awareness and resource status information;
 - (2) Establishing priorities between incidents and/or Area Commands in

concert with the Incident Commander (IC) or the State Unified Command involved;

- (3) Acquiring and allocating resources required by incident management personnel in concert with the priorities established by the Incident Commander (IC), Area Command, and/or the State Unified Command;
- (4) Anticipating and identifying future resource requirements;
- (5) Coordinating and resolving policy issues arising from the incident(s); and
- (6) Providing strategic coordination as required.

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

C. Public Information Systems.

1. Systems and procedures for communicating timely and accurate information to the public are critical during crisis or emergency situations.
2. Public Information Principles.
 - a. The Public Information Officer (PIO) supports the incident command structure. Basic responsibilities of the PIO include:
 - (1) represent and advise the incident command on all public information matters relating to the management of the incident;
 - (2) handle media and public inquiries, emergency public information and warnings, rumor and media monitoring;
 - (3) coordinate and disseminate accurate and timely information related to the incident, particularly regarding information on public health and safety;
 - (4) coordinate public information at or near the incident site;
 - (5) serve as the on-scene link to the Joint Information System (on-scene PIO);
 - (6) during large scale operations, several Public Information Officers (PIOs) would be required, in the field and in the Joint

Information Center.

- b. Public information functions must be coordinated and integrated across jurisdictions and across functional agencies; among federal, state, and local partners; and with private-sector and non-governmental organizations.
- c. Organizations participating in incident management retain their independence.
 - (1) Incident commands and multi-agency coordination agencies are responsible for establishing and overseeing Joint Information Centers (JICs) including processes for coordinating and clearing public communications.
 - (2) For those large operations utilizing a State Unified Command, the departments, agencies, organizations, or jurisdictions that contribute to joint public information management do not lose their individual identities or responsibility for their own programs or policies.
 - (3) Each entity contributes to the overall unified message.

2. System Description and Components.

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

- (b) developing and delivering coordinated messages;
- (c) support for decision-makers; and
- (d) flexibility, modularity, and adaptability.

b. Joint Information Center (JIC).

- (1) A JIC is a physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public-affairs functions.
- (2) The Department of Public Safety Communications Director serves as the JIC coordinator.
- (3) It is important for the JIC to have the most current and accurate information regarding incident management activities at all times.
- (4) The JIC provides the organizational structure for coordinating and disseminating official information.
- (5) The JIC should include representatives of each jurisdiction, agency, private-sector, and nongovernmental organization involved in incident management activities.
- (6) A single JIC location is preferable, but the system should be flexible and adaptable enough to accommodate multiple JIC locations when the circumstances of an incident require.
- (7) If multiple Joint Information Centers (JICs) are used, each JIC must have procedures and protocols to communicate and coordinate effectively with other JICs, as well as with other appropriate components of the ICS organization.

K.

L. IV RESOURCE MANAGEMENT

A. Concepts and Principles.

- 1. Resource Management involves coordinating and overseeing the application of tools, processes, and systems that provide incident managers with timely and appropriate resources during an incident.
- 2. Resources include personnel, teams, facilities, equipment, and supplies.

3. Resource management coordination activities take place within the Logistics Section of the State Emergency Operations Center (SEOC). This Section, in conjunction with the State Unified Command, will also prioritize and coordinate resource allocation and distribution during incidents.
4. Resource management involves four primary tasks:
 - a. establishing systems for describing, inventorying, requesting, and tracking resources;
 - b. activating these systems prior to and during an incident;
 - c. dispatching resources prior to and during an incident; and
 - d. deactivating or recalling resources during or after incidents.

B. Managing Resources.

1. General.
 - a. The State of Missouri uses the concepts and principles of the National Incident Management System (NIMS) to conduct all of its response and recovery operations, including its logistics operations.
 - b. In accordance with NIMS, the State uses standardized procedures, methodologies, and functions in its resource management processes. These processes reflect functional considerations, geographic factors, and validated practices within and across disciplines.
2. There are nine processes for managing resources:
 - a. Identifying and Typing Resources.
 - (1) Resource typing entails categorizing by capability the resources that incident managers commonly request, deploy, and employ.
 - (2) Measurable standards identifying the capabilities and performance levels of resources serve as the basis for categories.
 - (3) Resource kinds may be divided into subcategories (types) to define more precisely the resource capabilities needed to meet specific requirements.

b. Certifying and Credentialing Personnel.

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

c. Inventorying Resources.

- (1) The Logistics Section staff will use available resource inventory systems (E-Team, etc) to assess the availability of assets provided by public, private, and volunteer organizations.
- (2) Key issues involving resource inventories that must be addressed during each incident include:
 - (a) the process (if any) that will be used to make the data available to area commands, other emergency operations centers, and multi-agency coordination entities.
- (b) determining whether or not the primary-use organization needs to warehouse items prior to an incident. The Logistics Section will make this decision by considering the urgency of the need, whether there are sufficient quantities of required items on hand, and/or whether they can be obtained quickly enough to meet demand.

d. Identifying Resource Requirements.

- (1) The Logistics Section within the State Emergency Operations Center (SEOC) will identify, refine, and validate resource requirements throughout incident response and recovery operations.
- (2) The process of accurately identifying resource requirements involves determining:
 - (a) what and how much is needed;
 - (b) where and when it is needed; and
 - (c) who will be receiving or using it.
- (3) Because resource availability and requirements will constantly change as the incident evolves, all entities participating in an operation must coordinate closely in this process.

e. Ordering and Acquiring Resources.

- (1) Requests for items that the incident command cannot obtain locally are submitted through the applicable Area Command.
- (2) If the applicable Area Command is unable to fill the order locally, the order is forwarded to the Logistics Section within the State Unified Command.

f. Mobilizing Resources

- (1) Incident personnel begin mobilizing when notified through established channels. In the event of a catastrophic earthquake event many of the initial mobilization actions are addressed through an automatic response process.
- (2) Deploying personnel should be provided the following information as a minimum:
 - (a) the date, time, and place of departure;
 - (b) mode of transportation to the incident;
 - (c) estimated date and time of arrival;
 - (d) reporting location (address, contact name, and phone number); and
 - (e) anticipated incident duration of deployment.

- (3) When resources arrive on scene, they must formally check in. This starts the on-scene in-processing and validates the order requirements.
- (4) Notification that the resource has arrived is sent back through the system to the Logistics Section at the State Emergency Operations Center.
- (5) The Logistics Section will usually plan and prepare for the demobilization process at the same time they begin the resource mobilization process. Early planning for demobilization:
 - (a) facilitates accountability
 - (b) makes transportation of resources as efficient as possible;
 - (c) keeps costs as low as possible; and
 - (d) delivery as fast as possible.

g. Tracking and Reporting Resources.

- (1) Resource tracking is a standardized, integrated process conducted throughout the life cycle of an incident by all agencies at all levels.
- (2) This resource tracking process:
 - (a) provides incident managers with a clear picture of where resources are located;
 - (b) helps staff prepare to receive resources;
 - (c) protects the safety of personnel and security of supplies and equipment; and
 - (d) enables the coordination of movement of personnel, equipment, and supplies.
- (3) The Logistics Section will use established procedures to track resources continuously from mobilization through demobilization.
- (4) The Logistics Section will provide this real-time information to key decision makers within the Governor's Unified Command, the State Unified Command, and the applicable Area Command(s) as needed.

- (5) All personnel involved in the resource management process will follow all applicable federal, state, and/or local procedures for acquiring and managing resources, including reconciliation, accounting, auditing, and inventorying.
- h. Recovering Resources. Recovery involves the final disposition of all resources. During this process, resources are rehabilitated, replenished, disposed of, and retrograded:
 - (1) Nonexpendable Resources.
 - (a) These are fully accounted for at the incident site and again when they are returned to the unit that issued them. The issuing unit then restores the resources to fully functional capability and readies them for the next mobilization.
 - (b) In the case of human resources adequate rest and recuperation time and facilities must be provided.
 - (2) Expendable Resources.
 - (a) These are also fully accounted for. Restocking occurs at the point from which a resource was issued.
 - (b) Resources that require special handling and disposition (e.g., biological waste and contaminated supplies, debris, and equipment) must be dealt with according to established regulations and policies.
- i. Reimbursement.
 - (1) Reimbursement provides a mechanism to fund critical needs that arise from incident-specific activities.
 - (2) Processes and procedures, including mechanisms for collecting bills, validating costs against the scope of the work, ensuring that proper authorities are involved, and accessing reimbursement programs, must be in place to ensure that resource providers are reimbursed in a timely manner.
 - (3) The State will pursue all available sources of reimbursement for resources expended during a disaster incident. These would include, but are not limited to:
 - (a) Federal mission assignments
 - (b) FEMA Public Assistance program
 - (c) Mutual aid agreements

(d) Donations

(4) If these programs are not available, the incident management organization bears the costs of expendable resources.

V COMMUNICATIONS AND INFORMATION MANAGEMENT

A. Concepts and Principles.

1. Effective communications, information management, and information and intelligence sharing are critical aspects of domestic incident management.
2. The principle goals of communications and information management are:
 - a. establishing and maintaining a common operating picture
 - b. ensuring accessibility and interoperability
3. A common operating picture and systems interoperability provide the framework necessary to:
 - a. formulate and disseminate indications and warnings;
 - b. formulate, execute, and communicate operational decisions at an incident site, as well as between incident management entities across jurisdictions and functional agencies;
 - c. prepare for potential requirements and requests supporting incident management activities; and
 - d. develop and maintain overall awareness and understanding of an incident within and across jurisdictions.

B. Managing Communications and Information.

1. The National Incident Management System (NIMS) provides the essential functions of communications and information systems at all levels in two ways
 - a. Incident Management Communications.
 - (1) Interoperable communications systems are necessary to ensure effective communications exist between all response and recovery entities.
 - (2) All jurisdictions and entities involved in response and recovery operations will use common terminology, as prescribed by the NIMS, for communication.

b. Information Management.

- (1) Successful response and recovery operations are dependent on the dissemination of accurate and timely information. There are several standard mechanisms that can be used to disseminate disaster-related information. These include:
 - (a) E-Team.
 - (b) Incident Action Plan (IAP).
 - (c) Situation Reports.
 - (d) Standard interoperable communications.
 - (e) Coordinated and approved press releases.
 - (f) Face to face personnel contact.
- (2) All of these must be used to conduct successful disaster response and recovery operations. Reliance on any one method to the exclusion of the others will hinder effective disaster operations.
- (3) The State Emergency Management Agency (SEMA) is responsible for the development and distribution of Situations Reports related to on-going disaster activities.
 - (a) The Director of SEMA, or designee, will determine the frequency of the reports and will also be the final approving authority for each report.
 - (a) Other State agencies will be required to provide input to the situation report as determined by the incident and state agency activities.

VI DIRECTION AND CONTROL

- A. A State Unified Command will be activated at the SEOC in Jefferson City. This is the state level command where Direction and Control will be exercised for the statewide response. The senior official from the state, as designated by the Governor of the State of Missouri to lead the State Unified Command, is the Director of Public Safety or their successor. The Director of Public

Safety, will be the Principal State Official (PSO) responsible for the State Unified Command and for coordinating with all departments, commissions and agencies on behalf of the Governor. The Governor delegates authority to the Principal State Official to perform these functions but remains as the Chief Elected Official of the State and serves as the final responsible official for the State and its responsibilities.

- B. Although the Director of SEMA manages and coordinates operations within the State Emergency Operations Center (SEOC), his or her authority does not exceed that of department heads, unless the Governor so designates (see Basic Plan, Section IV.B.3). The SEMA Director provides chief technical advice on emergency management related issues to the PSO and the State Unified Command.
- C. Under overall guidance of the Governor (or Principal State Official), each participating department, agency, or organization maintains operational control of its resources. Mission assignments are coordinated from the SEOC. When the SEOC is activated, all actions must be reported to the SEOC to ensure a rapid and efficient response.
- D. Requests for federal and/or state assistance can come only from the chief elected official of the affected jurisdiction or that official's authorized successor (see Appendix 4 to the Basic Plan). To ensure proper coordination and format, the SEMA staff must coordinate all these requests.

VII CONTINUITY OF GOVERNMENT

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

terminated or someone in a position of higher authority assumes command.

IX APPENDIX DEVELOPMENT and MAINTENANCE

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

Emergency Support Function (ESF) #6 Mass Care, Emergency Assistance, Temporary Housing & Human Services

Primary Agency/ESF Coordinator

Howell County/City Emergency Management Agency

Support Agencies:

Howell County Sheriff's Office
West Plains, Willow Springs, Mountain View City Police Departments
Howell County Public Health Department
Howell County/City Fire Departments/Districts
Howell County/City Public Works Departments
Howell County Emergency Medical Services

Non-Governmental Organizations:

Schools
Churches
American Red Cross
The Salvation Army
Ministerial Alliance (church's)
LTRC
COAD
Missouri Voluntary Organizations Active in Disaster (MOVOAD)
Local Animal Shelter/Humane Society
United Way 211
Ozark Action

I. PURPOSE

Emergency Support Function (ESF) #6 Mass Care, Emergency Assistance, Temporary Housing & Human Services coordinates the delivery of mass care, emergency assistance, temporary housing, and human services in response to people affected by a disaster.

II. SCOPE

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted by an incident. ESF #6 includes four primary functions:

- Mass Care
- Emergency Assistance
- Temporary Housing
- Human Services

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The American Red Cross (ARC) has shelter agreements in-place with public and private facilities in Howell County and Cities within. If needed, the Howell County and or City Emergency Management Agencies may work with other organizations to identify and utilize additional facilities to augment those already designated as ARC shelters.
2. In compliance with the Pets Evacuation and Transportation Act of 2006, the rescue, care, and sheltering of companion animals (household pets) will be provided. The Howell County and or City Emergency Management Agencies will work with the local animal shelter/Humane Society and other rescue organizations as required.

B. Planning Assumptions

1. Most people displaced by a disaster will stay with family or friends, rather than seek public shelter. Even though the majority of people will initially stay with friends or relatives, as the duration of displacement continues, more people will seek assistance with long-term sheltering needs.
2. Numerous hazards have the potential to require an evacuation. The actual situation will determine the scope and the number of evacuees who will utilize a shelter.
3. The Howell Emergency and or Cities Management Director will determine if a shelter is to be opened and will also select the shelter site(s) in coordination with the American Red Cross and the agency that is the provider of the site.

4. All government/volunteer/private sector resources will be utilized as necessary.
5. As needed, sheltering, feeding, and emergency first aid activities will begin immediately after the incident. Staging of facilities may occur before the incident if/when a significant event is anticipated.
6. Information about persons identified on shelter lists, casualty lists, hospital admission, etc., will be made available to family members to the extent allowable under confidentiality regulations.
7. Efforts will be made to coordinate among agencies providing information to minimize the number of inquiry points for families.

IV. CONCEPT OF OPERATIONS

A. General

1. The mass care, emergency assistance, housing and human services operations will be coordinated from the Howell County and or Cities Emergency Operations Center (EOC), or from the Howell County and or Cities Emergency Management Agency where Emergency Management will work closely with the American Red Cross (ARC) to manage mass care, emergency assistance, housing and human services operations, and provide overall coordination of the activities associated with ESF #6. Depending on the event, the ARC may also activate a Disaster Operations Center (DOC) at another location. In this case, close coordination will be maintained between the two sites.
2. Close coordination will be maintained among the many volunteer agencies providing human services assistance to avoid duplication of some services and a lack of others. Depending on the scope of the event, the Howell County/Cities Emergency Management Departments may form a COAD (Community Organizations Active in Disaster) to ensure the coordinated, timely, and equitable provision of human services programs.
3. The number of people in need and the type of services required will vary greatly depending on the hazard and its severity. The population affected could range from very few in an isolated event (e.g., localized flooding) to large numbers if the incident impacts a densely populated area (e.g., a major power outage affecting the entire area).
4. The type and duration of operations required will depend on the specifics of the event. For example, long-term mass care operations may be needed

after a catastrophic disaster causing widespread damage to local housing resources; however, a major power failure may only require limited shelter with minimal permanent housing issues.

5. ESF #6 will be organized into four primary functions:

a. Mass Care – Mass Care involves the coordination of non-medical mass care services to include:

- sheltering of survivors
- organizing feeding operations
- providing emergency first aid at designated sites
- collecting and providing information on survivors to family members
- assisting with the bulk distribution of emergency relief items

b. Emergency Assistance – This assistance will ensure that immediate needs beyond the scope of the traditional "mass care" services provided at the local level are addressed. These services include:

- Support to evacuations and re-locations (including individual/family transportation, registration and tracking of evacuees)
- Reunification of families
- Provision of aid and services to functional needs populations
- Evacuation /re-location
- Sheltering
- Other emergency services for:
 - Household pets and services animals
 - Support to specialized shelters
 - Support to medical shelters
 - Non-conventional shelter management
 - Coordination of donated goods and services
 - Coordination of voluntary agency assistance (e.g. COAD)

c. Housing (Sheltering) – Housing (Sheltering) involves the provision of assistance for short-and long-term housing needs of survivors. Housing options include:

- Rental assistance
- Repair
- Loan assistance
- Replacement

- Factory-built housing
 - Semi-permanent and permanent construction
 - Referrals
 - Identification and provision of accessible housing
 - Access to other sources of housing assistance.
- d. Human Services (Disaster Survivor Services) – Human Services includes the implementation of disaster assistance programs to help disaster survivors recover their non-housing losses. These programs include programs to:
- Replace destroyed personal property
 - Help to obtain:
 - o Disaster loans
 - o Food stamps
 - o Crisis counseling
 - o Disaster unemployment
 - o Disaster legal services
 - o Support and services for special needs populations
 - o Other Federal and State benefits.
6. Support to Unaffiliated Volunteers and Unsolicited Donations – The procedures, processes, and activities for assistance to support spontaneous volunteers and unsolicited donations are the responsibilities of the Howell County/Cities Emergency Management Agencies. Support to volunteer and donations management may include the following:
- a. A database system to manage and record offers of donated goods and services.
 - b. Warehouse support for housing unsolicited donated goods.
 - c. Coordination of unsolicited private and international donations.
7. Voluntary Agency Coordination – ESF #6 works in concert with local COADs, Long-Term Recovery Committees (LTRC), faith-based organizations, and the private sector to facilitate an inclusive, multiagency, community-wide, and coordinated response and recovery effort. ESF #6 works with local officials, private non-profit organizations, the State, and others to establish a long-term recovery strategy to address the unmet needs of individuals and families, including those with special needs. ESF #6 may also coordinate with COADs and international relief organizations to support the efforts of local voluntary agencies and faith-based organizations.

B. Actions by Operational Timeframe

1. Preparedness

- a. Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
- b. Identify and inspect suitable shelter facilities.
- c. Develop and test emergency plans and procedures.
- d. Train personnel to perform emergency functions.
- e. Participate in Emergency Management training and exercises.

2. Response

- a. Open, staff, and manage shelters.
- b. Identify and provide temporary housing resources.
- c. Provide representatives to the EOC and work within the EOC structure to meet mass care, housing, and human services needs.
- d. Make suitable accommodations for special needs populations.

3. Recovery

- a. Provide public information regarding safe re-entry to damaged areas.
- b. Continue to work closely with the EOC to support on-going activities.
- c. Identify and provide long-term housing resources.
- d. Form a long-term recovery assistance team to help ensure individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.
- e. Participate in after action critiques and reports.
- f. Make changes in standard operating procedures and this ESF to improve future operations.

4. Mitigation

- a. Participate in the hazard identification process and take steps to correct deficiencies in the mass care, housing, and human services function.
- b. Implement a public education campaign regarding the importance of having adequate homeowners and renters insurance.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

Howell County, West Plains, Willow Springs, Mountain View, Brandsville
City Emergency Management Agencies

1. Coordinate ESF #6 activities.
2. Coordinate dissemination to the public on shelter openings (with ESF #15)
3. Advise the State EOC on shelters opened, number sheltered, etc.
4. Work with the American Red Cross to accomplish the following:
 - Open and manage shelters.
 - Provide food, clothing, emergency medical care and other urgent disaster-related needs.
 - Identify and deploy trained personnel to manage mass care operations.
 - Work with the EOC team to assess staffing, equipment, and supply requirements.
 - Inspect shelters and maintain updated shelter lists and agreements beyond those maintained by the ARC.
 - Implement procedures for registration, tracking, feeding, and other mass care functions.
 - Coordinate the activities of the volunteer agencies providing assistance.

B. Support Agencies

1. American Red Cross

- a. Deploy a liaison to the County/City EOC to assist in performing ESF #6 activities.
- b. Provide technical guidance to County/City officials and agencies.
- c. Assess staffing, equipment, and supply requirements and relay resource needs to County/City officials.
- d. Exchange and coordinate damage assessment information with the County/City to ensure ESF #6 related needs are addressed.
- e. Work with the County/City and other volunteer agencies to accomplish the following:
 - Open and manage shelters.
 - Provide food, clothing, emergency medical care and other urgent disaster-related needs.
 - Deploy trained personnel to manage mass care operations.
 - Inspect shelters and maintain updated shelter lists and agreements.
 - Implement procedures for registration, tracking, feeding, and other mass care functions.

2. Emergency Medical Services

Assist with transportation and emergency medical care.

3. County/City Fire Departments/Districts

Assist with shelter safety inspections.

4. County Sheriff's Office, Police Department

- a. Provide security at or around mass care operational facilities (shelters, supply staging areas, and warehouses).
- b. Provide traffic flow and parking assistance around mass care facilities.
- c. Provide assistance with communications as needed.
- d. Provide personnel and equipment assistance as requested by the EOC.

5. County/City Public Works Department

- a. Provide barricades and signage to route traffic and establish detours at/around designated shelters.
- b. Provide barricades and support for Points of Distribution sites, as needed.

6. County Public Health Department

- a. Provide staff to oversee health issues in shelters.
- b. Assist in ensuring environmental surety in mass care facilities.
- c. Assist with special needs considerations.
- d. Provide pharmaceutical support.
- e. Assist in Points of Distribution development and coordination in regards to health and medical considerations.

7. School Districts, Churches

- a. Provide facilities for use as shelters.
- b. Coordinate facility/shelter opening and closing.

8. Salvation Army

- a. Provide various disaster relief services including, but not limited to, fixed and mobile feeding sites, mental health services, childcare, clothing, and emergency clean up.
- b. In catastrophic events, provide emergency shelter assistance.
- c. Screen, place, and manage emergent (spontaneous) volunteers and establish a donations management operation.

9. Ministerial Alliance Church's

Support ESF #6 activities by providing crisis counseling services.

10. Local Animal Shelter/Humane Society

Work with the ESF #6 Coordinator/Primary Agency and Emergency Management Agency to make accommodations for the pets of those requiring emergency shelter.

11. United Way 211

Collect and disseminate the following information:

- Shelter registry information
- Special Needs registry (populations)
- Shelter status/availability
- Directions and general shelter/mass care information

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #6 Mass Care:

1. Director, Howell County, West Plains, Willow Springs, Mountain View, Brandsville Emergency Management Agencies

Suggested Appendices

Appendix 1 – Shelter Locations

Appendix 2 – Special Needs Populations

Appendix 3 – Special Needs Resources

Appendix 4 – Howell County/City Donations and Volunteer Management Plan

Emergency Support Function (ESF) #7 Logistics

Primary Agency/ESF Coordinator

Howell County/City Emergency Management Agency's

Support Agencies:

Howell County/Cities Clerks/ Purchasing/Finance Department
Howell County/Cities Attorney
Howell County Sheriff's Office
West Plains, Willow Springs, Mountain View City Police Departments

I. PURPOSE

Emergency Support Function (ESF) #7 Logistics provides a comprehensive disaster logistics planning, management, and sustainment capability that organizes the resources of local logistics partners, key public and private stakeholders, and non-governmental organizations to meet the needs of disaster survivors and responders.

II. SCOPE

ESF #7 provides the operational framework for management of local resources. Activities within the scope of this function include:

- Comprehensive, local disaster logistics planning, management, and sustainment capability.
- Resource Support.

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. WebEOC will be used to submit resource requests to the state.
2. Staging Area(s) will be identified to receive and pre-position commodities, equipment, and personnel for deployment.
3. Points of Distribution (POD) will be established to distribute commodities to disaster survivors.

B. Planning Assumptions

1. The initial emergency response will be dependent upon local public and private resources;
2. Adequate local resources do not exist to cope with a catastrophic incident;
3. Identified public and private sector resources will be available when needed for emergency response;
4. Necessary personnel and supplies will be available to support emergency resource response;
5. If local resources are depleted, assistance may be requested through SEMA;
6. County/City departments will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;
7. The Howell County/City Emergency Management Director will initiate the commitment of resources from outside government with operational control being exercised by the on-site commander of the service requiring that resource; and
8. All resource expenditures will be recorded and maintained, following proper procedures.

IV. CONCEPT OF OPERATIONS

A. General

1. Each County/City department has the responsibility for managing its resources under their control. During large scale emergencies and disasters, ESF#7 may activate, and allow for a centralized approach in obtaining, tracking, storing, and deploying resources. This function will be administered from the EOC.
2. ESF #7 will identify sites and facilities that will be used to receive, process, and coordinate movement of resources, equipment, supplies, and other properties that will be sent to the disaster area. The necessary equipment, staff to track, package, load, and transport, communications, and security support to these facilities and sites will be provided by the County, City, State, Federal governments, volunteer organizations, and/or private security as required. This

process must be closely coordinated with State and Federal emergency management officials, other local governments in the region, and the media.

3. The Howell County/City Emergency Management Agencies will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform duties in the event of an emergency. Resource lists will be developed and maintained that detail the kind, type, location, contact arrangements, and acquisition procedures of the resources identified. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.
4. WebEOC is the online software tool for information sharing and resource request tracking during emergencies, disasters, significant events, and daily operations. The Howell County Emergency Management Director will use the boards in WebEOC to report information to SEMA and request resources.
5. ESF#7 will assist departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover, and maintenance of all expenditures relating to the emergency/disaster. This function will make arrangements to purchase needed resources if it is determined the County/City does not have the resources to supply a requirement in the field. The payment of debts and other encumbrances generated as a result of the emergency is handled by this group as well.
6. Potential sites for local and regional Points of Distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts. Priorities will be set regarding the allocation and use of available resources.

B. Actions by Operational Timeframe

1. Preparedness

- a. Maintain this ESF Annex as well as supporting operating procedures.
- b. Review all portions of the EOP to ensure proper coordination of resource support activities.
- c. Ensure resource support personnel receive appropriate emergency training.
- d. Establish contact with private resources that could provide support

- during an emergency.
- e. Participate in Emergency Management training and exercises.

2. Response

- a. Obtain resources on a priority basis as determined by the EOC.
- b. Activate additional resource support personnel.
- c. Work with the EOC staff to establish priorities.
- d. If necessary, establish staging areas, distribution sites, and mobilization centers from which resources may be distributed.
- e. Activate mutual aid.
- f. Maintain an inventory system to track supplies used in the disaster.
- g. Maintain accurate records of resources utilized and funds expended and submit reports.

3. Recovery

- a. Return staffing to normal levels as dictated by the event.
- b. Identify unused resources in the community.
- c. Stand down any facilities no longer in use.
- d. Dispose of excess supplies.
- e. Participate in after-action reports and critiques.

4. Mitigation

Ensure emergency contracts are in place to prevent resource shortages in an emergency.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF #7 Coordinator

Howell County/City Emergency Management Agency

- 1. Locate, procure, and issue resources to other agencies to support the emergency response or to promote public safety.
- 2. Utilize the Resource Request form in Web EOC to request resources through SEMA.
- 3. Work with ESF #5 to pre-identify Points of Distribution sites and develop capabilities and procedures to open, staff, and demobilize, as needed.
- 4. Identify Staging areas and assign qualified personnel as Staging Area managers, as needed.
- 5. Coordinate with ESF #5 on maintaining an inventory of County/City-owned and private essential resources.
- 6. When normal purchasing and contracting rules are suspended, the County/City Purchasing Authority must advise all employees of rules that are in effect for emergency purchasing and contracting.

7. Coordinate and determine the availability and provision of consumable supplies.
8. Develop procedures and SOPs for the purchasing commodities and services, leasing of buildings, and warehouses.
9. Develop procedures for the temporary loan and return of private, county, city, and state equipment.
10. Develop methods and procedures for responding to and complying with request for supplies.
11. Develop procedures for reimbursing private vendors for services rendered.
12. Develop list of private vendors and suppliers and their available resources.
13. Consider establishing pre-planned contracts as necessary to ensure prompt support from vendors during emergencies.
14. Train personnel on purchasing procedures for acquiring supplies, resources, and equipment.

B. Support Agencies

1. General Responsibilities - All County/City Departments

- a. All departments will maintain a current resource directory.
- b. Develop and maintain mutual aid agreements with local jurisdictions, private, and non-profit organizations for resource support.
- c. All departments will coordinate additional resource needs with the ESF #7 Coordinator.

2. County/City Clerks Purchasing/Finance Department

Advise all county/city departments of rules that are in effect for emergency purchasing and contracting.

3. County Sheriff's Office, Police Department

Provide security for Points of Distribution and Staging Areas.

4. County/City Attorney

Provide advice regarding the legality of any proposed suspension of statutes or rules.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #7 Logistics:

1. Director, Howell County/City Emergency Management Agency
2. County Commissioners/City Administrators
3. County Sheriff/Police Chiefs

Emergency Support Function (ESF) #8

Public Health and Medical Services

Primary Agency/ESF Coordinator

Howell County Public Health Department

Support Agencies:

Howell County/City Emergency Management Agency
Howell County Sheriff's Office
West Plains, Willow Springs, Mountain View City Police Department
Howell County/City Fire Department/Districts
Howell County Emergency Medical Services
Ozarks Healthcare, Mercy St. Francis Hospitals
Howell County Coroner/Medical Examiner
American Red Cross
The Salvation Army
Other Volunteer and Community Organizations

I. PURPOSE

Emergency Support Function (ESF) #8 Public Health and Medical Services provides for coordinated medical, public health, mental health, and emergency medical services to save lives in the time of an emergency.

II. SCOPE

Assistance provided by ESF #8 includes, but is not limited to:

- Public health/medical needs
- Medical surge support including patient movement
- Behavioral health services
- Mass fatality management

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The Howell County Public Health Department serves the public health needs of the residents of the county.
2. Howell County has 2 hospitals located within its boundaries. These hospitals have developed an emergency plan in accordance with State and Federal regulations and exercised regularly. Each hospital maintains a lighted helicopter landing pad, which is used by the air ambulance services.
3. Emergency Medical Service is provided by the South Howell, Mercy,

Willow Springs and Air Ambulance Services. The ambulance service maintains mutual aid agreements with all surrounding ambulance services.

4. The Howell County Coroner/Medical Examiner manages mass fatality incidents.

B. Planning Assumptions

1. Public health and medical services will be a major concern following any emergency and a major emergency could create problems beyond the capabilities of the health and medical system.
2. Public and private health and medical resources located in Howell County will be available for use during disaster situations, but many of these resources (including human resources) may be affected by the disaster.
3. Should local hospitals become overburdened or inoperable, other nearby hospitals will be utilized (if available).
4. Outside assistance will be available and these agencies will respond when requested. However, in all likelihood, emergency measures to protect life and health during the first 12 to 24 hours after the disaster will be exclusively dependent upon local and area resources.

IV. CONCEPT OF OPERATIONS

A. General

1. This ESF applies to all government, private sector, and volunteer agencies with assigned emergency responsibilities as described in Part V of this ESF. An important objective of this document is to facilitate coordination and effective working relationships between these agencies and organizations.
2. The Howell County Department of Health has developed a Public Health Emergency Response plan detailing the Health Department's response to public health and medical emergencies.
3. The Public Health Emergency Response Plan describes local response to biological incidents (such as mass prophylaxis dispensing operations) as well as the requesting and use of the Strategic National Stockpile (SNS). The actions described in ESF #8 are designed to integrate with and support the actions described in the Howell County Public Health Emergency Response Plan.
4. Additionally, other agencies involved in public health and medical services activities (e.g., Emergency Medical Services, County Coroner/Medical Examiner, Hospitals) have existing emergency plans and procedures. ESF #8 is not designed to take the place of these plans, rather it is designed to complement and support existing plans and procedures.
5. State and Federal public health and medical resources will be requested by the EOC through the procedures described in ESF #5.

B. Actions by Operational Timeframe

1. Preparedness

- a. Develop agreements with other health and medical agencies to augment local resources.
- b. Develop and/or review procedures for crisis augmentation of health and medical personnel, as well as the identification of health care facilities that could be expanded into emergency treatment centers.
- c. Review departmental standard operating procedures, needs for materials, supplies, and necessary forms.
- d. Review protective action guides and self-support capabilities such as emergency electric power generators and communications capabilities.
- e. Participate in Emergency Management training and exercises.

2. Response

- a. Coordinate the deployment of nurses and other medical personnel to provide mass inoculations if necessary.
- b. Issue protective action guidance.

3. Recovery

- a. Conduct ongoing sampling and monitoring to ensure continued sanitation.
- b. Continue to perform tasks necessary to expedite recovery and cleanup operations.
- c. Gradually revert assignments and personnel requirements to normal.
- d. Evaluate response and make necessary changes in this ESF to improve future response activities.

4. Mitigation

Perform ongoing disease surveillance and tracking activities.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF #8 Coordinator Howell County Public Health Department

1. Provide a representative to the EOC to coordinate ESF #8 activities.
2. Work with the other members of the EOC team to set priorities and assign resources.
3. Coordinate with the field to assess resource requirements.
4. Request outside assistance and activate mutual aid agreements.
5. Issue health and medical advisories to the public on such matters as emergency water supplies, waste disposal, vectors, immunizations, disinfecting, and other public health issues dictated by the event.
6. Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to

- support health and medical operations.
7. Maintain a patient/casualty tracking system.
 8. Establish preventive health services including the control of communicable diseases.
 9. Organize the distribution of appropriate vaccines, drugs, and antidotes.
 10. Conduct inspections of food, water, and medication supplies.
 11. Ensure appropriate health and medical services situational information is available to the EOC.
 12. Investigate sanitation conditions and coordinate immunization programs.
 13. In the event the potable water supply is contaminated, coordinate with water supply vendors and assist with the development of a distribution system.
 14. Work with neighboring community health and medical organizations, as well as with State and Federal officials, to augment local health and medical resources.
 15. Ensure the protection of emergency response staff by taking actions to obtain necessary protective respiratory devices and clothing, detection and decontamination equipment, and antidotes for personnel assigned to perform tasks during response operations.
 16. Screen and coordinate with incoming groups such as Disaster Medical Assistance Teams (DMAT) and medical volunteers and ensure positive identification and proof of licensure is made for all medical volunteers.
 17. Work closely with EMS agencies, hospitals, behavioral health providers and if necessary, the County Coroner/Medical Examiner to accomplish all related public health and medical activities.

B. Support Agencies

1. Emergency Medical Services
 - a. Respond to the disaster scene with emergency medical personnel and equipment.
 - b. Upon arrival at the scene, assume an appropriate role in the Incident Command System (ICS).
 - c. If necessary, establish a medical command post at the disaster site(s) to coordinate health and medical response team efforts.
 - d. Provide triage, medical care, and transport for the injured.
 - e. As requested, deploy personnel to the EOC to assist the Public Health and Medical Services Coordinator.
 - f. Assist with identification, transportation, and disposition of the deceased.
 - g. Establish and maintain field communications and coordination with other responding emergency teams (police, public works, etc.) and radio or telephone communications with hospitals.
 - h. Assist with the evacuation of patients from affected hospitals and nursing homes if necessary.
2. County Coroner/Medical Examiner
 - a. Manage the disposition and tracking of the deceased.
 - b. Work closely with the Howell County/Cities EOC to identify and use all available resources to support mortuary operations.
 - c. Provide situational information and resource needs to the Howell County/City EOC.

3. County Sheriff's Office, Police Department

- a. Provide security at or around health and medical facilities or at mass casualty sites.
- b. Provide security assistance to medical facilities and to health and medical field personnel upon request.
- c. Maintain emergency health services at correctional facilities, if appropriate.
- d. Provide communications support for health and medical activities.
- e. If necessary, provide traffic flow and parking assistance around health and medical facilities.

4. County/City Fire Department/District

Support EMS operations and other ESF #8 activities as needed.

5. County/City Emergency Management Agency

Support ESF #8 activities as required by the event.

6. Hospitals

- a. Implement hospital disaster plans and procedures.
- b. Advise the ESF #8 Public Health and Medical Services Coordinator in the EOC of conditions at the hospital and number and type of available beds.
- c. Establish and maintain field and inter-hospital medical communications.
- d. Provide a representative to the EOC when requested.
- e. Provide medical guidance as needed to EMS agencies.
- f. Coordinate with EMS, other hospitals, and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
- g. If necessary, work with the EOC to distribute patients to hospitals outside the County/City based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity, and special designations such as trauma and burn centers.
- h. If necessary, coordinate the use of clinics to treat less than acute illnesses and injuries.
- i. Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff.
- j. Coordinate with other hospitals and EMS on the evacuation of patients and specify where patients are to be taken.
- k. Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
- l. Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
- m. Provide patient identification information to the American Red Cross.

7. Ministerial Alliance

Assist in providing behavioral health services to disaster victims and emergency workers.

8. American Red Cross, Salvation Army, Other Volunteer and Community Organizations

- a. Assist in providing behavioral health services to disaster victims and emergency workers.
- b. Provide food for emergency medical workers, volunteers, and patients, if requested.
- c. Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, aid stations, and field triage units to collect, receive, and report information about the status of victims.
- d. Assist in the notification of the next of kin of the injured and deceased.
- e. Assist with the reunification of the injured with their families.
- f. Provide first aid and other related medical support (within capabilities) at temporary treatment centers.
- g. Provide supplementary medical and nursing aid and other health services, when requested and within capabilities.
- h. Provide assistance for the special needs of disabled, elderly, and children separated from their parents.
- i. Assist with family reunification and family.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #8 Public Health and Medical Services:

1. Director, Howell County Public Health Department
2. Director of Nursing

Suggested Appendices

Appendix 1 – County/Regional CHEMPACK Plan

Appendix 2 – County/Regional Mass Fatality Plan

Process for Requesting CHEMPACK Medications

A. I. Purpose

To establish Region G procedures to request CHEMPACK Medications in the event of a nerve agent incident or organophosphate poisoning due to a terrorist attack or to hazmat event that occurs while transporting/handling/storing organophosphates.

II. Overview of CHEMPACK

- A. The CHEMPACK Program is part of the SNS (Strategic National Stockpile) program. Containers of antidotes are pre-positioned in one location in Region G. The CHEMPACK container includes medications with a treatment capacity of up to 454 patients at a moderate or severe exposure level. These containers are portable, and contents can be transported as needed. The antidotes included in the CHEMPACK containers are specially packaged into auto-injectors and designed for rapid administration at the incident scene.
- B. Medications in the CHEMPACK containers are only used for patient treatment of a chemical incident where exposure to organophosphates (agricultural pesticides such as Parathion, Malathion, Chlorpyrifos, or Diazinon) or nerve agent gases (Sarin, Soman, Tabun, VX) has occurred. Organophosphates and nerve agents are highly toxic chemicals. Exposure can occur through inhalation, skin absorption, or ingestion, and requires immediate administration of life saving antidotes.
- C. County and local hospitals and other emergency responders don't stock nerve agent antidotes, or if they do have any stock, it is very small quantities, which would not be sufficient for a large event or large number of people exposed to these types of chemicals during a terrorist attack, or large chemical accident.
- D. Signs and symptoms of nerve agent poisoning can present within seconds to minutes following exposure and after a significant exposure, death may occur. The following acronym may be helpful in remembering the signs and symptoms of Nerve Agent Exposure.
SLUDGEMM
 - Salivation
 - Lacrimation (Tearing)
 - Urination
 - Defecation
 - Gastrointestinal upset
 - Emesis (Vomiting)
 - Muscle twitching
 - Miosis (Pinpoint pupils)

III. Training, Education and Mitigation

- A. First Responders such as law enforcement, firefighters, EMS, and others should be trained to recognize a possible nerve agent/organophosphate release. The state and local police are often the first responders on the scene of an emergency. Therefore, it is imperative that the police are able to recognize a potential nerve agent release in order to report this to dispatch.
- B. First responders also need to know about the CHEMPACK medications that are available, when to ask for them and the request process.
- C. 911 Emergency Communications and Missouri State Highway Patrol (MSHP) Troop G Communications should be trained on the CHEMPACK request and transport processes.
- D. Annual training for all first responders should be made available to protect the first responders and the general public in this type of an event.
- E. Emergency Management Personnel and First Responders should know organophosphate distributors in your county, where they are located, and what are the transportation routes of these chemicals?
 - 1. Resources for EMDs to find Chemical Distributors in Region G Counties:
 - a. Tier II Reports
- F. The Regional CHEMPACK Plan-Training Presentation can be found at <http://health.mo.gov/emergencies/sns/index.php>
 - 1. This training overview has been developed to introduce the CHEMPACK to emergency response personnel and the request process.

IV. CHEMPACK Locations:

A. Region G Locations(see Attachments C & E):

1. Ozarks Healthcare

1100 Kentucky Ave
West Plains, MO 65775

Josh Reeves: Operations Director

Work phone: 417 256 9111

Cell phone: Operator on Duty will contact

RD Reid: Emergency Preparedness

Work phone: 417 256 9111 Cell phone: 417 274 2475

Pharmacist on Duty

417 256 9111 Ext: 6111 (available 24/7)

NOTE: If additional CHEMPACKs are required, a CHEMPACK outside of Region G will have to be requested.

B. Closest Missouri Assets outside of Region G (see Attachments D & E)

Region D:

1. Cox Medical Center

3535 S National Ave,
Springfield, MO 65807
Contact: James Houpt
Work#:417-269-3444
Cell#:417-693-0778

2. **Mercy Hospital-Springfield**
1235 E Cherokee St,
Springfield, MO 65804
Angelique Foster (Pharmacy Mgr.)
Work#:417-820-6957
Cell#:417-827-4777

Region E:
St Francis Medical Center

3. 211 St Francis Dr,
Cape Girardeau, MO 63703
Rob Grayhek (Trauma Dir.)
Work#:573-331-5236
Cell#:573-225-0283

4. **Pemiscot Memorial Hospital**
946 E Reed St,
Hayti, MO 63851
David Ketchum (Pharm Dir.)
Work#:573-359-3579
Cell#:573-724-0218

Region I

5. **Phelps County Regional Medical Cn**
1000 W 10th St,
Rolla, MO 65401
Janet Kilian
Work#:573-458-7175
Cell#:573-201-3631

C. **Closest Out-of-State Assets to consider** (see Attachment D)

1. **Baxter Regional Medical Center**
624 Hospital Dr,
Mountain Home, AR 72653

Primary Contact: Angela Powell
(O) 870-508-1377
(C) 870-406-6220

Secondary Contact: Melissa Rohr
(O) 870508-7329
(C) 870-656-9378

Tertiary Contact: Ryan Killian
(O) 870-508-7380
(C) 870-404-2830

- 2 **St. Bernard's Medical Center**
225 E Jackson Ave
Jonesboro, AR72401
Primary Contact: Keith Smith
(O) 870-932-2800 x111
(C) 870-897-9274
Secondary Contact: James Welborn
(O) 870-972-4516
(C) 870-680-2802
Tertiary Contact: Roger Lamkin, Sr.
(O) 870-268-4113
(C) 870-919-5928

V. Procedures for Requesting CHEMPACK Medications

- A. On-Scene Incident Command, or EMD, or an on-scene responder will contact 911 Communications to place the call to the Region G Highway Patrol
- B. In Region G, MSHP personnel will provide transport of the medications from the CHEMPACK storage site to the scene. 911 Communications will contact MSHP Troop G Communications to advise the locations for the pickup and delivery. MSHP personnel should be familiar with this process and authority to complete the call requesting the CHEMPACK and the pickup.
- C. State and local law enforcement agencies may be called upon to ensure the security of the CHEMPACK assets at the scene, during transport, and/or with security at the host hospital.
 - 1. When a CHEMPACK is requested, the decision on requesting the quantity of the cache depends on the number of potential victims.
 - 2. MSHP Troop G staff should utilize the CHEMPACK Request Process and Documentation Form in Attachment A to ensure documentation of all information needed to request the CHEMPACK.
 - 3. The CHEMPACK should be delivered to a safe staging area established by the Incident Commander to ensure additional response personnel are safe.
 - 4. A Statewide CHEMPACK Locations Map is included in Attachment B, in the event additional CHEMPACKs are needed. The map includes sites east in Illinois and south in Arkansas.
 - 5. CHEMPACK Site Contacts can be found on EMResource <https://emresource.emsystem.com/login> and WebEOC <https://webeoc.sema.dps.mo.gov/eoc7/> . In the event those two systems are not available, CHEMPACK custodial site Point of Contact information is found in Attachment D.
 - 6. CHEMPACK contents list can be found in Attachment E.

VI. This is where return process of Chem Pack Meds will be listed.

Attachments:

Attachment A: Region G CHEMPACK Request Process

STEP ONE: Emergency Response Agency (Incident Command) Requests the CHEMPACK - 911 Emergency Communications to make the request (information to collect)

DATE/TIME OF REQUEST:

CHEMPACK REQUESTED BY: (AGENCY AND NAME)

CONTACT PHONE NUMBER:

SITUATION TO WARRANT NEED FOR CHEMPACK:

ESTIMATED NUMBER OF PEOPLE IMPACTED:

LOCATION CHEMPACK IS NEEDED (SAFE STAGING AREA IS PREFERRED):

STAGING AREA POINT OF CONTACT AND PHONE NUMBER:

STEP TWO: 911 Emergency Communications contacts Region G Missouri State Highway Patrol at 417-469-3121 for notification they are to request Region G Chem Pack and Transport.

REQUEST MOVEMENT OF THE CHEMPACK TO THE REQUESTED LOCATION. (PROVIDE RECORDED INFORMATION ABOVE). NOTE - DECISION ON REQUESTING THE QUANTITY OF CACHE DEPENDING ON THE NUMBER OF POTENTIAL VICTIMS. MULTI-DOSE VIALS (IV USE) REMAIN AT THE HOST FACILITY OR TRANSFERRED TO A RECEIVING HOSPITAL.

PROVIDE CUSTODIAL SITE WITH YOUR NAME AND CONTACT INFORMATION.

ASK FOR ESTIMATED TIME OF ARRIVAL (HOSPITAL MAY HAVE TO CALL YOU BACK)

RECORD CUSTODIAL SITE CONTACT: (WHO YOU ARE SPEAKING WITH)

STEP THREE: MSHP Contacts OMC in Region G to notify of activation of Chem Pack and Transport. # 417-256-9111

STEP FOUR: MSHP contacts 911 Comms to report confirmation of request and request status back to Incident Command

PROVIDED STATUS UPDATE TO:

(WHEN YOU HAVE THE INFORMATION): PROVIDE THE ESTIMATED TIME OF ARRIVAL:

STEP FIVE: 911 Comms should Contact the following agencies so they are aware of the CHEMPACK Request-record time of contact for each

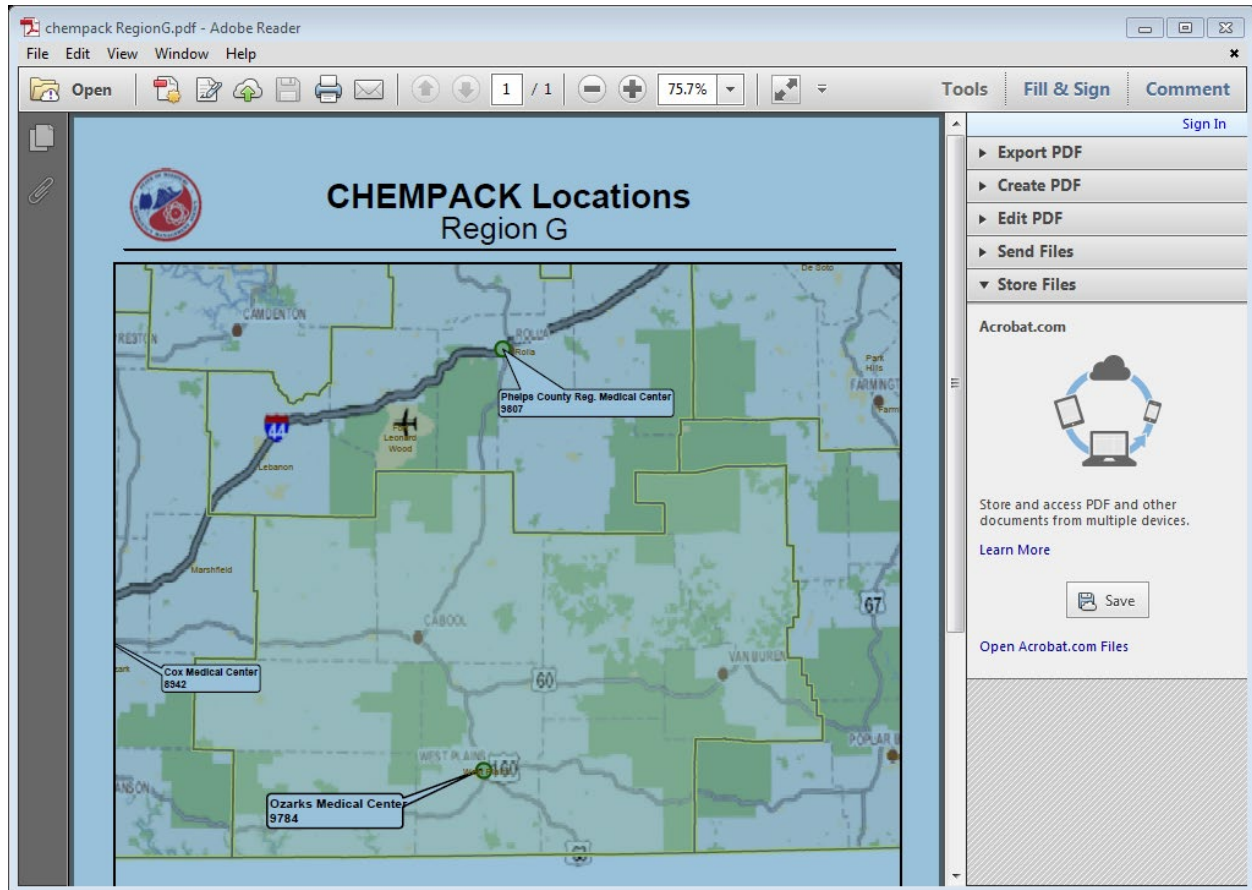
NOTIFY THE EMERGENCY MANAGEMENT DIRECTOR (NAME, PHONE)

NOTIFY THE INCIDENT COMMANDER

Notify County Health Dept

NOTIFY THE MISSOURI DEPARTMENT OF HEALTH EMERGENCY RESPONSE CENTER AT 1-800-392-0272

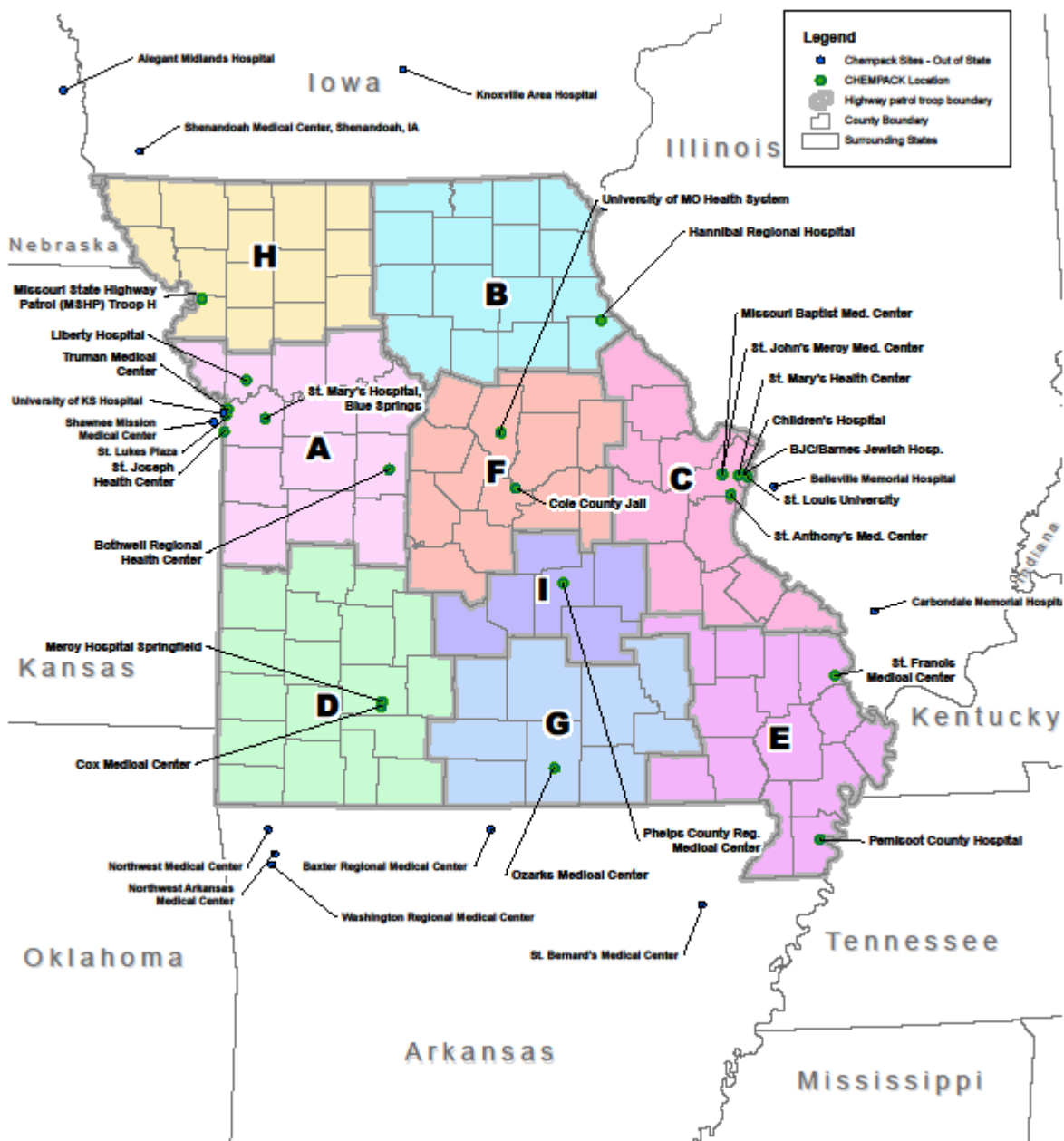
Attachment B: Region G CHEMPACK Locations Map



Attachment C: Closest In and Out of State CHEMPACK Locations Map



CHEMPACK Locations



SEMA Telephone - (800) 298-6289 or (573) 526-9100
 DHSS Emergency Response Center (ERC) Telephone - (800) 392-0272
 State Emergency Management Agency Source: SEMA-SNS
 For Official Use Only - Not to Be Distributed without prior approval by SEMA/SNS

AMG ITS/SEMA chempack_state_class.mxd 3/2016

Attachment D: CHEMPACK Custodial Site Contact Information

Facility	Contact Name and Phone	Alternative Contact and Phone	Where to pick up	Notes
REGION E				
St. Francis Medical Center	Sarah Mirgaux Pharmacy Director 573-778-7774 (w)	Steve Smith Pharmacy Manager 573-331-5559 (w) 573-225-6040 (c)	Entrance #3 (EMS/ER entrance) north side of hospital	
Pemiscot Memorial Hospital	David Ketchum Pharmacy Director 573-359-3579 (w) 573-724-0218 (c)	Gwen Farr 573-359-3681 (w) 573-521-9426 (c)	Go to ER entrance on the northside of hospital, East Meadow Lane, which is immediately west of Jct. State Highway J (Old US Hwy, 61).	Contact Clerk at ER check-in, Clerk will page David Ketchum, Dale Carpenter or Gwen Farr. Will escort MSHP Officer to 2nd Floor, South Hall, last room right side of hall
REGION D				
Cox Medical	Karrie Derenski Work#: 417-269-3444 Cell#: 417-693-0778			
Mercy Hospital-Springfield	Angelique Foster (Pharmacy Mgr.) Work#: 417-820-6957 Cell#: 417-827-4777			
REGION G				
Ozark Medical Center	RD Reid Emergency Manager 417-256-1790 (w) 417-274-2475 (c)	Katie Mahan Pharmacy 417-256-1793 (w)		
Region I				
Phelps County Regional Med Center		Janet Kilian Work#: 573-458-7175 Cell#: 573-201-3631		

Attachment E: CHEMPACK Contents List

EMS CHEMPACK Container with a Treatment Capacity of 454									
Product	Unit Of Measure	Case Quantity	Boxes in each Case	Units Per Box	Total Units Per Case	Case Height	Case Width	Case Length	Case Weight in Pounds
Mark 1 auto-injector with-240 kits	Case	5	30	8	240	13.25	19	13.5	39.5
Atropine Sulfate 0.4mg/ml 20ml-100 vials	Case	1	25	4	100	6.13	5.63	13.5	12
Pralidoxime 1gm inj 20ml-276 vials	Case	1	6	46	276	11.81	14	12.31	11.5
Atropen 0.5 mg.-144 injectors	Case	1	12	12	144	14	10.5	19.18	16.8
Atropen 1.0 Mg.-144 injectors-	Case	1	12	12	144	14	10.5	19.18	16.8
Diazepam 5mg/ml auto-injector-150 injectors	Case	2	15	10	150	9.5	8.5	24.24	20
Diazepam 5mg/ml vial, 10ml-25 vials	Case	2	5	5	25	6	6.5	2.75	1.8
Sterile water for injection 20ml-100 vials	Case	2	25	4	100	13	6.63	6	7.2

Appendix 2

HOWELL COUNTY MORTUARY PLAN

CONCEPT OF OPERATIONS:

To establish means and methods for the most reasonable and proper care and handling of the dead in multi-death disaster situations. The Mortuary Disaster Response Team is responsible for aiding the Howell County Coroner in the recovery, evacuation, identification, sanitation and preservation (such as embalming if necessary), notification of the next of kin and facilitating means for release of the identified dead to the next of kin or their agent.

COMMUNICATION PROCEDURES:

Upon the event of a disaster of any nature, which has caused multiple deaths the following persons should be notified immediately. Preferably in the order shown below but not limited to this order of priority:

1. Tim Cherry, County Coroner
211 West Main St.
West Plains, MO
2. Mike Coldiron, Howell County Emergency Management Director
180 Kentucky Ave.
West Plains, MO
3. Chief, West Plains Emergency Management Director
1910 Holiday Lane
West Plains, MO
4. Mountain View Emergency Management Director
Mountain View, MO
5. Beverly Hicks Willow Springs Emergency Management Director
Willow Springs, MO
6. Alternate contact is through the Howell County Central Communications Center, 9-1-1

One of the above persons will immediately notify the Certified Disaster Coordinator listed below:

Department of Health and Senior Services
912 Wildwood Drive
PO Box 570
Jefferson City Missouri, 65109
DHSS Hotline: 1-800-392-0272

MFDA Disaster Response Teams –
DMAT-1 for Medical

DMORT-for Mass Fatality
(417)358-4221
mosema@sema.dps.mo.gov

This Coordinator has been trained at the national level by the Federal Emergency Management Agency and by the National Funeral Directors Association. This individual will go immediately to the site to lend their expertise and to act as liaison between the Missouri Funeral Directors Disaster Teams and the National Association should the scope of the disaster require supplies or personnel beyond our resources.

The Disaster Coordinator will notify the Missouri State Funeral Directors Association and will from time to time as conditions will permit issue briefings to the M.F.D.A. office with regard to additional supplies and as to progress with the mission.

Executive Director
PO Box 688
Jefferson City, MO 65110-4688
1-800-748-7661
Pager 1-888-229-5314

AUTHORIZATION FOR ADMISSION OF DISASTER WORKERS INTO DISASTER SITE

All disaster workers must have in their possession the necessary identification card or pass, etc., as developed by the Emergency Management Director or responsible official to gain admission into the immediate disaster site area. These workers and members of the Mortuary Disaster Response Team will be required to register their name and address at the EOC or area designated for such purpose.

RECOVERY OPERATIONS GUIDELINES:

1. None of the dead shall be moved or touched by workers until approval has been given by the Coroner.
2. Operations will be coordinated by the Coroner and DMORT-1 Disaster Response Team Coordinator.
3. A survey and assessment of the situation will be made by the Coroner and Mortuary Disaster Response Team Coordinator. They will note the approximate number of dead, equipment and personnel needed.
4. Once workers have reported to the scene a briefing will be held, assignments will be given at this time, and workers will be divided into teams if necessary.
5. Photos or a sketch will be made of the disaster site, and if desired the scene will be divided into sections with the recovery teams assigned to particular sections.
6. Suitable stakes or markings will be placed at the location of each body and numbers will be assigned to each body.
7. Bodies will be tagged and records kept noting the location in which the body was found. (This tag numbering system will be developed by the County Coroner.)
8. Personal effects of the dead will be tagged and data recorded noting location found.

9. When necessary, bodies will be placed in a body pouch and a tag with corresponding numbers will be placed on the pouch.
10. Valuables such as wallets, attached jewelry, etc. will not be removed at the disaster site. These will remain on the body.
11. Bodies will be removed from immediate disaster site via litter or stretcher into the evacuation area.
12. The major support group for this recovery task will be members of the MFDA Disaster Response Team.

BODY EVACUATION OPERATIONAL GUIDELINES:

1. Evacuation operations will be coordinated by the Coroner and the DMORT Disaster Response Team Coordinator.
2. A survey and assessment of the situation will be made by the Coroner and Mortuary Disaster Response Team Coordinator. They will note the approximate number of dead, type of terrain, necessary personnel and equipment needed.
3. Before operations begin, a briefing will be held, assignments given and teams formed if desired.
4. Bodies will be covered when transported.
5. All vehicles used for transport will be covered except when not possible.
6. Vehicles should travel the same route from disaster site to morgue site. This route will be established in coordination with local traffic control agencies.
7. Vehicles should travel at a moderate pace and in convoy style.
8. Records will be kept noting vehicle ID and body tag number, as well as driver ID.
9. Evacuation teams will take care not to overload the morgue site with incoming bodies.
10. The major support group for this task will be the DMORT Disaster Response Team.

MORGUE SITE:

1. A list of possible morgue sites will be maintained for use in the event of a disaster.
2. Once a morgue site has been selected the Coroner and the DMORT Disaster Response Team Coordinator will organize its operations and assign personnel to some or all of the following job titles:

(Uniformed Guards, information clerks, counselors, interviewers, telephone communicators, admissions clerk, general supervisor, ID personnel, orderlies, personal effects custodian, embalming supervisor, embalmers, secretaries, inventory clerk, distribution clerk, etc.)

3. The morgue site will be used for the storage, identification, sanitation, preservation if desired, as well as the distribution point for release of the dead to their next of kin or their agent.
4. Refrigeration units will be utilized as necessary.
5. Bodies admitted to the morgue will be logged and necessary information gathered and recorded about each body.
6. Personal effects will be recorded and placed in a secure area.
7. Should embalming be necessary the Coroner will rely on the DMORT Disaster Response Team to organize the operations, equipment, supplies, and personnel needed.
8. An area will be designated for the press.
9. Counselors such as members of the clergy will be present in waiting areas to assist persons visiting the morgue.

IDENTIFICATION OF THE DEAD:

The Coroner will arrange for the necessary equipment and staff to accomplish this task. The members of the DMORT Disaster Response Team will be at his/her disposal to be of assistance where needed.

NOTIFICATION OF NEXT OF KIN:

The Coroner, with the assistance of the DMORT Disaster Response Team, will determine the most practical method to be utilized in contacting the next of kin. Every effort will be made to lessen the extreme psychological impact on the families of the deceased. The nature and scope of the disaster will determine what methods will be used.

COUNSELING OF SURVIVORS:

The Coroner and the DMORT Disaster Response Team will keep listings of local clergy and/or responsible persons trained in counseling with grieving survivors. These personnel will be asked to report to the waiting area of the morgue site to assist families that visit the morgue site. Phone counselors will also assist persons calling the morgue site. Efforts will be made to keep the families of the dead posted as to what is taking place and information will be released to them as best possible.

DISTRIBUTION OF THE DEAD:

Once the body has been positively identified the next of kin will be contacted with this confirmation. At this point the Coroner or DMORT Disaster Response Team personnel will coordinate the release of the body to the next of kin or their agent. All efforts will be made to cooperate with the receiving agent or family. However, the nature and scope of the disaster may require policies that may appear unfair or delayed. These policies may be necessary for the smooth flow of operations at the morgue site. All policies will be made or approved by the Coroner before implemented.

In situations where there are UNIDENTIFIED dead, the Coroner will make the decision about their disposition. Mass burial may be necessary and location of burial sites will be determined at the time. It is suggested, however, that cremation not be utilized as later identification and exhumation may be practical and necessary. Records will be kept of burial locations and body tag number will be interred with the body to make later efforts of identification easier.

TERMINATION PROCEDURES:

After the disaster clean-up operations are completed, efforts will be made to return donated equipment and supplies. Cleaning and sanitizing of the morgue site will be necessary. Records compiled during the operations will be arranged in some type of systematic order and efforts will be made to preserve and store these records for future use if necessary.

MORTUARY RESOURCES:

Resource lists pertaining to mortuary services will be compiled by the County Coroner. This information will be furnished to the Emergency Management Director who will incorporate it into the County resource file.

Emergency Support Function (ESF) #9 Search and Rescue

Primary Agency/ESF Coordinator

Howell County/City Fire Departments/Districts

Support Agencies:

Howell County/City Public Works Services
Howell County/City Emergency Medical Services
Howell County Sheriff's Office
West Plains, Willow Springs, Mountain View City Police Departments
Private Sector
Howell County 911

I. PURPOSE

Emergency Support Function (ESF) #9 Search and Rescue coordinates the rapid deployment of search and rescue resources to provide specialized lifesaving assistance.

II. SCOPE

Assistance provided by ESF #9 includes, but is not limited to:

- Structural collapse
- Waterborne search and rescue
- Land/Wilderness search and rescue

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. Search and rescue for Howell County/City will be provided by the fire services with support from local and state law enforcement agencies, and other agencies/organizations.
2. Howell County is served by the following fire departments/districts. They are all dispatched through the Howell County 9-1-1 Center.
 - a. West Plains, Willow Springs, Mountain View
 - b. Howell County Rural, Eleven Point, Pomona, Pumpkin Center,
 - c. Peace Valley, Pottersville, Caulfield, Moody, Lanton, Brandsville

2. These fire services maintain mutual aid agreements between one

another, as well as with surrounding services outside the County. They concur with the Statewide Fire Mutual Aid System.

B. Planning Assumptions

1. Major search and rescue operations will require the use of specially trained personnel and specialized equipment. These resources may be severely limited in a major disaster and will have to be assigned on a priority basis.
2. Building collapses and other secondary events may threaten survivors as well as search and rescue personnel.
3. Extensive outside support may be required from adjoining political subdivisions and/or from State and Federal resources to conduct effective search and rescue operations.
4. Surrounding jurisdictions will be available to provide search and rescue assistance. However, if the disaster affects a large area, mutual aid resources may be in use elsewhere.
5. State and Federal search and rescue resources will respond when called upon, but their ability to react quickly may be limited.

IV. CONCEPT OF OPERATIONS

A. General

1. The County/City Fire Departments/Districts will be responsible for search and rescue operations during a disaster with assistance from local law enforcement. Law enforcement can assist with perimeter security and communications as required.
2. For search and rescue operations involving criminal incidents, law enforcement has the primary responsibility of providing incident management. If a criminal incident does not exist, the County/City Fire Departments/Districts will be the primary agency for search and rescue operations.
3. The County/City Fire Departments/Districts train their personnel in the Incident Command System (ICS) and the NIMS to help ensure coordination during emergency situations and, if necessary, the integration of State and Federal resources.
4. Specially trained and equipped Urban Search and Rescue (USAR) teams are maintained by the Department of Homeland Security, Federal Emergency Management Agency (FEMA). USAR teams may be deployed to assist local jurisdictions with complex search and rescue

operations. Missouri has one of these task forces - Missouri Task Force 1 (MO-TF1) based in Columbia, Missouri.

5. In the event of a downed aircraft, the Federal Aviation Administration is responsible for locating the downed aircraft. The County/City Fire Department/District and responding EMS agencies will coordinate ground rescue and/or recovery operations of victims.
6. The County/City Public Works Department may assist when required for structural evaluation and safety of buildings and structures (ESF #3). They can also assist with heavy equipment and staff as needed.
7. Private sector resources may be available to assist with search and rescue operations, such as the heavy equipment and engineering resources.
8. Accurate records must be kept to provide information to various agencies and individuals at the completion of search and rescue activities. The County/City Fire Department/District will work with EMS agencies to document where injured persons were found, treated, and transported (if applicable) for additional medical care.

B. Actions by Operational Timeframe

1. Preparedness

- a. Maintain this ESF as well as supporting operating procedures and guidelines.
- b. Ensure search and rescue personnel receive appropriate emergency operations training.
- c. Ensure mutual aid agreements with surrounding jurisdictions are current.
- d. Develop and maintain mutual aid agreements with private area resources that could be useful for search and rescue operations.
- e. Develop and maintain standard operating guides and checklists to support search and rescue operations.
- f. Ensure emergency call-up and resource lists are current.
- g. Ensure the availability of necessary equipment to support search and rescue activities.
- h. Participate in emergency training and exercises.

2. Response

- a. Respond as required on a priority basis.
- b. Activate mutual aid if needed.
- c. Coordinate activities with other responding agencies.
- d. Coordinate outside search and rescue resources.
- e. Alert or activate off-duty and auxiliary personnel as required by the emergency.

- f. Conduct other specific response actions as dictated by the situation.

3. Recovery

- a. Support clean up and restoration activities.
- b. Review plans and procedures with key personnel and make revisions and changes.
- c. Replenish supplies and repair damaged equipment.
- d. Continue all activities in coordination with the EOC based on the requirements of the incident.
- e. Participate in after-action briefings and develop after-action reports.
- f. Make necessary changes in this ESF.

4. Mitigation

- a. Participate in hazard identification process and identify and correct vulnerabilities in the search and rescue function.
- b. Develop search and rescue programs that include disaster situations and present them to the public.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF #9 Coordinator

Howell County/City Fire Department/Districts

- 1. Provide a representative to the EOC to coordinate ESF #9 activities.
- 2. Work with the other members of the EOC team to set priorities and assign resources.
- 3. Coordinate with the field to assess resource requirements.
- 4. Request outside assistance and activate search and rescue mutual aid agreements.

B. Support Agencies

1. County/City Public Works Department

- a. Work with first responders to ensure the safety of buildings and other damaged structures.
- b. Provide heavy equipment and personnel to assist with search and rescue activities.
- c. Use building inspection personnel and contractor assistance to help ensure the safety of buildings and other damaged structures.

2. Emergency Medical Services

Provide critical care and patient transport to support search and rescue operations.

3. County Sheriff's Office, Police Department

Provide resources and personnel to assist with search, traffic control and perimeter security, particularly if the search and rescue site is also a crime scene.

4. Private Sector

Provide resources (heavy equipment), personnel, and technical expertise to support local search and rescue operations.

5. Howell County 911

Provide Communications support

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #9 Search and Rescue:

1. Fire Chief, Howell County/City Fire Department/Districts
2. County Sheriff/Police Chiefs

Emergency Support Function (ESF) #10 Oil and Hazardous Materials Response

Primary Agency/ESF Coordinator

Howell County/City Fire Departments/Rural Departments and Districts

Support Agencies:

Howell County/City Emergency Management Agency
Howell County Public Health Department
Howell County/City Public Works Departments
Howell County Sheriff's Office
West Plains, Willow Springs, Mountain View City Police Departments
Region G All Hazards Response Team
Local Emergency Planning Districts (LEPC/LEPD)

I. PURPOSE

Emergency Support Function (ESF) #10 Oil and Hazardous Materials Response is responsible for coordinating support in response to an actual or potential release of oil or hazardous materials. This section provides information for response to hazardous materials incident and assists the Local Emergency Planning Committee/District (LEPC/LEPD) in meeting its requirements under the Emergency Planning and Community Right to Know Act – SARA Title III.

II. SCOPE

Assistance provided by ESF #10 includes, but is not limited to:

- Environmental assessment of the nature and extent of oil and hazardous materials contamination.
- Environmental decontamination and cleanup, including buildings/structures.
- Management of contaminated waste.

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. Hazardous materials and hazardous wastes are a concern for Howell County/and Cities within because a sudden accidental or intentional release of such materials can be dangerous to human health and safety, damage property, and affect the quality of the environment. Occurrences of such releases can include: highways, rail lines, pipelines, navigable

waterways, business/industry fixed facilities, and agricultural operations.

2. The Howell Oregon Carter County Local Emergency Planning Committee/District (LEPC/LEPD) has developed a Hazardous Material Emergency Response Plan for Howell County. This plan is a separate document that supplements the Howell County/Cities EOP.
3. Hazardous Materials Response Teams are available in Howell County and are available through mutual aid agreements to respond; addressing hazardous materials incidents and accidents as well as terrorist incidents involving chemical, biological, radiological, nuclear, and explosives (CBRNE) products.
4. First responders (e.g., Hazardous Materials Teams, EMS agencies, law enforcement agencies, as well as other local agencies with hazardous materials support responsibilities such as public works departments) maintain procedures, protocols, and guidelines specifying the appropriate specialized personnel protective equipment requirements and response actions for incidents involving hazardous materials.
5. During a Foreign Animal Disease incident, there may be a need to provide decontamination support for impacted animals. Refer to ESF #11 Agriculture and Natural Resources.

B. Planning Assumptions

1. All responding agencies will be trained in accordance with OSHA regulations which describe minimum levels of emergency responder skills, knowledge, and functional levels to meet health and safety requirements for response to a hazardous materials incident. Training is available through a variety of sources.
2. Facilities subject to EPCRA will submit chemical inventory lists and emergency plans in a timely manner to the local fire departments/districts, Howell Oregon Carter County LEPC/LEPD, and MERC.
3. Emergency response personnel maintain ongoing communication with the facilities subject to EPCRA in their communities using, manufacturing, and storing hazardous materials. Emergency response personnel and the facilities will work to ensure continuing coordination during and after the incident.
4. When needed, evidence collection will be handled by appropriate law enforcement officials, such as the FBI in a CBRNE incident.
5. In major incidents, state and federal resources will be available to assist

jurisdictions in augmenting local and regional capabilities, but their availability may not be immediate.

6. Evacuation or in-place shelter may be required to protect portions of Howell County.
7. Survivors of a hazardous materials incident may require unique or special medical treatment not typically available in Howell County.
8. The release of hazardous materials may have short and/or long-term health, environmental, and economic effects depending upon the type of product.
9. Hazardous materials emergencies may occur without warning, requiring immediate emergency response actions.

IV. CONCEPT OF OPERATIONS

A. General

1. ESF #10 coordinates the provision of support to and the overall management of the various response sites to ensure actions are taken to mitigate, clean up, and dispose of oil and hazardous materials and minimize the impact of the incidents. ESF #10 promotes close coordination with Federal, State, and local officials, as well as the private sector, to establish priorities for response support.
2. The County/Cities Emergency Operations Plan (EOP) and the Hazardous Materials Response Plan provide general guidance and the Howell County/Cities Fire Department/Districts will provide specific guidance for managing hazardous materials incidents. A separately published Hazardous Material Emergency Response Plan has been developed for Howell County by the Howell Oregon Carter County LEPC/LEPD. This plan is considered a part of the County/Cities EOP.
3. During a disaster when the EOC is activated, all requests for hazardous materials support will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF. If the EOC is not activated, hazardous materials incidents will be coordinated by the Howell County/City Fire Department/Districts.
4. The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. See the Hazardous Material Emergency Response

Plan developed by the Howell County LEPC/LEPD.

5. Mutual aid agreements will be implemented should the incident demand greater resources than are immediately available. Hazardous materials response teams may be requested through the Statewide Fire Mutual Aid System.
6. The two primary protective strategies used during hazardous materials incidents are in-place shelter and evacuation. In-place shelter involves having people shelter in a building and take steps to reduce the infiltration of contaminated outside air. Evacuation protects people by relocating them from an area of known danger or potential risk to a safer area or a place where the risk to health and safety is considered acceptable.
7. The Howell County/Cities Emergency Management Director, in conjunction with the Fire Chief/On-Scene Incident Commander, will determine the need to evacuate a large area. Evacuation orders or other protective actions will be issued as needed. However, the on-scene commander may order an immediate evacuation prior to requesting or obtaining approval, if this action is necessary to protect lives and property. The Howell County/City Fire Department/Districts and the County Sheriff's Department/Police Department will coordinate the evacuation of the area. ESF #13 (Public Safety and Security) is responsible for providing security for the evacuated area.
8. Should in-place shelter and/or evacuation become necessary, warning and directions will be disseminated via all appropriate means to include, but not limited to, canvassing, route-alerting, loud-speakers, Reverse 911, and EAS broadcast messages to ensure that residents in the threatened areas have received the warning. ESF #15 (External Affairs) will assist with disseminating protective action information to the public.
9. A hazardous materials incident may contaminate ground water supplies, water treatment/distribution systems, and sanitary sewer systems. Threats to the drinking water supply and sewage treatment plant must be identified quickly and facility operators must be notified in a timely manner in order to implement protective actions.
10. ESF #10 requires documentation of all response activities to support after-action requirements and justify actions taken by primary and support agencies.

B. Actions by Operational Timeframe

1. Preparedness

- a. Continually evaluate the capabilities required to accomplish the ESF #10 mission, identify any gaps, and leverage resources to address them.
- b. Develop and/or participate in relevant ESF #10 related planning, training, and exercise activities at the local, regional, state, and/or federal level.
- c. Ensure necessary supplements to the ESF #10 annex are developed and maintained (including emergency contact lists, resource lists, departmental/functional plans, procedures, and protocols).
- d. Ensure representatives from the ESF #10 Primary Agency and Support Agencies are fully trained and prepared to respond to the County/City EOC.
- e. Maintain an inventory of agency resources.
- f. Provide current emergency contact information to the County/City Emergency Management Agency.
- g. Assist Howell County LEPC/LEPD with updating and maintaining the Howell County Hazardous Materials Plan.

2. Response

- a. If the situation requires it, isolate the site and deny access.
- b. Identify hazardous material being released.
- c. Determine extent of danger to responders and establish requirements for personal protective equipment and specialized response equipment.
- d. Ascertain extent of danger to general public; determine specific areas and special facilities (schools, hospitals, nursing homes, jails, and other institutions).
- e. Develop initial action plan to contain and control the release of hazardous materials.
- f. Determine appropriate protective actions for the public and special facilities. If evacuation is contemplated, check evacuation route status.
- g. Initiate warning and issue protective action recommendations for the public and special facilities.
- h. Warn special facilities, provide instructions, and determine requirements for assistance. Provide assistance requested.
- i. If evacuation is recommended, provide traffic control and be prepared to provide transportation to those who lack it.
- j. Warn other communities that may be threatened by the hazmat release.
- k. If possibility exists of casualties that are contaminated with hazardous substances, ensure EMS units and hospitals are so advised.

- l. If evacuation is recommended, staff and open temporary shelters for evacuees.
- m. If the release threatens water or sewer systems or critical facilities such as power plants or airports, advise the companies or departments concerned, so that they may take preventative actions.
- n. If the release impacts water or sewer systems, ensure the public is warned and provided appropriate instructions.
- o. Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations.
- p. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.
- q. If additional response resources are required request them: mutual aid, hazmat contractor.
- r. Continuously document actions taken, resources committed, and expenses incurred.
- s. Provide updated information on the incident to the public through media releases.

3. Recovery

- a. When the release of hazardous materials is terminated, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or special facilities.
- b. Advise utilities and critical facilities that were impacted by the incident when the release of hazardous materials is terminated.
- c. If some areas will require long term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas.
- d. When it is determined to be safe to end protective actions, advise the public and special facilities and, if an evacuation occurred, manage the return of evacuees.
- e. Conduct post-incident review of response operations.

4. Mitigation

- a. Provide technical assistance concerning cleanup options or methods and cleanup standards for planning purposes.
- b. Perform facility inspections.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator Howell County/City Fire Department/Districts

1. Develop and maintain the Hazardous Materials Emergency Response Plan.

2. Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property.
3. Conduct training for personnel in hazardous materials response and mitigation.
4. Follow established procedures in responding to hazardous materials incidents.
5. Provide technical information.
6. Coordinate control/mitigation efforts with other local, state, and federal agencies.
7. Perform the duties necessary to reduce, remove, or eliminate the threat of a hazardous materials spill or release.
8. Provide emergency medical treatment and transport to medical facilities for further treatment.
9. Request and utilize assistance and/or support from the local regional hazardous materials team, and/or state or federal agencies.
10. Record all expenses and seek reimbursement of costs associated with the response.

B. Support Agencies

1. County/City Public Works Department
 - a. Provide heavy equipment and materials for spill containment.
 - b. When requested, provide barricades to isolate the incident site.
 - c. Cooperate with law enforcement to detour traffic around the incident site.
 - d. Coordinate with utility services on:
 - When notified of an incident, which may impact water or sewer systems, take precautionary actions to prevent damage to those systems.
 - If a hazmat incident impacts water or sewer systems, check systems for damage and restore service.
 - Where appropriate, provide input for protective actions for the public relating to water and sewer systems.
2. County Public Health Department
 - a. Provide assistance on all matters related to the assessment of health hazards at a response and protection of response workers and the public health.
 - b. Determine whether illnesses, diseases, or complaints may be attributable to exposure to a hazardous material.
 - c. Establish disease/exposure registry and conduct appropriate clinical testing.
 - d. Develop, maintain, and provide information on the health effects of toxic substances.

3. County/City Emergency Management Agency

- a. Coordinate with the Incident Commander and based upon the incident classification and recommendations can initiate the activation of the EOC.
- b. Coordinate with regional/state/federal agencies when support is provided to augment response and recovery operations.
- c. Coordinate with the LEPC on hazmat issues, as required by the EPCRA (Emergency Planning, Community Right-to-Know Act of 1986).
- d. Declare a State of Emergency to the proper state and/or federal agencies.
- e. Seek state and federal funds for reimbursement of costs associated with incident.
- f. Maintain an accurate and up-to-date hazmat emergency contact roster that provides 24 hour contact information for state, federal, and private contractors.

4. County Sheriff's Office, Police Department

- a. Provide security and traffic control at the scene of an oil or hazardous materials incident and assist in evacuations.
- b. Control access to the immediate incident site for safety and limit entry to authorized personnel only.

5. Region G Hazmat Response Team

- a. Mitigate the Release of Hazardous Materials and Support Response.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #10 Oil and Hazardous Materials:

- 1. Fire Chief, Howell County/Cities Fire Department/District

Suggested Appendices

Appendix 1 – Howell Oregon Carter County LEPC/LEPD Hazardous Material Plan

Appendix 2 – Howell County/City Evacuation Plan

ESF 11 AGRICULTURE AND NATURAL RESOURCES (FOOD)

PRIMARY AGENCY: American Red Cross (ARC)

SUPPORT AGENCIES: Emergency Management Agency (EMA)

Howell County Health Department

Missouri Division of Family Services

Public Water Supply Districts and Municipal Utilities

I. PURPOSE

The purpose of this ESF is to identify, secure, and arrange for availability of food and water assistance to affected people and areas following a disaster or emergency.

II. SCOPE

ESF 11 assists with animals and the animal industry in the animal health emergencies or natural disasters; and supports the provision for sanitary food storage, distribution, and preparation during an emergency or disaster. Activities conducted through ESF 11 include:

- Planning and coordinating preparedness, response, recovery, and mitigation activities pertaining to agricultural and natural resources.
- Conducting regular ESF 11 meetings and/or conference calls.
- Supporting and participating in planning meetings and exercises that pertain to ESF

11.

- Maintaining ongoing contact with ESF 11 primary and support agencies.
- Ensuring that ESF 11 Primary and Support Emergency Coordinators maintain

operational

readiness by taking pre-requisite training courses.

- Acting as a liaison between ESF 11 and external entities.
- Directing requests for assistance to the appropriate ESF 11 primary agencies.
- Directing unmet requests for assistance to ESF 5 Information and Planning.
- Providing information on the status, threats/impacts, or restoration of agricultural or natural resources.
- Providing updates on the status of ESF 11 mission assignments to ESF 5 Information and Planning, the Planning Section Chief, and other entities external to ESF 11.
- Generating, in a timely manner, information to be used in briefings, situation reports, and incident action plans

III. SITUATIONS AND ASSUMPTIONS

A. Situation

1. A catastrophic disaster (earthquake, major snow/ice event, bio or agro-terrorism events, etc.) or other major emergency will deprive substantial numbers of people of water, food and/or the means to prepare food. In addition to substantial disruption of

the commercial food supply and distribution network, a catastrophic disaster may partially or totally destroy food products stored in the affected area.

2. An area of the county may be destroyed or heavily damaged by localized tornadoes, winds, flooding or other disaster.
3. Private resources are available in the region to assist with food acquisition activities.
4. Outside resources are available to assist should all local resources become committed.

B. Assumptions

1. Following a major disaster, there may be widespread damage and destruction to the infrastructure, homes, buildings and transportation routes may become uninhabitable or impassible. Widespread power disruption and outages; and contaminated drinking water are possible.
2. Mobile feeding operations may not be possible in all operations.
3. Evacuees may be lodged in mass care shelters.
4. Normal food processing and distribution capabilities will be disrupted in the affected area(s).
5. As a result of power outages, many commercial cold storage and freezer facilities within the affected area(s) will be inoperable.
6. Large bulk shipments of food supplies purchased, solicited, or donated will be coordinated by this ESF. Solicited donations of non-perishable food items will be sorted and palletized for coordination and distribution with this ESF.
7. A significant influx of disaster workers will strain the resources of the impacted area(s).
8. Local private resources should be adequate to supplement public resources.
9. Outside assistance (State and Federal) will respond when called upon.

IV. CONCEPT OF OPERATIONS

A. General

1. During a classified emergency, the Food & Water Coordinator will manage activities with the EOC or the site incident command post.

B. Actions to be taken by Operational Time Frames

1. Mitigation

- a. With the potential hazards (see **Hazard Analysis**) that could affect Howell County, identify:
 - (1) Procedures to handle:
 - (a) Unsolicited food donations: Typically, donations of food and food items will not be solicited from the public; however, unsolicited donations will always come. Development of public relations educational material about the importance of only donating food items when and if solicited should be produced and available. For unsolicited food items, procedures should be implemented early to

- regulate the collection and if necessary, disposal of unsolicited food items.
 - (b) Food handling and health considerations
 - (c) Disposal of spoiled food or food items
- (2) Vulnerabilities that may affect emergency food or water distribution.
- b. Review all other ESFs of this plan to clarify roles.
- c. Develop emergency procedures to include, but not limited to, the following:
 - (1) Call-up lists
 - (2) Personnel rosters
 - (3) Vendor resources
 - (4) Support to other agencies
- d. Establish contact with private resources that could provide support during an emergency.
 - e. Participate in drills, tests, and exercises to include critique and follow-up actions.

2. Preparedness

- a. When advised of a potential hazard, check status of:
 - (1) Personnel
 - (2) Equipment
 - (3) Supplies
 - (4) Facilities
- b. Activate call-up plans
- c. Establish contact with the EOC.
- d. Assess warehouse space and needs for staging areas.
- e. Assess locations of all mass feeding and food distribution sites for coordination.
- f. Provide a list where food products are located and sources to obtain additional supplies.
- g. Identify the arrangements that are made for the transportation of food shipments to warehouses, feeding sites, and pantry locations.
- h. Assist in coordination procedures with the Mo. DFS for emergency food stamp assistance and emergency Women's Infant and Children (WIC) support.
- i. Identify the procedures to ensure that food and water can be transported into the affected areas and establish feeding and distribution sites.
- j. Maintain increased readiness status until the situation escalates or stand-down is given.

3. Response

- a. Provide support on a priority basis as determined by the EOC or the Incident Commander.
- b. Inventory available food and water supplies.
- c. Monitor power-outages for estimated ice needs and quantities for coordination.
- d. Monitor water contamination in disaster effected areas and estimate needs and quantities. Coordinate this information with the County Health Department.

- e. Identify menus for meals to be used for calculating food supply needs.
- f. Anticipate special food needs (i.e. Kosher meals, low-sodium, etc.).
- g. Monitor and coordinate the flow of food supplies into the affected disaster area.
- h. Assist in estimating the total population exposed to the emergency.

4. Recovery

- a. Continue monitoring food and water needs.
- b. Assess special food concerns of the impacted areas.
- c. Monitor nutritional concerns.
- d. Establish logistical links with other local organizations involved in long-term congregated meals services.
- e. Participate in after-action reports and critiques.
- f. Make necessary changes in plans and procedures.

v. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Primary Agency: American Red Cross

- 1. Assist in identifying and assessing the requirements for food on a 2-phase basis:
 - a. Critical emergency needs immediately after the disaster.
 - b. Long-term sustained needs after the emergency phase is over.
- 2. Provide meal counts, excluding snacks on a daily basis to the EOC. In some instances, disaster workers may need to be included in these daily counts.
- 3. Establish congregate feeding facilities in accordance with ESF-6
- 4. Determine the availability of USDA foods for consumption in the affected area(s).
- 5. Coordinate with the EOC or Incident Commander to determine food, water and ice needs for the population in the affected area(s). Keep EOC or incident command informed of preparedness actions taken, and maintain a continuing liaison to ensure assistance to all disaster victims.
- 6. Make emergency food supplies available to households for take home consumption or bulk distribution.
- 7. Coordinate with Transportation (**ESF-1**) for resources to deliver food, water and ice.
- 8. Provide appropriate information to External Affairs (**ESF-15**) on a regular basis.
- 9. Develop a plan of operations that will ensure timely distribution of food supplies to Mass Care (**ESF-6**) locations.
- 10. Provide daily reports to Logistics (**ESF-7**) and Donations Management on the amount of food used and types of food needed.
- 11. Forward requests for food, water, and ice to the EOC.
- 12. Maintain records of the cost of supplies, resources and man-hours needed to respond to the disaster event.

B. Support Agencies: Public Water Supply Districts and Municipal Utilities

- 1. Provide water distribution system information to EOC as applicable.
- 2. Provide potable water as applicable, including a means of transferring potable water from facilities connections to transport vehicles for field distribution.
- 3. Recommend water restriction and conservation measures for implementation.

Howell County Health Department

1. Identify potential problems of contaminated food and water (i.e. radiation, chemical, bacterial, and viral) and if questionable, determines what food/waters are fit for human consumption.
2. Provide health education in the areas of food preparation and storage, specific to the disaster.

Law Enforcement (ESF-13) Provide security for food and water warehousing, distribution points, including mass care shelters and mobile feeding operations.

Emergency Management Agency (EMA)

1. As needed, requests emergency food stamp issuance through the Missouri Department of Social Services via the State Emergency Management Agency (SEMA).
2. Make request for National Guard support if needed.

C. State Primary Agency: Missouri Department of Social Services

1. Provide demographic profiles of constituent programs.
2. Provide strategies for addressing elderly feeding concerns.
3. Process requests for emergency food stamps.
4. Provide demographics on infant and elder population in the disaster area.
5. Provide demographic profiles of income-eligible assistance programs in the area.
6. Provide current information on sources of infant formula.

Missouri National Guard

1. Assist in transporting food supplies, water and ice into the disaster area(s).
2. Provide personnel and cargo handling equipment to assist in the operation of this ESF and its warehousing capabilities.

D. Federal Primary Agency: Department of Agriculture, Food and Nutrition Service

Identifies, secures and arranges for the transportation of food assistance to affected areas following a major disaster or emergency. These activities will include coordinating with State, local and voluntary organizations to determine food assistance needs; obtaining appropriate food supplies; arranging for transportation of those food supplies to designated staging areas within the disaster area; and authorizing disaster food stamp assistance.

VI. DIRECTION AND COORDINATION

A. The Food and Water Coordinator (American Red Cross) will locate to the County EOC, if needed. The representative will maintain updates and direction through contact between the EOC and food suppliers, distribution points, warehousing, mass care shelters, mobile feeding sites, or other applicable areas.

B. Outside resources will be under the direct coordination of the Food and Water Coordinator, but will be deployed by the EOC and coordinated by the Incident

Commander.

VII. CONTINUITY OF OPERATIONS

American Red Cross

1. Director, Disaster Services
2. As established by organizational SOP.

VIII. ADMINISTRATION AND LOGISTICS

A.Administration

Resources for this function will be requested through Direction and Coordination.

B.Logistics

Emergency supplies should be procured through normal procurement channels when possible. If normal channels are not used, ensure that adequate records should be kept.

IX. ESF DEVELOPMENT AND MAINTENANCE

It is the responsibility of the Emergency Management Program and the Food and Water Coordinator to support the maintenance of this ESF. Agencies and organizations will participate in regularly conducted drills and exercises and incorporate the results into the ESF.

Appendix 1 GUIDELINES FOR DEVELOPING AN ANIMAL EMERGENCY APPENDIX FOR COUNTY EMERGENCY OPERATIONS PLANS

This animal emergency planning guidance offers a suggested approach to dealing with situations that may arise when dealing with a foreign animal disease or other animal disease (FAD/AD) incidents or animals that are affected by disasters in your jurisdiction. This planning guidance is written in a comprehensive emergency management format. It is general in content to allow for inclusion into a County Emergency Operations Plan (EOP). This guidance addresses small and large-scale

emergencies, disasters and evacuations. Agencies and organizations identified as planning partners are encouraged to develop their own policies and procedures. The State has developed detailed Standard Operating Procedures (SOPs) based on the current response structure and available resources as outlines in the Missouri State Emergency Operations Plan.

I. PURPOSE

All counties in Missouri should develop an Agriculture Emergency Response Plan. The purpose of this document is to provide guidance for an animal emergency in Howell County that addresses rapid local response to FAD/AD incidents and other events affecting the health, safety and welfare of humans and animals in disaster situations. A coordinated local response is necessary to effectively deal with the crisis and minimize the consequences in order to return the jurisdiction to normal as quickly as possible following a disaster or incident. Due to their complexity, infectious animal diseases add new dimensions to disaster management. Response functions will vary greatly according to the disease in question. There are many disease characteristics to consider such as stability of the agent, route of transmission, incubation time, potential species affected, and transfer to humans (zoonotic) potential.

II. SITUATION AND ASSUMPTIONS

*Instructions: From the hazard analysis, summarize the type of animal populations **in your** jurisdiction. For example, a large hog confinement operation or zoological park presents unique planning considerations.*

A. Situation: (Either substitute or incorporate local jurisdiction numbers in this paragraph.)

1. There are approximately 4.5 million head of cattle, 3.75 million head of swine, 17 million turkeys, 292 million broiler chickens, a very large egg and brooder business and numerous other domestic and wild animals within Missouri. Missouri also raises approximately 560.8 million bushels of corn, 22.9 million bushels of wheat, 290.5 million bushels of soybeans, 15.5 million CWT of rice and several other grains key to the economic strength of the state. In recent years, several serious FAD/AD incidents or outbreaks have occurred outside of the United States. The importation of animals and animal products from foreign countries, the ease of travel throughout the world, the ongoing threat of agro-terrorism, indicates our vulnerability to an FAD/AD. The introduction of an FAD/AD would present the county, state and nation with a time sensitive, critical situation that affects not only animal health but also a potentially debilitating economic situation. Protecting the agriculture and food distribution industry in Missouri requires cooperation, participation and partnership.
2. Any large disaster or emergency may cause substantial suffering to the human and animal populations. With the advent of larger animal production facilities, an ever-increasing pet population and the

increased vulnerability to intentional introduction of animal diseases, a coordinated local animal response plan is imperative.

3. The Missouri Department of Agriculture (MDA) is tasked with dealing with infectious animal and plant disease and has the authority to work with local officials and responders to make all necessary rules for suppression and prevention of infectious and contagious diseases among animals and mitigating the spread of plant disease in the state, per RSMO 267. Depending on the size and nature of the event, the SEOC may be activated to coordinate other state agency and county resources needed to respond, contain and eradicate the disease. Annex W of the SEOP addresses interagency cooperation and responsibilities at the state level in the event local resources are overwhelmed. This guidance is intended to aid in the structure of county level involvement in infectious animal disease response.
4. Not all animal disease introductions require emergency response functions. Many disease introductions are routinely handled by private practice veterinarians and/or State Animal Health Officials (SAHO). Response measures are greatly influenced by the infectivity of the disease, its characteristics of transmission and the actions necessary to contain it. Response functions may be initiated in the event of an introduction of a highly infectious animal disease, foreign animal disease, emerging animal disease, or any other animal disease that meets one or more of the following criteria:
 - a. It is one of the International Animal Health Code list of diseases, as designated by the *Office International des Epizooties (OIE)* which includes the following diseases*:
 - Foot and mouth disease
 - Swine vesicular disease
 - Peste des petits ruminants
 - Lumpy skin disease
 - Bluetongue
 - African horse sickness
 - Classical swine fever
 - Newcastle disease
 - Vesicular stomatitis
 - Rinderpest
 - Contagious bovine pleuropneumonia
 - Rift Valley fever
 - Sheep pox and goat pox
 - African swine fever

Full list of MDA Reportable Communicable Diseases at:

<https://agriculture.mo.gov/animals/health/disease/comdisease.php>

- b. It falls outside of the domain of the state's routine prevention and response activities and capabilities;
- c. It is highly contagious, and therefore creates a significant risk of rapid transmission across a large geographical area, including non-contiguous area;
- d. It creates the potential to cause widespread personal hardship within the agricultural community and/or is detrimental to the state or national economy.
- e. It is a poultry-related disease and therefore is addressed at the state level by a separate plan. The plan is titled "Emergency Poultry Disease (EPD) Management and Initial State

Response and Containment Plan. This plan was last updated December 2020 and updated every 3 years.

B. Assumptions:

1. The identification of a FAD/AD outbreak anywhere in Missouri would affect Howell County. This could result in the creation and enforcement of movement controls of people, livestock, agricultural products and other property.
2. It is likely that livestock producers will be the first to notice unusual behavior or symptoms in their animals.
3. Private veterinary practitioners will likely be the first responders to any FAD outbreak. A local veterinarian is required to immediately notify the State Veterinarian or Area Veterinarian in Charge (AVIC) of suspected FAD/AD.
4. The potential exists in Missouri for FAD/AD outbreak due to agro-terrorism.
5. Suspected or positive detection of a FAD/AD in your jurisdiction will prompt State and/or federal officials to employ additional precautions to prevent or mitigate the disease. Measures may include a "Stop Movement Order" by the State Veterinarian as an possibility of spreading the immediate action to prevent spreading the disease or allowing it to enter Missouri borders.
6. Numerous local, state and federal agencies will play a role in eradicating the disease.
7. Large numbers of domestic livestock and wildlife may need to be destroyed or controlled to prevent the spread of a disease after it has been confirmed in your jurisdiction.
8. Quarantines, hold orders, movement restrictions, standstill notices, and control areas will be initiated for relevant zones and regions. Enhanced biosecurity measures will be implemented. Establishment of a quarantine area may require the development of cleaning and disinfecting procedures and additional record keeping by producers and/or veterinarians.
9. Facilities and transport vehicles suspected of being contaminated will need to be cleaned and disinfected.
10. The Chief Elected Official (CEO) of Howell County may issue an emergency proclamation or disaster declaration. The National Incident Management System (NIMS) should be used to establish the organizational structure.
11. The County Emergency Operations Center (EOC) may be activated to manage the emergency.
12. Any disaster may potentially have adverse effects on the jurisdiction's animal population or the public health and welfare.
13. Animal shelters may need to be established and staffed for extended periods in a disaster. During a 72 hour Stop Movement Order (National Standstill), livestock will be able to move to destination or return home for a period of time (10-12 hours) before Standstill Order is in effect.
14. Depopulation of animals will be conducted in the most humane, expeditious manner to stop the spread of the disease and limit the number of animals affected.
15. Carcass disposal sites will need to be rapidly identified by MDA and the Department of Natural Resources. (Potential disposal methods include: rendering, landfill, burial on site, and incineration).
16. State or Federal officials will deal with a FAD investigation within in hours of

being notified. Local resources and assistance may be requested by State Animal Health Official (SAHO) at this time.

III. **CONCEPT OF OPERATIONS**

A. MITIGATION/PREVENTION

1. Any zoological or wildlife parks, marine animal aquariums, laboratory animal research facilities, animal shelters, university veterinary medical and animal science centers, livestock markets and large livestock operations, will be encouraged to develop emergency procedures and evacuation plans for the animals in their care and custody. Any written plans should be provided to the County Emergency Manager for comment and review.

2. All information disseminated will be from the Public Information Office of MDA, Missouri State Emergency Management Agency (SEMA) or the United States Department of Agriculture (USDA). No local press releases should be made due to the extreme sensitivity of this information.
3. The potential exists in Missouri for FAD/AD outbreak due to agro-terrorism.
4. Suspected or positive detection of a FAD/AD in your jurisdiction will prompt State and/or federal officials to employ additional precautions to prevent or mitigate the disease. Measures may include a "Stop Movement Order" by the State Veterinarian as an possibility of spreading the immediate action to prevent spreading the disease or allowing it to enter Missouri borders.
5. Numerous local, state and federal agencies will play a role in eradicating the disease.
6. Large numbers of domestic livestock and wildlife may need to be destroyed or controlled to prevent the spread of a disease after it has been confirmed in your jurisdiction.
7. Immediate quarantine areas may be required where suspected or confirmed cases may have originated, inside of which increased bio-security measures can be implemented. The zone establishment may require the development of cleaning and disinfecting procedures and additional record keeping by producers and/or veterinarians.
8. Facilities and transport vehicles suspected of being contaminated will need to be cleaned and disinfected.
9. The Chief Elected Official (CEO) of Howell County may issue an emergency proclamation or disaster declaration. The National Incident Management System (NIMS) should be used to establish the organizational structure.
10. The County Emergency Operations Center (EOC) may be activated to manage the emergency.
11. Any disaster may potentially have adverse effects on the jurisdiction's animal population or the public health and welfare.
12. Expedient animal shelters may need to be established and staffed for extended periods in a disaster. This would be particularly true for tornados and floods. MDA has a memorandum of understanding (MOU) with the Humane Society of Missouri for the care and sheltering of household pets and service animals for extended periods in a disaster.
13. Depopulation of animals will be conducted in the most humane, expeditious manner to stop the spread of the disease and limit the number of animals affected.
14. Carcass disposal sites will need to be rapidly identified by MDA and the Department of Natural Resources. (Potential disposal methods include: composting, rendering, landfill, burial on site, and incineration).
15. State or Federal officials will deal with an FAD investigation within hours of being notified. Local resources and assistance may be requested by State Animal Health Officials (SAHO) at this time.

B. PREPAREDNESS

1. MDA will establish an organizational structure, chain of command and outline of duties and responsibilities, required for any FAD/AD response.

2. Veterinary services and animal emergency care considerations are incorporated into the EOP's as related to agriculture livestock issues.
county
 3. First responders and officials that would likely be involved in the response to a FAD/AD response are trained in the Incident Command System (ICS)/NIMS.
 4. Local veterinarians, state and federal emergency personnel are identified in the EOP and contact information is maintained.
 5. FAD/AD scenarios are included in the jurisdictions multi-year exercise cycle.
 6. Agro-terrorism is included in the jurisdictions hazard analysis.
- C. RESPONSE
1. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health emergency management. Local jurisdictions must take initial steps to contain the incident and notify SEMA, MDA and/or the AVIC of any suspected symptoms cards to county EMD's on request.
FAD/AD or act of agro-terrorism that may pose a substantial threat to the State of Missouri. MDA has available and will supply reportable
 2. Request state and federal assistance through SEMA, if local resources are overwhelmed as with any other emergency.
- D. RECOVERY
1. The State Veterinarian or the AVIC will lift quarantines and stop movement orders that were put in place during the FAD/AD outbreak when appropriate epidemiologic data is present.
 2. MDA will augment veterinary medical services to expedite rapid recovery by contacting the Missouri Veterinary Medical Association (MVMA).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The state, and each county within Missouri, has a comprehensive EOP, which provides the framework for the jurisdiction's operational response to natural and man-made disasters. This would include any response to a suspected FAD/AD outbreak. SAHO and USDA, in close coordination with SEMA and the County Emergency Manager (EMD) will direct an emergency response to FAD/AD in Missouri. The EMD will coordinate with support agencies to meet emergency responsibilities. The EMD (with the approval of the County Commission) may designate a willing individual to serve as a County Animal Emergency Coordinator (CAEC). This should be a licensed veterinary medicine practitioner or other animal health professional.
2. County and local governments will utilize their available resources in any emergency response effort. Additional State assistance may be requested through SEMA. Emergency management response strategies will be based on the location(s) of the

animal population where the disease or disaster is located.

3. When an initial suspected case of an FAD/AD is observed, it shall be immediately reported to the MDA and/or the AVIC. This will trigger an FAD/AD investigation by a Foreign Animal Disease Diagnostician (FADD). The FADD will determine the need for a quarantine order based upon the suspected case. Based on sample analysis, the National Veterinary Service Laboratory (NVSL) or Federal Animal Disease Laboratory (FADDL) will notify the State Veterinarian and AVIC of the diagnosis. If necessary, the SAHO will request state EOC activation through proper channels.

B. Responsibilities

1. The County Emergency Manager (in coordination with the CAEC, if appointed) will:
 - a. Periodically review and update this plan.
 - b. Determine which county and local agencies/departments/organizations have responsibilities in an animal emergency for support functions of MDA/USDA
 - c. Maintain current listing of emergency contacts and resources necessary for an FAD/AD response or other animal emergencies (see Appendix 3). A complete list of emergency contacts and resources can be found in the Resource Annex.
 - d. Act as advisor to local veterinarians, regulatory veterinarians, humane organizations, farm service agency, and others on emergency preparedness issues for the county.
 - e. Produce and maintain maps with the locations of large livestock operations or other special animal facilities identified to include, volume, contact information and GIS coordinates.
 - f. Oversee the activities of the CAEC. (Duties of an animal coordinator may include; assisting veterinarians and agriculture officials in making appropriate of possible FAD/AD cases; ensuring that the county's veterinarians and other animal and timely reports health professionals receive communications from the SAHO in a timely manner; consulting with emergency response officials on animal issues during a disaster or emergency operation).
 - g. Coordinate with the State agricultural and state environmental officials to determine the best methods for disposal of dead animals.
 - h. Develop a network of organizations and individuals who would have responsibilities in an FAD/AD and maintain their current contact information. (Examples would include; Animal Disaster Response Teams [MDA], Local Accredited Veterinarians, Missouri Veterinary Medical Association, Local Health Department, Police/Sheriff's Department, Fire Department, Cooperative Extension Services, USDA VS).
2. District Veterinarians and Animal Disaster Response Teams will:
 - a. Missouri Department of Agriculture has district veterinarians (See Appendix 2, Page 2). District Veterinarians are responsible for administering state and cooperative state-federal animal health programs, acting as a designated official of the state veterinarian when conducting investigation or initiating

quarantine or providing veterinary resources to the local level and assist and guide euthanasia operations.

- b. Technical assistance resource - Due to the complexity of infectious animal diseases, response functions will vary greatly depending on the disease in question. Veterinary support will be vital in response functions and needs to be integrated into the incident command system. The situation will dictate where the State District Veterinarian will be most valuable, in some instances; it may be on scene and others it may be in the EOC. The SAHO will determine this.
- c. State Veterinarian liaison and coordination - The State District Veterinarian plays an important role in an incident; they represent a direct conduit to the State Veterinarian's office and act as a designee. They should be looked to as a resource to provide information and vital feedback to the EOC.

3. Law Enforcement will:

- a. Site Security and Conflict Resolution - In the event of a disaster, livestock producers and local residents may not cooperate with veterinary inspectors and the quarantine restrictions they may initiate. Law enforcement will be called upon to assure the safety of veterinarians and inspection personnel and resolve any conflicts that may arise.
- b. Enforce movement restrictions and establishing perimeters - Movement restrictions will likely be initiated and law enforcement personnel may be asked to assist with identifying and stopping violators. The State Veterinarian, through SEMA, will provide protocols based on the specific event.
 - Law enforcement may be asked to set up perimeters according to the SAHO specifications. A minimum perimeter will be designated.
 - After consultation with the SAHO, a perimeter may be expanded if law enforcement determines it necessary in order to better control the perimeter.
 - Law enforcement will be consulted prior to mandating the number of entry/exits on a given perimeter.
 - Law enforcement may be requested to assist with euthanasia operations.
- c. Investigation Assistance - Should the incident be ruled a deliberate disease introduction, law enforcement may be asked to aid in the investigation. The FBI will be the lead agency since this would be considered an act of terrorism.

4. Public Works/Municipal and County Engineers will:

- a. Coordinate perimeter development - Assist with perimeter establishments through coordination of signage and barricades.
- b. Provide equipment/assist with carcass disposal.
- c. Provide technical assistance as needed

5. Fire will:

Coordinate decontamination stations: decontamination of vehicles, property and personnel.

- a. In an infectious animal disease disaster, assistance from fire may be requested to help with decontamination station coordination and vehicle, property, and personal decontamination.
 - b. The State Veterinarian's Office will provide decontamination protocols appropriate for the confirmed or suspected disease.
 - c. Aid in possible emergency/rescue situations, returning to decontamination role when emergency role is completed.
6. Local Department of Transportation and Department of Natural Resources Personnel will:
- a. Coordinate resources and serve as liaisons to the SEOC and coordinate local resources available to respond to an incident.
 - b. Perimeter rerouting & logistic support.
 - c. Support disposal site selection and disposal resources.
7. Health Department/s and Human Services will:
Depending on the disease characteristics, if the disease causes illness in humans, public health will be involved in impact assessments on local citizens and suggestions of protective actions.
- a. Coordinate and provide mental health services for livestock producers, their families, response staff and those affected by the outbreak. Public health officials should have a plan in place to coordinate providing mental health services to producers, families, and others affected by the disease outbreak.
 - b. Assist with community outreach and education - Public health officials should have a system in place, or be incorporated into existing Emergency Public Information plans, for dissemination of information to the community regarding the human health risks associated with the particular disease. Only the Missouri Department of Health and Senior Services (DHSS) will release statements regarding human health.
 - c. DHSS liaison and coordination
8. Chief Elected Official:
- a. Declare a state of emergency and activate the County EOC, if warranted.
 - b. Appoint or activate the PIO. The County PIO will refer all inquiries to the MDA PIO for response to Animal Disease issues and to DHSS for human public health issues.

v. ADMINISTRATION AND LOGISTICS

A. ADMINISTRATION

Basic administrative and accountability procedures for any animal emergency will be followed as required by county government and state regulations. As with any disaster/incident response, the ICS/NIMS will be used to organize and coordinate response activity.

B. LOGISTICS

If supplies, materials and equipment are required, records will be maintained.

c. PUBLIC INFORMATION

The PIO will follow procedures established in ESF 15 of this Plan to:

1. Ensure prior coordination with representatives of MDA, DHSS and the chief elected official.
2. Ensure the media receives information on how to contact the PIO at MDA, USDA VS, DHSS or the Joint Information Center (JIC) if one is established.

vi. **DIRECTION & CONTROL/CONTINUITY OF GOVERNMENT**

1. All Agricultural Disaster Operations will be coordinated through the EOC and employ the ICS/NIMS. The incident commander should initially be the District Veterinarian or FADD on site.
2. The EOC is responsible for providing support and resources for the incident commander.
3. The EMD will advise and assist the senior elected official in the EOC and coordinate with the PIO at the state level. The EMD will have at least one assistant appointed by the Senior Elected Official to support 24-hour operations and act in the absence of the primary.
4. In the event an incident is suspected, or determined, to be a terrorist event, the FBI will be the lead agency in all aspects of the incident to include all PIO functions at a JIC.

ATTACHMENTS

Attachment 1	Emergency Response Checklist
Attachment 2	Missouri FMD Attachment Procedures
Attachment 3	Emergency Attachment Contact List
Attachment 4	Quarantine Attachment Procedures
Attachment 5	References/Statutory Authority
Attachment 6	Equipment List
References	

ATTACHMENT 1
EMERGENCY RESPONSE
CHECKLIST

Position/Organization

PREPAREDNESS PHASE

County Emergency Management Director

- _____ Develop and maintain contact list of those impacted by an animal emergency situation
- _____ Conduct at least one training program annually for county animal emergency coordinators and other interested parties. Use the ICS/NIMS to conduct the exercise
- _____ Assist with site- specific animal emergency plans
- _____ Work with veterinary medical and non-medical volunteers and agencies that will provide assistance in an animal emergency
- _____ Develop and maintain a contact list of State, Federal and local agencies that would be involved in responding to a FAD/AD

EMERGENCY RESPONSE CHECKLIST

Position/Organization

RESPONSE PHASE

County Emergency Manager

- _____ Track the activities of all available livestock holding and confinement areas identified before, during, and after the disaster
- _____ Keep public advised during emergency period, only after approval by MDA PIO.
- _____ Assure the availability of storage sites and staging areas for animal food and medical supplies
- _____ Coordinate with local/State law enforcement for establishment of quarantine zones and enforcement of animal movement restrictions
- _____ Act as advisor to local government(s) during disaster response actions

County Health Department

- _____ Support the disaster response and recovery with all available resources
- _____ Assess disease impact on humans and make appropriate recommendations

County Public Works Department

- _____ Support the disaster response and recovery with all available resources
- _____ Assist with disposal of dead animals

County Sheriff's Office

- _____ Support the disaster response and recovery with all available resources
- _____ Enforce animal movement restrictions and control established quarantine zones

Fire Department/District

- _____ Support the disaster response and recovery with all available resources
- _____ Assist with decontamination of personnel and equipment

EMERGENCY RESPONSE CHECKLIST

Position/Organization

RECOVERY PHASE

County Emergency Manager

- _____ Assist animal coordinator with long-term maintenance, placement, or disposition of animals which cannot be returned to their normal habitat
- _____ Act as advisor to local government during recovery actions
- _____ Document all animal disaster related activities and their costs
- _____ Restore equipment and supplies to normal state of readiness
- _____ Resume day-to-day operations

ATTACHMENT 2

MISSOURI FAD/AD

PROCEDURES

The Missouri Department of Agriculture and district veterinarians have developed and will maintain the following SOGs to deal with specific area FAD situations based on the local area hazard analysis and risk assessment. The MDA SOGs can be found at this MDA website:

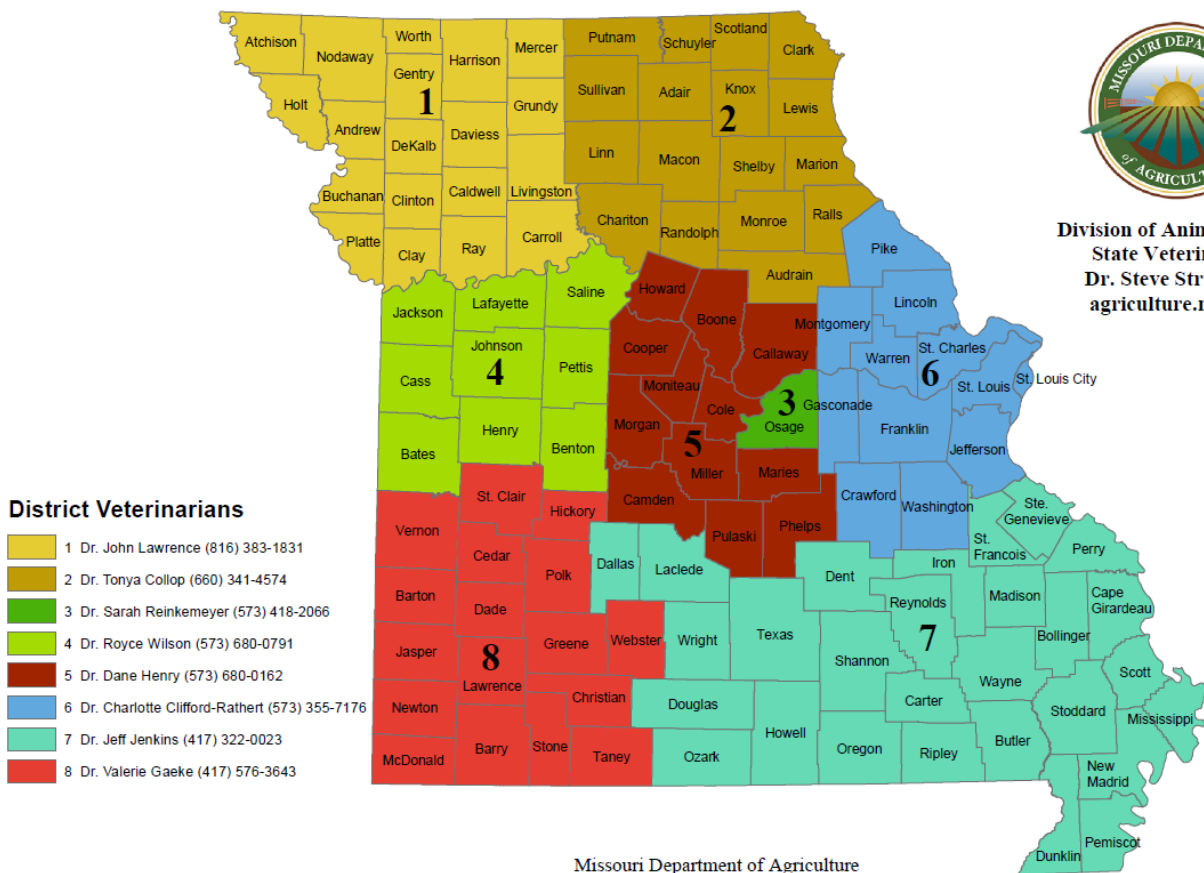
<http://mda.mo.gov/animals/health/security/>. The five SOGs available are:

- SOG No. 001: Traffic Control
- SOG No. 002: Catastrophic Mortality and Associated Material Disposal
- SOG No. 003: Temporary Housing and Care for Livestock and Poultry
- SOG No. 004: Cleaning and Disinfection
- SOG No. 005: Continuity of Service

Supporting SOGs may be developed by the local jurisdiction to complement state and district guides.

ATTACHMENT 3 EMERGENCY CONTACT LIST

Veterinarian Districts of Missouri



**ATTACHMENT 3
EMERGENCY CONTACT
LIST**

- Missouri Department of Agriculture:

P.O. Box 630
1616 Missouri Blvd.
Jefferson City, MO 65102
(573) 522-1533 (Office of Director)
(573) 751-3377 (Animal Health Office)
(573) 690-9401 (State Veterinarian)
(573) 644-4732 (Emergency Manager)

- United States Department of Agriculture (USDA Animal Plant Inspection Service (APHIS) Veterinary Services (VS):

1715 Southridge Drive
Jefferson City, MO 65109
(573) 522-1533 (Main Office)
(573) 636-3116 (AVIC)
(573) 415-7897 (USDA VS Emergency Manager)

**ATTACHMENT 3
EMERGENCY CONTACT
LIST**

LOCAL VETERINARIANS

STATE EMERGENCY

MANAGEMENT AGENCY KANSAS

CITY FBI OFFICE

MIDWEST RESPONSE, PO BOX 860534, SHAWNEE, KS - -

916-403-3090 LIVESTOCK MARKETS

LOCAL PRODUCERS/LARGE SCALE

FACILITIES HUMANE SOCIETY

MSHP

COUNTY

SHERIFF AREA

HAZMAT TEAM

COUNTY PUBLIC

HEALTH

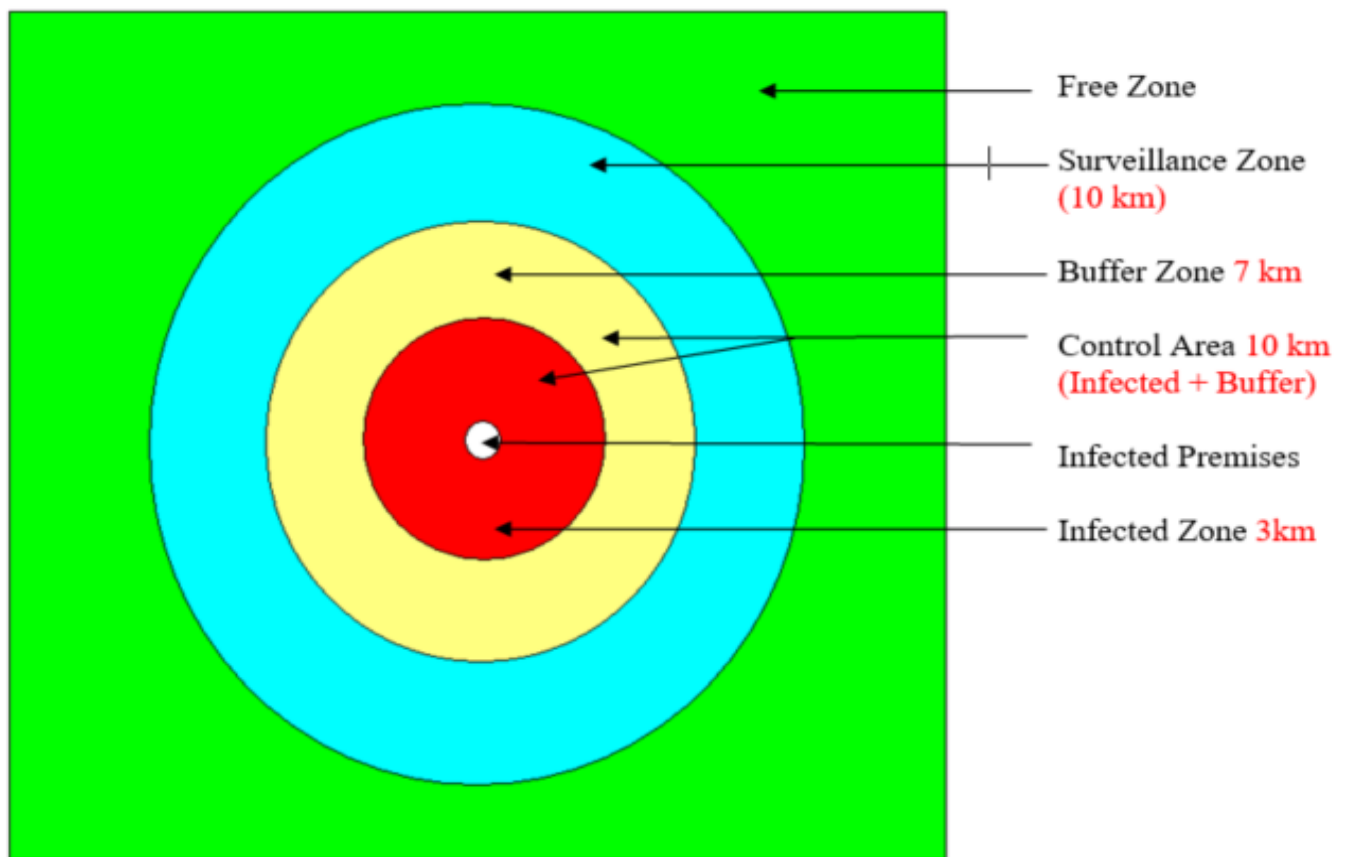
MISSOURI DEPARTMENT OF HEALTH AND

SENIOR SERVICES RED CROSS

ETC. – Depending on Local Jurisdiction assets, resources and facilities.

ATTACHMENT 4 QUARANTINE

In the event that quarantine is required to contain the spread of disease and/or mitigate the economic impact of discovery of a FAD/AD, MDA, through SEMA, will establish the quarantine area and protocols to be followed. SEMA will coordinate State Agencies supporting the quarantine and manage resources to assist the local jurisdiction. The depiction below is provided only as a generic example of a quarantine site. Zone sizes could be smaller or larger. There may be multiple quarantine sites and control areas depending on the scale of the disease outbreak.



ATTACHMENT 5

REFERENCES/STATUTORY AUTHORITY

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE/HSPD 9
DEFENSE OF UNITED STATES AGRICULTURE AND FOOD, JAN 30, 04

HOMELAND SECURITY PRESIDENTIAL –
DIRECTIVE/HSPD 1
BIODEFENSE FOR THE 21st CENTURY

RSMO TITLE XVII,

CHAPTER 261 RSMO,

TITLE XVII, CHAPTER

267 RSMO, TITLE XVII,

CHAPTER 269 RSMO,

TITLE V, CHAPTER 44

MISSOURI STATE EMERGENCY OPERATIONS PLAN

CODE OF STATE REGULATIONS, TITLE 11, DIVISION 10, CHAPTER 11

EMERGENCY POULTRY DISEASE (EPD) MANAGEMENT AND INITIAL STATE
RESPONSE AND CONTAINMENT PLAN, DECEMBER 2020

References:

RSMO TITLE XVII

261.20 - Gives the Director of AG authority to impose quarantine.

267.120 - State Vet may prescribe infected animals and “call for help on the County Commission or legally substituted court ... shall order the sheriff or other officer to give assistance necessary to enforce

the law”.

267.179 - Indemnification for cattle registering positive for tuberculosis.

267.230 - Power to enforce fines and class of misdemeanor crime plus says local law enforcement “may” and state law enforcement “shall” assist with enforcement.

267.240 - May change existing rules on movement of animals/travel and speaks about the Governor proclaiming a quarantine.

267.475

267.590 & .595 - Broad authority to the State Veterinarian to quarantine.

267.611 - Indemnification – broad authority and can be set by the Director of Agriculture.

267.645 - Authority to enter premises and examine livestock.

267.650

Chapter 269 - Deals with disposal of dead animals and inspections.

ATTACHMENT 6

RESPONSE EQUIPMENT LIST

Some counties requested a list of infectious animal disease response equipment and suggestions on where these items could be purchased. This information is included as guidance only and the list is in not all inclusive, these are just suggestions of items that may be useful. This list was included simply for your information.

Boot Brushes

Tyvex Coveralls

Tyvex Booties

Footbath pans

Footbath disinfection chemicals

Local jurisdictions may wish to add other equipment

Emergency Support Function (ESF) #12 Energy

Primary Agency/ESF Coordinator

Howell County/City Public Works Departments

Support Agencies:

Howell County/City Emergency Management Agency
Howell County Public Health Department
Utility Companies

I. PURPOSE

Emergency Support Function (ESF) #12 Energy facilitates the reestablishment of damaged energy systems and components.

II. SCOPE

ESF #12 will collect, evaluate, and share information on energy system damage. It will also estimate the impact of energy system outages within the affected area. According to the National Response Plan the term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems. Additionally ESF #12 will provide information concerning the energy restoration process such as projected schedules, percent completion of restoration, and other information as appropriate. ESF #12 functions include but are not limited to:

- Energy infrastructure assessment, repair, and reestablishment.
- Energy industry utilities coordination.
- Energy forecast.

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

The residents of Howell County/West Plains, Willow Springs, Mountain View and Brandsville are serviced by the following utilities:

1. Electric Service: Howell Oregon and City Electric Cooperatives
2. Natural Gas: Summit, Sunoco Public suppliers
3. Water: Howell Public Water Supply Districts, municipal

4. Wastewater: municipal
5. Propane: Private suppliers

B. Planning Assumptions

1. A major emergency may cause widespread and possibly prolonged electric power outages or interruptions and/or disruption to the supply and distribution of natural gas, water, and sewer systems.
2. Damage to energy and utility systems in one area or region may affect supplies in other regions that rely on the same systems.
3. Delays in the delivery of petroleum-based fuel products may occur as a result of the loss of electric power.
4. Long-term disruption of utility services may increase the need to establish mass care operations and/or to acquire portable water purification, sanitation, and power generating systems.
5. In major events, State and Federal resources may be provided to assist with utility and energy system restoration, but their ability to react quickly may be limited.

IV. CONCEPT OF OPERATIONS

A. General

1. The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.
2. ESF #12 provides the appropriate supplemental assistance and resources to enable restoration in a timely manner.
3. Collectively, the primary and support agencies that comprise ESF #12:
 - Serve as the focal point within the County/City for receipt of information on actual or projected damage to energy supply and distribution systems and requirements for system design and operations, and on procedures for preparedness, restoration, recovery, and mitigation.
 - Advise local authorities on priorities for energy restoration, assistance, and supply.
 - Assist industry and local authorities with requests for emergency

response actions, as required to meet the County's/City's energy demands.

- Assist departments and agencies by locating fuel for transportation, communications, and emergency operations.
 - Provide guidance on the conservation and efficient use of energy to local governments and to the public.
4. The private sector will be relied upon to manage independently until it can no longer do so, or until the health, safety, and welfare of citizens are at risk. The industries will be expected to establish their own emergency plans and procedures and to implement them through their own proprietary systems.

B. Actions by Operational Timeframe

1. Preparedness

- a. Maintain this ESF Annex as well as supporting operating procedures and guidelines.
- b. Ensure personnel receive emergency operations training.
- c. Develop guides and checklists to support emergency energy and utilities operations.
- d. Ensure emergency call-up and resource lists are current.
- e. Ensure the availability of necessary equipment to support energy and utilities activities.
- f. Participate in emergency exercises.

2. Response

- a. Deploy trained individuals to the EOC.
- b. Alert or activate off-duty and auxiliary personnel as required by the emergency.
- c. Coordinate activities with other responding agencies.
- d. Conduct specific response actions as dictated by the situation.

3. Recovery

- a. Continue all activities in coordination with the EOC based on the requirements of the incident.
- b. Support restoration activities.
- c. Replenish supplies and repair damaged equipment.
- d. Participate in after-action briefings and develop after-action reports.
- e. Make necessary changes in this ESF Annex and supporting plans and procedures.

4. Mitigation

- a. Based on known hazards, identify and correct vulnerabilities in the energy and utilities function.
- b. Implement a public awareness campaign regarding energy and utilities safety in emergencies.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

Howell County/City Public Works Departments

1. Provide a representative to the EOC to coordinate ESF #12 activities.
2. Gather information on all energy and utility damages and estimate damage impacts.
3. Work with the other members of the EOC team to set priorities and assign resources.
4. Maintain contact with private energy and utilities and request their presence in the EOC if necessary.
5. Coordinate with the private energy and utility companies to help facilitate the restoration of energy and utilities systems and fuel supplies.
6. Serve as the focal point for all emergency information regarding energy and utilities and ensure appropriate reports and information are shared with the EOC Team.

B. Support Agencies

1. County/City Emergency Management Agency

- a. Coordinate with ESF Coordinator on general guidance and recommendations regarding the utility response to emergency situations.
- b. Identify critical facilities requiring uninterrupted power or priority restoration during emergencies/disasters.
- c. Request assistance relating to petroleum shortages from the State EOC.

2. County Public Health Department

- a. Work with water utilities to ensure the provision of food safety and safe drinking water.
- b. Provide assistance and information to the public on actions to take to assure safety of potable water.

3. Utility Companies

- a. Provide an emergency point of contact and provide emergency information to the Emergency Management Director and EOC.
- b. Maintain utility restoration priorities for critical facilities.
- c. In coordination with the Emergency Management, update utility restoration priorities for critical facilities in the aftermath of an emergency situation if required.
- d. Where it appears that outages or shortages will be long-term and have a major impact on the County/City, coordinate with the ESF Coordinator on action that should be taken to obtain support for missing services or identify locations so the County/City can act to relocate people who cannot be provided substitute services.
- e. Coordinating with the Emergency Management Director and the EOC, respond to requests for assistance in facilitating utility repair and reconstruction activities.
- f. Ensure utility emergency plans exist and comply with state regulations.
- g. During emergency situations, respond in a timely manner to restore utility service.
- h. Coordinate information regarding utility status, number of customers affected, and areas affected to the ESF Coordinator regularly.
- i. Train and equip utility personnel to conduct emergency operations.
- j. Have utility personnel participate in periodic local emergency exercises to determine the adequacy of plans, training, equipment, and coordination procedures.
- k. Maintain adequate stocks of needed emergency supplies and identify sources of timely re-supply of such supplies during an emergency.
- l. Develop mutual aid agreements to obtain external response and recovery assistance and identify contractors that could assist in restoration of utilities for major disasters.
- m. Ensure utility maps, blueprints, engineering records, and other materials needed to conduct emergency operations are available during emergencies.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #12 Energy:

1. Director, Howell County/City Public Works Departments

Suggested Appendices

Appendix 1 – County/City Public Works Department Resources

Emergency Support Function (ESF) #13

Public Safety and Security

Primary Agency/ESF Coordinator

Howell County Sheriff's Office
West Plains, Willow Springs, Mountain View City Police Departments

Support Agencies:

Mutual Aid from Surrounding Police and Sheriff's Departments
Howell County/City Fire Departments/Districts
Howell County/City Public Works Departments
Howell County 911

I. PURPOSE

Emergency Support Function (ESF) #13 Public Safety and Security coordinates the integration of law enforcement, public safety, and security capabilities and resources to support the full range of incident management activities.

II. SCOPE

ESF #13 capabilities support incident management requirements including, but not limited to:

- Facility and resource security/protection
- Security planning and technical resource assistance
- Public safety and security support
- Support to access, traffic, and crowd control

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The Howell County Sheriff's Office provides law enforcement to the unincorporated areas of the county, as well as those incorporated communities which do not have their own law enforcement agency: Brandsville.
2. The communities of West Plains, Willow Springs and Mountain View each have municipal police departments that provide law enforcement within their city limits.
3. The State Highway Patrol Troop G located in Willow Springs is available to support law enforcement operations in Howell County/Cities.

4. Outside law enforcement resources from surrounding counties and cities are available to support law enforcement operations in Howell County/City and will respond when needed.

B. Planning Assumptions

1. Law enforcement resources may be severely limited in a major disaster and will be assigned on a priority basis.
2. Surrounding jurisdictions will be available to supplement law enforcement capabilities, but if the event is regional in scope, their ability to provide mutual aid may be limited.
3. State and Federal law enforcement resources will respond when called upon, but their ability to react quickly may be limited.

IV. CONCEPT OF OPERATIONS

A. General

1. Primary responsibility for public safety lies with local authorities. In most incident situations, local jurisdictions have primary authority and responsibility for law enforcement activities, utilizing the Incident Command System (ICS) on scene. In larger scale incidents, additional resources should first be obtained through the activation of mutual aid and assistance agreements with neighboring localities and/or State authorities, with incident operations managed through a Unified Command structure.
2. ESF #13 is activated when local public safety and security capabilities and resources are needed to support incident operations. This includes threat or pre-incident as well as post-incident situations.
3. When ESF #13 is activated, the Howell County Sheriff's Office/City Police Departments, with assistance from supporting departments and agencies, assesses and responds to requests for public safety and security resources to include law enforcement resources and planning or technical assistance from affected agencies or other ESFs.
4. ESF #13 shall provide personnel to staff the Emergency Operations Center (EOC), the Incident Command Post (ICP), and the Joint Information Center (JIC).
5. ESF #13 manages support by coordinating local resources related to public safety and security to preserve life, protect property (including critical infrastructure), and mobilize local security resources and technologies and other assistance to support response operations.

6. ESF #13 coordinates with local officials to determine public safety and security support requirements and to jointly determine resource priorities.
7. ESF #13 maintains communication with supporting agencies to determine capabilities, assess the availability of resources, and track resources that have been deployed as a result of approved and funded mission assignments.
8. The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

B. Actions by Operational Timeframe

1. Preparedness

- a. Maintain this ESF Annex as well as supporting Operating Procedures and Guidelines.
- b. Ensure law enforcement personnel receive appropriate emergency operations training.
- c. Ensure mutual aid agreements with surrounding jurisdictions are current.
- d. Develop and maintain mutual aid agreements with private area resources that could be used to augment local law enforcement capabilities.
- e. Develop and maintain standard operating guides and checklists to support emergency law enforcement operations.
- f. Ensure emergency personnel call-up and resource lists are current and available to the Emergency Management Department.
- g. Ensure the availability of necessary equipment to support law enforcement activities.
- h. Participate in Emergency Management training and exercises.

2. Response

- a. Respond as required on a priority basis.
- b. Activate mutual aid if needed.
- c. Coordinate activities with other responding agencies.
- d. Coordinate law enforcement agencies responding from outside the jurisdiction.
- e. Alert or activate off-duty and auxiliary personnel as required by the emergency.
- f. Conduct other specific response actions as dictated by the situation.

3. Recovery

- a. Review plans and procedures with key personnel and make revisions and changes.
- b. Replenish supplies and repair damaged equipment.
- c. Continue all activities in coordination with the EOC based on the requirements of the incident.
- d. Participate in after-action briefings and develop after-action reports.
- e. Make necessary changes in this ESF Annex and supporting plans and procedures.

4. Mitigation

- a. Participate in hazard identification process and identify and correct vulnerabilities in the public safety and security function.
- b. Develop safety programs, to include disaster situations, and present them to the public.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

Howell County Sheriff's Office

West Plains, Willow Springs and Mountain View City Police Departments

1. Provide expertise on public safety and security issues to the Incident Command, when requested.
2. Manage ESF #13 preparedness activities and conduct evaluation of operational readiness, including a roster and description of public safety and security activities.
3. Maintain close coordination during operations between the affected office(s) and other ESFs.
4. Ensure that all activities performed under the purview of ESF #13 are related to the mission of ESF #13. If any potential for conflict exists, it is the Howell County Sheriff's Office/ City Police Department's responsibility to resolve these issues prior to accepting the mission assignment.
5. Facilitate resolution of any conflicting demands for public safety and security resources, expertise, and other assistance.
6. Process mission assignments, tracks resource allocation and use, and facilitates reimbursement to assisting departments and agencies via emergency management funding mechanisms and authorities, if appropriate.
7. Obtain initial situation assessment from field units and determines appropriate management response to anticipated or current requests for assistance.
8. Obtain and distribute incident contact information to supporting agency

coordinators for emergency responders.

9. Assess requests before committing resources and ensure responding agencies are provided with information on known hazards, mission requirements, appropriate vaccinations, credentials, and personal protective equipment to operate in the environment to which they are assigned.
10. Establish security controls to inhibit the looting of damaged or evacuated homes or businesses.
11. Assist in windshield damage assessment operations by utilizing patrol officers equipped with mobile communications equipment.
12. Responsible for area evacuation operations.
13. Provide for surveillance and coordination of response efforts at emergency scenes.
14. Responsible for calling upon County/City law enforcement departments for assistance, when needed.
15. Provide vehicles and agency assets for the EOC if available to conduct damage assessment immediately following a disaster event.

B. Support Agencies

1. County/City Fire Departments/Districts

Provide personnel and equipment resources to support ESF #13 activities.

2. County/City Public Works Department

Provide personnel and equipment resources to support public safety and security activities

3. Mutual Aid from Surrounding Police and Sheriff's Departments

Provide specialized equipment and trained personnel to assist with public safety and security activities.

4. Howell County 911

Provide Communications Support

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #13 Public Safety and Security:

1. County Sheriff, Howell County Sheriff's Office
Police Chief, West Plains, Willow Springs, Mountain View City Police
Department's
- 2.
- 3.

Suggested Appendices

Appendix 1 – Suspected Terrorism Incident Checklist

APPENDIX 1

TERRORISM

I. PURPOSE

The purpose of this annex is to establish a unified approach for emergency response agencies in the county to respond to and recover from a threat or act of terrorism. Also, establish a terrorism response system that prescribes responsibilities and actions required to respond to and recover from a terrorist event.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The county has assets that could be targets for terrorist activities. These include, but are not limited to:
 - a. Federal, state, county and municipal government facilities and structures
 - b. Chemical Facilities
 - c. Medical facilities
 - d. Religious facilities
 - e. Businesses and manufacturing centers
 - f. Airports, railroads, highways and navigable rivers
 - g. Pipelines; power plants; public utilities; landmarks; and large public gatherings
 - h. Agriculture
2. Terrorism takes many forms: bombings, arson, infrastructure attacks (on water, electric, gas, or telecommunications systems), mass shootings, cyberspace failure or disruption, transportation attacks (hijacking, bombing, sabotage etc.), and common law torts.
 - a. Weapons of Mass Destruction (WMD). Any weapon designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon designed to release radiation or radioactivity at a level dangerous to human life (18 USC 2332a).

b. Chemical Agent. A chemical substance intended to kill, seriously injure, or incapacitate people through physiological effects. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (including munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. A chemical agent attack might release a chemical warfare agent (such as a nerve or blister agent) or an industrial chemical that may have serious consequences. Whether an infectious agent or a hazardous chemical causes an outbreak may not be obvious early in an investigation; however, most chemical attacks are localized, and their effects become evident within a few minutes. Different chemical agents can be persistent or non-persistent. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents may have high evaporation rates, be lighter than air, or disperse rapidly; therefore the ability to cause casualties is significantly reduced over a relatively short period of time (although they may persist longer in small unventilated areas).

c. Biological Agents. Living organisms or materials derived from them that cause disease; harm humans, animals, or plants; or deteriorate materials. Recognition of a biological hazard can occur by: identifying it as a credible threat; discovering bio-terrorism evidence (devices, agents, clandestine labs); diagnosing a disease caused by an agent identified as a possible bio-terrorism agent; or gathering and interpreting public health surveillance data. People exposed to a pathogen such as anthrax or smallpox may not know they have been exposed, and those infected or subsequently infected may not feel sick for some time. Infectious diseases typically progress with a delay between exposure and onset of illness -the incubation period. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, direct patient care providers and the public health community are likely to first detect a biological attack on civilians (See annex M and/or the LPHA ERP). Terrorists also could use biological agents to affect agricultural commodities (agri-terrorism). These agents include wheat rust or viruses that could devastate the local or even national economy.

d. Radiological/Nuclear. High-energy particles or gamma rays emitted by an atom undergoing radioactive decay. Emitted particles can be charged alpha or beta particles, or neutral neutrons, or gamma rays. The difficulty of responding to a

nuclear or radiological incident is compounded by the nature of radiation itself. Also, involvement of radioactive materials in an explosion may or may not be obvious; depending on what explosive device was used. The presence of a radiation hazard is difficult to ascertain unless the responders have the proper detection equipment and the training to use it. Most of the many detection devices available are designed to detect specific types and levels of radiation - they are not appropriate for measuring or ruling out the presence of all possible radiological hazards. Terrorists may use the following delivery methods:

- 1) An improvised nuclear device (IED) is any explosive device designed to cause a nuclear yield. Either uranium or plutonium isotopes can fuel these devices, depending on the trigger. While “weapons-grade” material increases the efficiency of a device, materials of less than weapons grade can still be used.
 - 2) A radiological dispersal device (RDD) is any explosive device that spreads radioactive material when detonated. A RDD includes an improvised explosive device that could be used by placing it in close proximity to radioactive material. A RDD also includes devices identified as “dirty bombs”.
 - 3) A simple RDD spreads radiological material non-explosively (for example, medical isotopes or waste).
- e. Explosives. Conventional explosive devices or improvised bombs used to cause massive local destruction or to disperse chemical, biological, or radiological agents. Improvised explosive devices are categorized as explosive or incendiary -using high or low filler explosive materials to explode and/or cause fires. Bombs and firebombs are inexpensive and easily constructed. They are not technologically sophisticated. Of all weapons, these are the easiest to obtain and use. The components are readily available, as are detailed instructions for constructing these devices. They are the likeliest terrorist weapons.
- f. Cyber Terrorism. “Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures ... in order to intimidate or coerce a government or civilian population ... in furtherance of political or social objectives.”
3. There exist resources statewide that are capable of response to incidents resulting from terrorist activity. These resources include, but are not limited to, hazardous materials response teams with enhanced capabilities for response to incidents involving nuclear or radiological materials, and

biological and chemical agents.

Such resources are mobilized and deployed by the Division of Fire Safety through Statewide Fire Mutual Aid at the request of the affected local jurisdiction in support of response and recovery operations.

Requests for Fire Mutual Aid assistance should be directed to the Regional or Statewide Mutual Aid Coordinator.

B. Assumptions

1. The county recognizes the responsibility for public health and safety, and the need of a plan to set forth guidelines to deal with terrorism, and the need to exercise the procedures, policies, and guidelines set forth in this Annex.
2. Proper implementation of this Annex can reduce the effects a Terrorist attack and limit related exposure to the public.
3. No single agency at the Local, State, or Federal level possesses the authority and/or the expertise to act unilaterally on the many difficult issues that may arise in response to a threat or act of terrorism, particularly if WMD is involved.
4. Should a terrorist incident be identified, the county could be acting alone pending mobilization and deployment of other local, State and Federal assets.
5. An act of terrorism involving WMD in the county could immediately overwhelm the local response capabilities.
6. Counter terrorism efforts including intelligence gathering and appropriate response training may reduce some incident potential, but incidents can occur with little or no warning.
7. If appropriate personal protective equipment (PPE) is not readily available, entry into the contaminated area (hot zone) may be delayed until the arrival of trained and equipped emergency response personnel. Responders must also be aware of secondary devices targeting first responders.

III. CONCEPT OF OPERATIONS

A. Primary Objectives in Response to a Terrorist Act:

1. Protect the lives and safety of the citizens and first responders.
2. Isolate, contain, and/or limit the spread of any cyber attack, nuclear,

biological, chemical, incendiary, or explosive device.

3. Identify the type of agent or devices used.
4. Identify and establish control zones for suspected agent used.
5. Identify appropriate decontamination procedure and/or treatment.
6. Ensure that responders have appropriate equipment and personal protective equipment (PPE).
7. Notify emergency personnel, including medical facilities of the danger and anticipated casualties.
8. Notify appropriate state and Federal agencies.
9. Provide accurate and timely public information.
10. Preserve as much evidence as possible to aid investigations.
11. Protect critical infrastructure.

B. Operational Time Frames

1. Mitigation

- a. Develop a method for processing information.
- b. Analyze potential threats, targets, and potential hazards for the jurisdiction. Disseminate on a need to know basis when appropriate.
- c. Identify facilities, agencies, personnel, and resources necessary to support a terrorist incident response.
- d. Whenever possible, training exercises conducted by local jurisdictions should include terrorism (WMD) and the utilization of mutual aid resources.
- e. Review and become familiar with the SEOP.

2. Preparedness: The county will take the appropriate security measures. See Appendix 1 of this Annex for the National Terrorism Advisory System threat guidelines.

- a. Develop and review Plans and SOG's for response to a terrorist incident. Open and prepare the EOC for possible full activation.
- b. Advise key personnel of the potential risk.

- c. Make recommendation as to a possible course of action.
- d. Maintain increased readiness status until the situation escalates or the decision to discontinue operations is given. Train personnel and maintain inventory of equipment and supplies.

3. Response

- a. Any individual who receives notification of a terrorist incident or who is responsible for making notifications must assure that every effort is made to contact primary and support personnel as identified in the Basic Plan and to immediately notify SEMA.
- b. Once a terrorism incident is suspected, local law enforcement will report and request assistance from the state using existing operating guidelines and/or procedures.
 - c. Each Emergency Response agency shall send a representative to the EOC and may be required to provide a representative to the on-scene Unified Command.
 - d. Local government departments will provide assistance to the EOC as dictated by the current situation.
 - e. Designated local jurisdiction Public Information Officer (PIO) will coordinate all public information releases. (See Annex C)

4. Recovery

- a. Determine the extent of damages, prepare a damage assessment report and request assistance.
- b. Test, check, and exercise equipment to identify its serviceability.
- c. Restore essential public services to critical facilities.
- d. Inventory and replace supplies as necessary.
- e. Restore all public service to the general population.

IV. **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

A response organization for a terrorism incident will be under the

Direction and Control of the Presiding Commissioner. The coordinated response will be conducted from the EOC. The primary responders for terrorism are normally local law enforcement, fire, and County Health and Medical personnel. All other departments are considered to be support. Each jurisdiction should prepare an SOG and functional check list for response to a terrorism incident as defined in the Basic Plan (P&S Chart). In addition, an up-to-date list of emergency response personnel will be maintained and available. The following provides a breakdown by functional areas:

B. Assignment of Responsibilities

1. EOC Function: (See Basic Plan and appropriate Annex's for additional Information.)

- a. The Federal Government is responsible to determine the Nations threat level. See Appendix 1 to this Annex for the National Terrorism Advisory System alert levels. However, it is up to the local jurisdiction to determine their appropriate threat level based upon their current situation.
- b. If notification of a terrorist incident is received, the Emergency Management Director/Coordinator will immediately contact the chief elected official and primary and support agencies as identified in the Primary & Support Responsibility Charts.
- c. If notification of an incident is received by other than the Emergency Management Office, the individual receiving the notification will contact the Emergency Management Office and/or the chief elected official immediately.
- d. The Emergency Management Office is responsible to contact the SEMA Duty Officer and inform them of their current situation and threat. Other local departments will follow their respective SOG's for notifications.
- e. Activate the EOC at either the primary or alternate location. The EOC serves as the clearinghouse for local jurisdictions to collect, discuss, and disseminate information in regard to a particular event occurring within their jurisdiction. The EOC is responsible to maintain contact with appropriate state and federal agencies throughout the incident period.
- f. Review the EOP and determine if pre-designated staging areas, mobilization and reception centers are far enough away from the actual scene so that safety is guaranteed.
- g. If necessary, a Joint Operations Center (JOC) will be established by the Lead Federal Agency (LFA) and will be under the operational control of

the Federal On Scene Commander (OSC). The JOC is the focal point and is responsible for coordinating requests from the State. The On Scene Commander may request that a representative from the impacted jurisdiction be assigned to the JOC.

2. Emergency Management:

- a. Direction and Control will originate from the EOC.
- b. Ensure the alternate EOCs are ready in the event that the primary EOC is not available.
- b. The EOC will be staffed in accordance with the Basic Plan.
- c. Coordinate with SEMA and other Federal, State or Local Agency's EOCs as necessary
- e. Prepare and distribute Situations Reports (SITREPS).
- f. Coordinate response and recovery operations.
- g. Identify and coordinate resource requirements.

3. Local Law Enforcement:

- a. Manage the incident scene. Set-up Incident Management System (IMS) to manage/coordinate with other departments and agencies using the Unified Command System.
- b. Respond to requests for support/assistance from other departments; local, state, and federal.
- c. Provide security, maintain order, prevent unauthorized entry, control and re-route traffic and maintain open access/egress for authorized vehicles into the terrorist incident scene.
- d. Assist in evacuation/in place protection notification of the affected area as requested by the EOC or the on scene incident commander.
- e. Develop and maintain Standard Operating Guides (SOGs) of duties, roles and responsibilities for any terrorism incidents involving Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE).
- f. Ensure Scene Security and evidence preservation pending arrival of the FBI, and assist the FBI and other investigative authorities in determining responsibility.

- g. Establish access control into and out of crime scene.
- h. Provide security for Command Post and EOC.
- i. Manage crowd control when necessary.

4. Fire Department

- a. Respond to all reports of terrorist incidents to determine the nature and scope of the incident.
- b. Provide a representative to the EOC and coordinate with county law enforcement and other agencies for support and resource requirements.
- c. Establish site security areas and hazard exclusion zones in accordance with established procedures and guidelines.
- d. Determine the nature of the incident.
- e. Provide information on hazardous material/evaluation and environmental damage assessment.
- f. Develop and maintain internal guidelines to identify specific roles and responsibilities of fire service personnel in each of the major terrorism incidents involving CBRNE.
- g. Keep the EOC informed.

5. Health Department

- a. Provide personnel safety information to the EOC.
- b. Provide an environmental analysis, with help from the Missouri Department of Health and Senior Services and the Centers for Disease Control and Prevention. Coordinate with the County Health Director on all health issues. The County Health Director is responsible to determine the health risk, and recommend epidemiological and toxicological solutions to deal with public health issues involved in a terrorist incident. (See Annex M)
- c. Monitor response personnel and general public exposure to chemical, biological, and radiological agents.
- d. Monitor and track potential victims.
- e. Provide information regarding exposure and treatment to potential victims and workers.

f. The County Health and Medical Director or a designated representative will assist the PIO on Health and Medical issues and in broadcasts concerning public and individual health issues.

g. Keep the EOC informed.

6. Public Works

- a. Respond to emergency requests from the EOC by providing resources, i.e. trucks, earth moving equipment and other needed assets/materials along with operators to reduce hazards, minimizing secondary damage.
- b. Provide barricades to assist in evacuation and/or scene security.
- c. Assist in providing temporary storage of equipment and materials until appropriate locations can be located.
- d. Coordinate with the EOC and the on scene commander to insure the area is safe to enter. Do not enter any area if it has not cleared and declared safe for reentry.

7. Emergency Medical Services

The Chief of Emergency Medical Service (EMS) is primarily responsible for directing the medical response and on scene operation within the impacted area. The EMS is responsible for identifying and anticipating resource requirements and allocates resources accordingly. EMS coordinates mutual aid in conjunction with the County Health Officer.

8. Public Information Officer (PIO)

For information on this topic, see Annex C of this plan.

C. All departments, agencies, and individuals support the Direction and Control function as follows:

1. Initial response operations are the responsibility of the local jurisdiction. The FBI is the Lead Federal Agency for all terrorist attacks and will establish a JOC for Direction and Control is one if needed. The MSHP has primary responsibility for coordinating the state level response.

2. Local public information operations will be coordinated from the EOC. Note: FEMA/FBI may establish a Joint Information Center (JIC).

3. Response and Recovery operations are the responsibility of the local jurisdiction. When making a formal request to SEMA for assistance, the local jurisdiction must have exhausted its capabilities and resources.

V. CONTINUITY OF GOVERNMENT

Line of Succession for Terrorism

A. The line of succession for the Presiding Commissioner is through the District Commissioners, in order of their seniority.

B. All local departments listed above are required to maintain a line of succession of at least three persons. See Basic Plan or appropriate annex for names and/or positions.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. To implement Annex N, an incident must be designated a suspected or actual terrorist threat or incident by the Chief elected official.
2. Procedure for dealing with expenses incurred and liability for actions and injuries are outlined in local ordinances, mutual aid agreements and this plan.
3. A post-incident report and critique shall be the responsibility of the lead agencies with input from all involved agencies. This will be used for plan modifications and training exercises.

B. Logistics

1. On Hand stockpiles of Critical Essential materials and supplies should be inventoried and updated annually to ensure its operational readiness or serviceability.
2. Emergency purchasing authority may be authorized by the chief elected official if a terrorist incident has occurred.
3. The cleanup, removal and disposal of contaminated materials will be handled with the same care that was used during the incident. The MO Department of Natural Resources and the US Environmental Protection Agency may provide assistance in removal, disposal oversight, technical considerations and funding.

Appendices

Appendix 1 – National Terrorism Advisory System

Appendix 1 to Annex N

NATIONAL TERRORISM ADVISORY SYSTEM

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert

Warns of a credible terrorist threat against the United States.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset** provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may

announce an updated NTAS Alert. All changes, including the announcement that cancels an
N

Emergency Support Function (ESF) #15

External Affairs

Primary Agency/ESF Coordinator

Howell County/Cities Emergency Management Agencies

Support Agencies:

All County/City Departments

I. PURPOSE

Emergency Support Function (ESF) #15 External Affairs coordinates the release of accurate, coordinated, timely, and accessible public information to affected audiences, including governments, media, and the private sector. ESF #15 works closely with state and local officials to ensure outreach to the whole community, including the special needs population.

II. SCOPE

ESF #15 will manage information during an incident so that the most up-to-date and correct information is used to inform the public. ESF #15 will coordinate with all departments and agencies involved with the incident so that one message is used for public information to avoid any conflicts of released information. This ESF addresses the following functional components:

- Public affairs and the Joint Information Center
- Community Relations
- Legislative Affairs
- Private sector outreach

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. Howell County and its Cities are served by various news media, either located within the County/City or in the surrounding area, which would be utilized to disseminate public information in an emergency or disaster situation. News media serving the area include:
 - a. Radio Stations:
 - b. Television Stations:
 - c. Newspaper:
2. The primary Emergency Alert System (EAS) station for Howell

County/City is Howell County Emergency Management. It is accessed at the Howell County EOC

3. Sample news releases have been developed and are available with the Howell County/City Emergency Management Agency.

B. Planning Assumptions

1. The timely dissemination of emergency public information will reduce casualties, injuries, and prevent property and environmental damage, as well as promote the re-establishment of a healthy local economy.
2. The media serving the area will cooperate with local officials in the dissemination of information to the public.
3. Sufficient departmental representatives will be available to coordinate public information and interface with the media and other agencies. If there are not a sufficient number of trained PIOs available, the County's/City's emergency organization may be overwhelmed by the demand for information.
4. The dissemination of timely, well-coordinated public information will help to maintain public trust and confidence during an emergency situation.
5. A large disaster will result in state, national, and international media coverage, and in the aftermath of a disaster, media personnel may attempt to obtain information from other than "official" sources.
6. The need for timely and useful public information will continue throughout the recovery phase and the County's/City's ability to maintain a program to keep the community informed is a critical recovery function.

IV. CONCEPT OF OPERATIONS

A. General

1. The County/City recognizes the media as a logical extension of the disaster operation and will use the local media to provide emergency instructions and potentially lifesaving information to the public. In most cases, contact with the media will be maintained using landline and cellular telephones, facsimile, and email.
2. The right of the media to inform the public in any disaster situation is recognized by the County/City and with the permission of public safety officials, the media may have access to areas that are closed to the public. In general, authorized members of the media will be permitted reasonable access to the disaster site as long as they do not interfere in any way with public safety actions, compromise the integrity of a possible crime scene,

or endanger their own safety.

3. Since many emergencies strike rapidly, the public information system cannot always react swiftly enough to properly inform the public about the hazard and for this reason, it is important that citizens are made aware of potential hazards and appropriate protective measures prior to the occurrence of an emergency. The County/City will make every effort to provide ongoing public education to its citizens regarding emergency preparedness activities.
4. Every effort will be made to provide emergency public information to special needs groups, such as the hearing and visually impaired and non-English speaking populations. Close coordination will be required with the government, volunteer, and community agencies described further in ESF #6 Mass Care, Emergency Assistance, Housing and Human Services.
5. In addition to providing information to the public through the media, emergency public information may also be disseminated directly to the public by establishing a citizen inquiry hotline and using the capabilities of the Internet.
6. Public information activities will initially be coordinated from the County/City EOC, but in major events or those with considerable media attention, the County/City may establish a Joint Information Center (JIC) to facilitate the coordinated release of information from all responding agencies.
7. ESF #15 will address the following functions:
 - a. Public Affairs will coordinate messages from the various agencies and establish a Joint Information Center as needed. Public Affairs will gather information on the incident and provide incident related information through the media and other sources to keep the public informed. Public Affairs will monitor the news coverage to ensure the accuracy of the information being disseminated. Public Affairs will handle appropriate special projects such as news conferences and press operations for incident area tours.
 - b. Community Relations will prepare an initial action plan with incident-specific guidance and objectives, at the beginning of an actual or potential incident to address community issues. They will identify and coordinate with the community leaders and neighborhood groups to assist in the rapid dissemination of information, identify unmet needs, and establish an ongoing dialogue and information exchange.
 - c. Legislative Affairs will establish contact with the state legislative and congressional offices representing the affected areas to provide information on the incident. The locality should be prepared to arrange an incident site visit for legislators and their staffs. Legislative Affairs

will also respond to legislative and congressional inquiries.

- d. Rumor Control, in an attempt to ensure rumor control, all news releases will be approved by the Emergency Management Director, or designee. Information that is received by the PIO that appears to be questionable or false will be verified through another source, prior to being released to the public. The verification can be return telephone calls to the information source or by having another agency or department verify the authenticity of the information. If the information cannot be verified through at least one additional source, it will not be released to the general public.

B. Actions by Operational Timeframe

1. Preparedness

- a. Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths, and the Internet.
- b. Develop pre-scripted media releases and public advisories dealing with each hazard having the potential to affect Howell County/City.
- c. Ensure the capability is in place to augment personnel and the telephone lines for the Citizen “Helpline”.
- d. Ensure adequate space and equipment is available for a JIC at a location in close proximity to the EOC.
- e. Ensure all departments have trained staff to support the JIC.
- f. Make accommodations for 24-hour staffing.
- g. Ensure all local media outlets are pre-identified and contacts established – brief them regularly on emergency public information procedures.
- h. Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.
- i. Develop and maintain this document as well as supporting Operating Procedures.
- j. Be prepared to meet the emergency public information needs of identified special needs populations.
- k. Participate in both local and regional emergency public information training and exercises.
- l. Work with other jurisdictions to develop consistent pre-scripted media releases and public advisories dealing with hazards potentially affecting the metropolitan area.
- m. Ensure the capability exists to communicate between jurisdictions via fax, telephone, and the Internet.

2. Response

- a. Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers.

- b. Provide evacuation instructions and shelter locations.
- c. In coordination with the EOC Team, release emergency information as dictated by the situation.
- d. Ensure the Citizen “Helpline” is receiving timely, accurate information.
- e. Implement a proactive public information strategy to ensure the media’s needs are being met.
- f. If the situation dictates, activate and staff the JIC.
- g. Work with other jurisdictions to ensure consistency in the information released to the public.
- h. If needed, request assistance from other regional PIOs or provide trained PIOs to other jurisdictions when requested.
- i. If the situation dictates, request activation of the Regional Joint Information Center (JIC) to assist with the release of consistent information from all involved agencies in the region.
- j. Work to develop and implement a regional public information strategy to ensure the consistency and completeness of information dissemination.
- k. Other specific response information will be dictated by the situation.

3. Recovery

- a. Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts.
- b. Distribute information on what to do when returning to your damaged home and how and where to apply for different types of disaster assistance.
- c. Continue to coordinate specific response information with other jurisdictions in the region as dictated by the situation.

4. Mitigation

- a. Develop a campaign to promote the importance of maintaining adequate insurance.
- b. Provide information and increase awareness about safe rooms and other shelter methods.
- c. Conduct all-hazard safety visits to increase home hazard prevention actions.
- d. Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and a family disaster plan.
- e. Work with other jurisdictions in the region to coordinate the dissemination of emergency preparedness information that will lessen the impact of any disaster, such as having a disaster preparedness kit and a family disaster plan.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

Howell County/City Emergency Management Agency

1. Provide a representative to the EOC to serve as the ESF # 15 Primary Agency.
2. Gather and disseminate information about the event.
3. Coordinate the emergency public information activities of all involved agencies.
4. Work to ensure timely, accurate, consistent, and useful information is being disseminated through all available media outlets.
5. If needed, establish and staff a Joint Information Center (JIC).
6. Provide information to elected and appointed officials regarding the event and coordinate media access to elected officials.
7. Handle appropriate special projects such as news conference.
8. Assist in establishing a phone bank to respond to citizen inquiries.
9. Work with the EOC to coordinate official “VIP” visits to the affected area(s).

B. Support Agencies

All County/City Departments

1. Provide a PIO to support Emergency Public Information activities.
2. Ensure field PIOs are coordinating with the Emergency Public Information Coordinator in the EOC or JIC.
3. Provide technical subject matter expertise when required by the situation.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #15 External Affairs:

1. Director, Howell County and or City Emergency Management Agencies

Suggested Appendices

– Local Media Contact Information

Appendix 1 – Joint Information Center (JIC) Standard Operating Guidelines

Appendix 1

Joint Information Center (JIC).

- (1) A JIC is a physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public-affairs functions.
- (2) The Department of Public Safety Communications Director serves as the JIC coordinator.
- (3) It is important for the JIC to have the most current and accurate information regarding incident management activities at all times.
- (4) The JIC provides the organizational structure for coordinating and disseminating official information.
- (5) The JIC should include representatives of each jurisdiction, agency, private-sector, and nongovernmental organization involved in incident management activities.
- (6) A single JIC location is preferable, but the system should be flexible and adaptable enough to accommodate multiple JIC locations when the circumstances of an incident require.
- (7) If multiple Joint Information Centers (JICs) are used, each JIC must have procedures and protocols to communicate and coordinate effectively with other JICs, as well as with other appropriate components of the ICS organization.

ESF #16

Catastrophic Event (Earthquake)

I. PURPOSE

The purpose of this ESF is to provide operational concepts unique to catastrophic event planning and response, and assign responsibilities to Howell County to meet needs of local jurisdictions following a catastrophic event. It serves as a supplement to the Howell County Emergency Operations Plan (EOP) and is intended to expand the response and recovery organization for a catastrophic event and most likely an earthquake. Many of the operational concepts could be easily adapted to a large scale man-made or natural hazard.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A catastrophic incident, as defined by the NRP, is any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic incident could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic incidents are Incidents of National Significance. These factors drive the urgency for coordinated national planning to ensure accelerated Federal/national assistance.
2. A major earthquake centered in the New Madrid seismic zone is one of the most catastrophic natural hazards facing the State of Missouri. Based on current information, earthquake experts have identified 47 Missouri Counties and the City of St. Louis as those jurisdictions most likely to be impacted by a Richter magnitude 7.6 or greater earthquake on the Modified Mercalli Scale Additional information on Missouri's earthquake threat is provided in the Howell County Hazard Analysis and the State of Missouri Hazard Analysis.
3. The earthquake-planning scenario used to develop this ESF is based on the Federal Emergency Management Agency (FEMA) Hazards United States (HAZUS) model-MH Earthquake Event Report, Southeast MO and was used to develop the loss estimation (damage estimates). The primary purpose of HAZUS is to provide a methodology and software application to develop loss estimations. Although no loss estimation will prove completely accurate, it can provide potential damage patterns and conclusions which provide guidelines for emergency response planning.

B. Assumptions

1. Howell County has the primary responsibility to prepare for and respond to incidents and disasters. As such, Howell County must be prepared to manage initial emergency response and recovery activities for at least the first 96 hours through internal capabilities and/or mutual aid agreements, regardless of the size and scope of the incident. State and federal government will make every effort to provide additional life safety support as quickly as possible; however, state and federal resources may not be available in the early stages of an emergency.
2. Damage to transportation (roads, bridges, rail, air, etc.), communication (phone, cell, emergency 911, public warning sirens, etc.), utility distribution systems (electric, gas, and water, etc.), pipelines, chemical and fuel storage and other infrastructure systems will isolate communities creating virtual islands within the disaster areas. Damaged transportation routes may not be functional for many weeks or months. For at least 96 hours after an earthquake, Howell County must be prepared to meet their own emergency needs.
3. A number of people will self evacuate the damaged area, if possible, while many others will stay for a variety of reasons including protecting property or caring for farm/companion animals. Evacuation, if necessary, shall be conducted in accordance with, of the Howell County EOP.
4. Shelters identified for use during other natural disasters may not be available in the impacted area. Temporary sheltering in campers and tents may be determined to be the safest option until buildings and residences are inspected. Prudent and safe actions must be taken into consideration when determining whether to remain in their residence or utilize temporary shelters. Sheltering may take place outside the impacted area.
5. The Governor may suspend some governmental operations in the affected tier and response tier of the state (as required) to direct maximum utilization of available resources in the initial response.
6. Howell County will use all available local resources and implement established mutual aid agreements as needed.

III. CONCEPT OF OPERATIONS

A. General

1. Response Concept:

- a) State of Missouri's actions in the event of a catastrophic event is based on the concept of automatic response. At a 6.5 magnitude or greater earthquake all state departments/agencies will activate their plans and take appropriate actions for an earthquake response (i.e. assessment of bridges and roads, communication infrastructure, building damage).
- b) Howell County will activate their plans and take appropriate actions for a catastrophic event (earthquake) response to include assessment of bridges and roads, communication infrastructure, building damage, immediate assessment of injuries and medical system status. Initial injury and damage assessments will be forwarded to the State Emergency Operations Center.

2. Tiered Response: In order to implement a coordinated response, the state may be divided into three tiers: Affected Tier, Initial Response Tier, and Support Tier. These tiers were established to facilitate the planning process based on a New Madrid earthquake event, but can be applied to any catastrophic event. Tier assignment may change depending upon the event. Refer to Appendix 2 for response tier map.

- a) The Affected Tier consists of jurisdictions that have been identified as the most likely to be impacted by a catastrophic event. For a New Madrid earthquake with a magnitude 6.5 or greater, regions C and E have been identified as the affected tier.
- b) The Initial Response Tier consists of jurisdictions that have been identified as potential sources of immediate response assets into impacted areas. For a New Madrid earthquake with a magnitude 6.5 or greater, regions B, F, I and G have been identified as the initial response tier.
- c) The Support Tier consists of jurisdictions that have been identified as potential sources of support and replenishment of assets (i.e. sheltering, medical surge, and staging areas.) For a New Madrid earthquake with a magnitude 6.5 or greater, regions H, A and D have been identified as the support tier.

3. Direction and Control:

- a) State Unified Command
 - 1) The Missouri State Emergency Operations Center (SEOC) serves as the State's Unified Command.
 - 2) This is the state level command where direction and control will be exercised for the statewide response.

b) State Area Command

- 1) Area commands will be established at state run facilities in regions C and E in order to facilitate the state's response and recovery efforts to region unique situations.
- 2) Once established these area commands will coordinate response in their respective regions between local emergency operation centers and the state unified command.
- 3) Incident Management Teams (IMT) will be deployed by the state to manage state area command operations. An IMT is an overhead management team to facilitate the ICS organization.
- 4) Additional area commands will be established as the situation warrants.

c) Local Emergency Operations Centers (Local Unified Command)

- 1) Local Unified Command is the NIMS terminology used for the Direction and Control function within the local emergency operations center.
- 2) Howell County must be prepared to manage initial emergency response and recovery activities for at least the first 96 hours through internal capabilities and/or mutual aid agreements.
- 3) Howell County will report initial damage assessments, casualty figures, and condition of critical infrastructure to the State Unified Command at the State Emergency Operations Center.
- 4) Howell County will coordinate with the State Unified Command/SEOC until otherwise directed.

4. Damage Assessment

- a) Damage assessment of Howell County will be conducted by Emergency Management designees.
- b) Howell County will report damage assessment information to the State Emergency Operations Center as soon as possible. Information should be passed using any available means (web based, faxed, phone, radio, etc.).
- c) One of the first priorities of damage assessment for Howell County will be inspection of local roads and bridges. (Technical assistance may be available from MODOT).

5. Communications

a) The Missouri State Highway Patrol is the lead state agency for providing initial emergency communications to and from the affected areas. Due to anticipated communications limitations, all communications should be limited to critical life safety messages.

b) Communications assets and locations have been identified and are listed in ESF 2 Direction and Control, and B, Communications & Warning, of the Howell County emergency operations plan.

c) A NIMS compliant communications plan is attached as shown in Appendix 7, Communications Plan, to this ESF.

6. Points of Distribution (PODs)

- a) PODs are temporary locations at which commodities are distributed directly to disaster victims. These may be different locations than where the commodities arrive in the jurisdictions Points of Arrival (POA).
 - 1) It is the responsibility of Howell County to identify locations and to operate the PODs in their jurisdiction.

7. Transportation

- a) Howell County must identify available transportation resources for the movement of personnel and/or equipment.
- b) Identify vehicles that can be used for transportation of special needs population.
- c) These resources are listed in ESF 1, Resource and Supply, to the Howell County local emergency operations plan.
- d) Local transportation routes are identified in ESF 1 Evacuation.

8. Evacuation

- a) An Evacuation Management Team (EMT) will be established as part of the State Unified Command. The EMT is responsible for coordinating all evacuations throughout the state.
- b) Howell County will coordinate all of their evacuation operations through the Evacuation Management Team located at the SEOC.

9. Mass Care and Special Needs Population

- a) Refer to ESF 6, Reception and Care, of Howell County emergency operations plan.
- b) Note: This section of the local plan should address the specific needs of the local jurisdictions associated with mass care, shelters, special needs population, and pets.

B. Phases of Emergency Management

Refer to the general responsibilities in Appendix 2, Attachment B of the Howell County Basic Plan for agency-specific actions.

1. Mitigation (Prevention)

It is recognized that you cannot prevent a catastrophic event from happening; however, there are measures that can be taken to lessen their effect. Such measures could include:

- a. Adopt seismic resistant design standards, some of which are currently being followed (i.e. bridges built since 1990).
- b. Comply with floodplain management guidelines.
- c. Adopt seismic non-structural design standards such as FEMA guides: “Avoiding Earthquake Damage: A Checklist for Homeowners”; “FEMA 74-Reducing the Risks of Non-Structural Earthquake Damage: A Practical Guide”; “FEMA 232-Homebuilders’ Guide to Earthquake-Resistant Design and Construction”, etc.

2. Preparedness

The preparedness phase occurs prior to and in anticipation of a catastrophic event (earthquake). This phase focuses on promotion of increased public awareness of the potential emergency, preparation of necessary materials and equipment or response to the emergency, and training for emergency response personnel. Typical functions of the preparedness phase include conducting public information programs, maintaining emergency resources inventory lists and conducting exercise and training programs.

- a. Provide training and information to mitigate the effects of a catastrophic event (earthquake).
- b. Train and equip response personnel.
- c. Identify local staging areas and fuel sources.
- d. Identify transportation resources and facilities, to include injured and special needs populations.
- e. Identify large, adequately equipped shelter facilities and transportation resources.
- f. Identify adequate locations that could serve as Points of Distribution (PODS).
- g. Promote personal preparedness i.e. Community Emergency Response Team (CERT).

3. Response

The response phase occurs from the onset of a catastrophic event (earthquake) and lasts until lifeline systems are at least partially restored. During this phase, functions that are critical to saving lives, to protecting people, and meeting basic human needs are performed.

In the event of an earthquake with a 6.5 magnitude or greater all departments/agencies identified in this plan will activate their plans. For other catastrophic events this plan will be activated as determined by the senior elected official.

See Appendix 3 to this ESF for the actions for each Tier Level.

4. Recovery

The recovery phase usually overlaps the response phase. It begins a few days after the catastrophic event (earthquake) and can last for years. During the recovery phase, the federal government provides disaster relief upon Presidential Declaration. Functions during this phase include federal relief under P.L. 93.288, as amended, for public and individual assistance, establishment of Disaster Recovery Centers, establishment of temporary housing facilities, and federal disaster loans and grants. Long-term recovery includes restoration of affected areas to their normal or to a substantially improved state.

- a. Establish liaisons and hold at a minimum, annual meetings of state and local agencies, non-governmental organizations, and volunteer groups that would play significant roles in returning communities to livable conditions.
- b. Focus should key on returning social services, schools, environmental issues and public utilities to normal as quickly as possible.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The organization for a catastrophic event (earthquake) will be based on the Howell County LEOP Basic Plan. All operations will be conducted under the National Incident Management System (NIMS). See Appendix 1 to this ESF.

B. Assignment of Responsibilities

The LEOP Basic Plan includes the Primary and Support Responsibilities Chart that shows agency assignments. Agencies and organizations with primary and/or support assignments are responsible to develop and maintain SOGs, checklists, and other supporting documents that detail how to perform their assigned tasks.

1. In accordance with RSMo, Chapter 44, the chief elected official of Howell County is ultimately responsible for the coordination of response to a catastrophic event (earthquake).
2. Responsibilities include but are not limited to:
 - a. Activate the EOC. (Once activated, the EOC is the coordinating point for all local response and recovery activities.)
 - b. Serve as the collection point for damage assessment information.
 - c. Coordinate the provision of services, equipment, and supplies to support expedient operations associated with an earthquake disaster; for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering time frames following an earthquake.
 - d. Identify sites for Points of Distribution (PODS).
 - e. Identify sites for Emergency Rest Area Stops.

V. DIRECTION AND CONTROL

Direction and control will be consistent with guidance found in ESF 5, Direction and Control and Section III-3 of this ESF.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be consistent with guidance found in Howell County Local Emergency Operations Plan (LEOP).

VII. ADMINISTRATION AND LOGISTICS

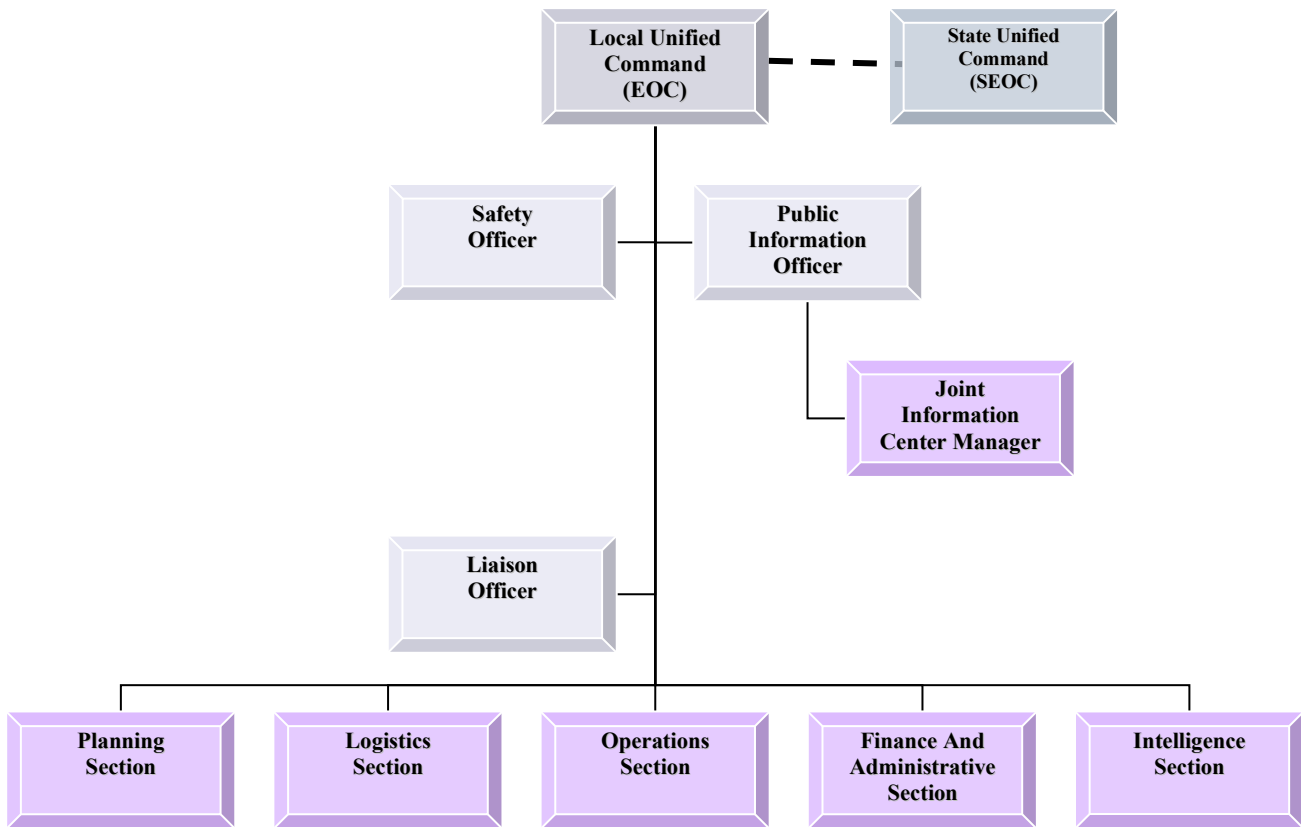
Administration and Logistics will be consistent with guidance found in Howell County Local Emergency Operations Plan (LEOP).

APPENDICES

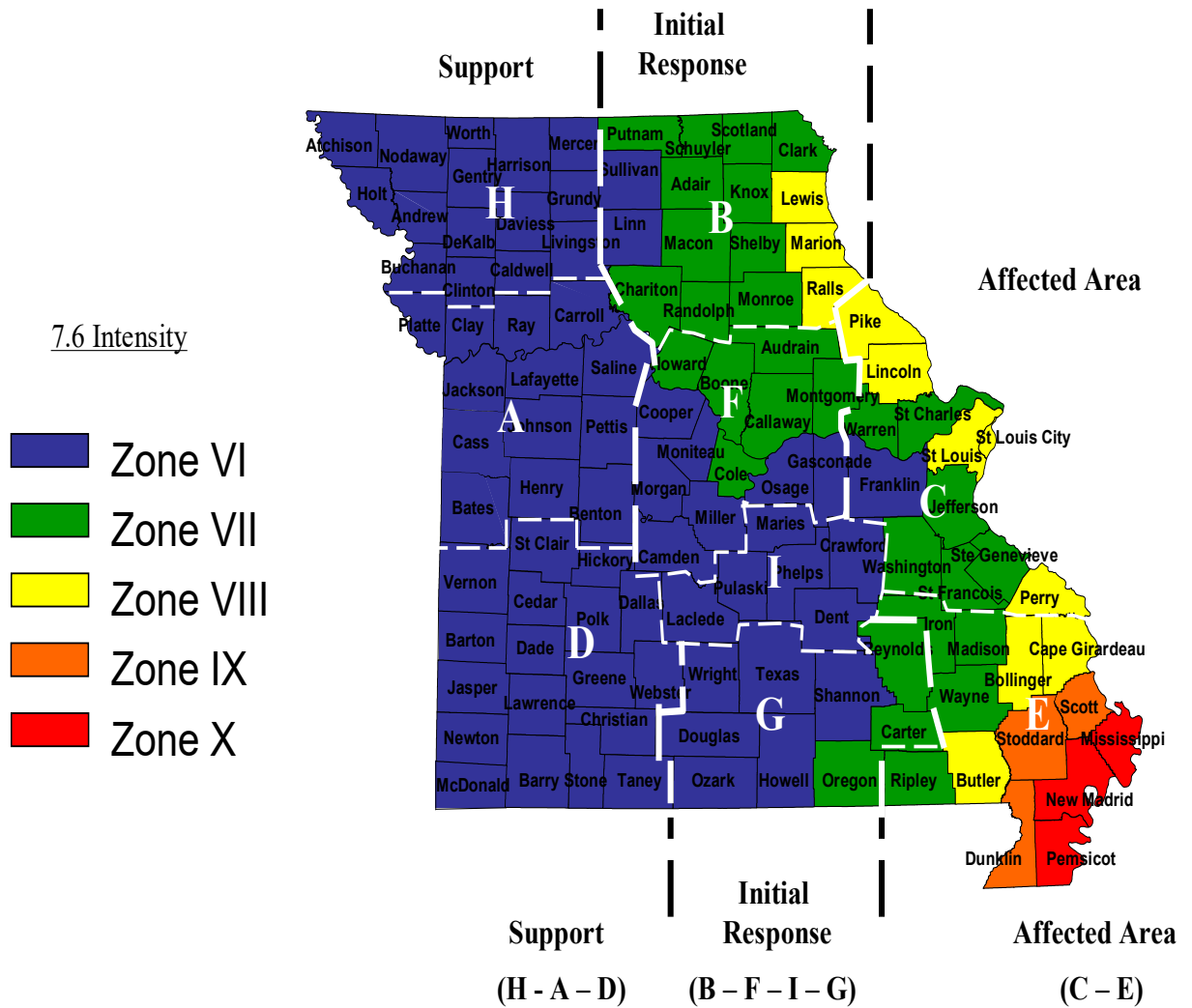
1. ICS Organization
2. Tier Response Map
3. Tier Response Actions
4. Points of Distribution (PODs)
5. Staging Areas
6. Command Structure – Organization Assignment List (Optional use)
7. Communications Plan (Optional use)
8. Resource Assessment
9. Local Resource Request Form
10. Emergency Rest Area Sites

Appendix 1 to ESF O

ICS Organization



Response Tiers



Appendix 3 to ESF O

Tier Response Actions

Actions following a catastrophic event (earthquake) are as follows:

I. Affected Tier

- a. Immediate assessment should be conducted to ascertain injuries and medical system status (i.e. functioning hospitals, clinics, ambulances)
- b. Initial injury and damage assessments will be forwarded to the State Emergency Operations Center.
- c. A coordinated response will be achieved by mobilizing resources through the local emergency operations center.
- d. Points of Distribution Sites (PODS) will be identified by local jurisdictions for the distribution of commodities to the affected population.
- e. See Appendix 5 to this ESF for local staging area designations.
- f. A Local Unified Command EOC will be established. See *Appendix 6* to this ESF for organizational structure.
- g. State Area Commands will be established for Regions C and E. When the Area Commands become functional the local emergency operations organizations will coordinate response with their respective region's state area command.
- h. Any locally coordinated evacuation will be conducted in coordination with the state's Evacuation Management Team.
- i. The priority of movement is for responders into the affected area and movement of victims with life threatening conditions out of the affected area.
- j. The Local Unified Command will designate a Local Net Control Station (LNCS) to coordinate radio traffic and frequency allocation. This will be coordinated with the Regional Net Control Station (RNCS), located at State Area Command. See Appendix 7 to this ESF for a sample communications plan form.

II. Initial Response Tier

- a. Immediate assessment should be conducted to ascertain available resources that could be deployed to affected regions. This information should be forwarded to the SEOC using the form shown in Appendix 8 to this ESF.
- b. Assessments should be done to determine medical surge capacity to support critical patient evacuation from the affected tier.
- c. A coordinated response will be achieved by mobilizing resources through the state emergency operations center.
- d. All activated response elements must report to assigned staging areas upon mobilization. All response to affected areas will be deployed from designated staging areas.
- e. Discipline specific staging areas will be established for initial response tier resources. See Appendix 5 to this ESF.

- f. Responders should report equipped for operation and be self-sufficient for up to 96 hours. Initial responders should be prepared for a deployment period of 14 to 28 days.
- g. The concept of operations for a voluntary evacuation of the affected tier is to move the affected population through the initial response tier to the support tier of the state.
- h. To facilitate evacuation, local jurisdictions will identify, establish, and support emergency rest area sites in coordination with the state's Evacuation Management Team. Emergency rest area sites will be designed to distribute information, emergency medical treatment, fuel, food and water to the evacuating population as they pass through to the support tier of the state. See Appendix 10 to this ESF.
- i. Response from the Initial Response Tier will be coordinated through the State Unified Command.
- j. State Area Commands will be established for Regions C and E. Responding resources from the Initial Response Tier will be assigned to a State Area Command.
- k. The State Area Command will assign missions to their respective responding resources.
- l. The priority of movement is for responders into the affected tier and movement of victims with life threatening conditions out of the affected tier.

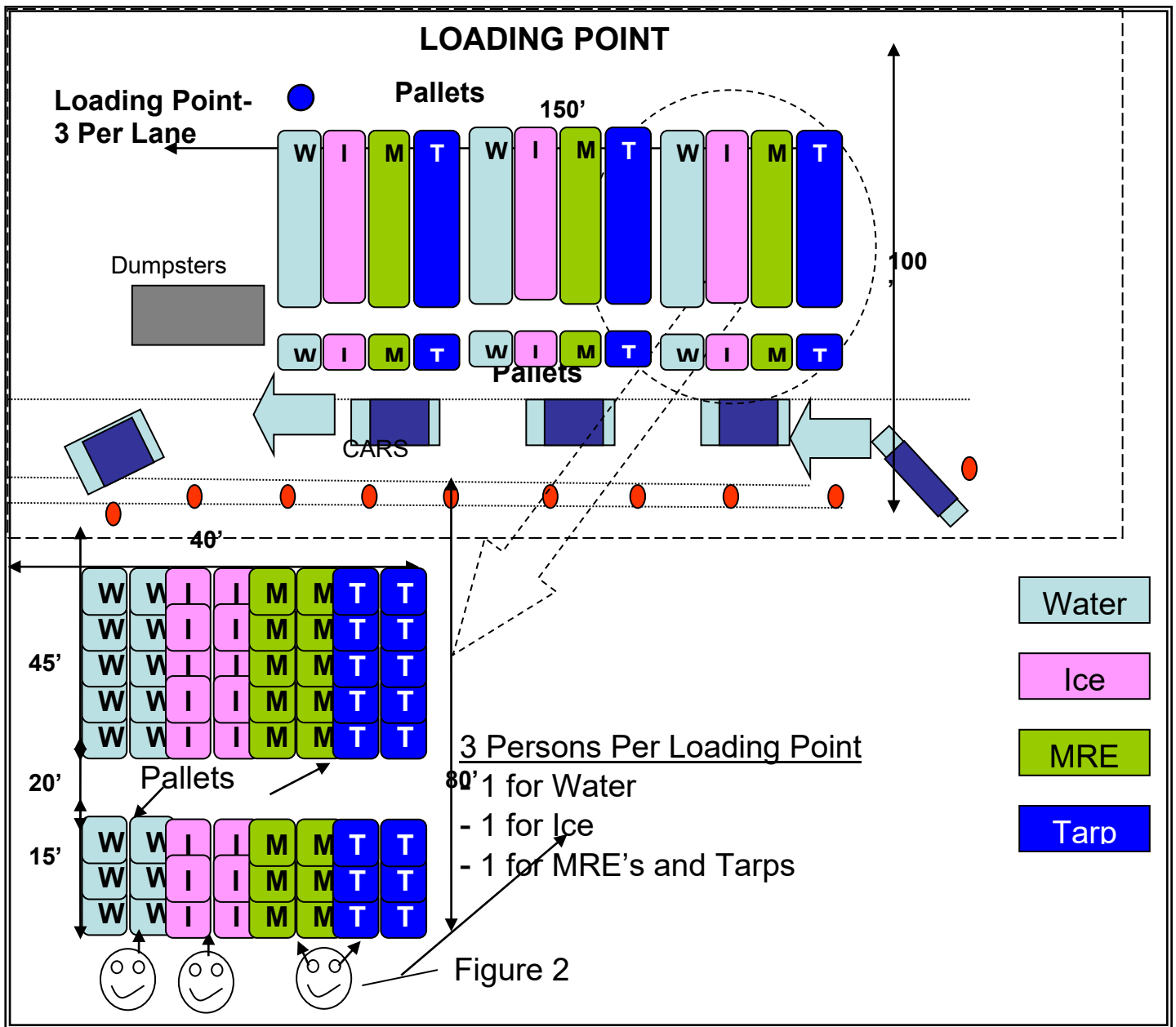
III. Support Tier

- a. Immediate assessment should be conducted to ascertain resources that could be used to support mass care of the evacuated population from the affected tier. This information should be forwarded to the State Emergency Operations Center using the form shown in Appendix 8 of this ESF.
- b. Assessments should be done to determine medical surge capacity to support critical patient evacuation from the affected tier.
- c. Assessments should be conducted to prepare for mass care of the evacuated population and special needs population.
- d. Mass care and support of deployed resources are the primary function for the support tier.
- e. Response enhancement and replenishment will be drawn from the support tier.
- f. Support Tier jurisdictions will activate sites to support mass care of the evacuated population.
- g. Any Response from the Support Tier to the Affected Tier will be coordinated through the State Unified Command.
- h. State Area Commands will be established for Regions C and E. Responding resources from the Support Tier will be assigned to a State Area Command.
- i. The State Area Command(s) will assign missions to their respective responding resources.
- j. Any evacuation will be conducted in coordination with the state's Evacuation Management Team.

Appendix 4 to ESF O

*Points of Distribution
(POD)*

- **The critical planning factor for ordering commodities is “distribution” capability, not people without power.**
- **Distribution planning must be a priority with local governments for the commodities mission to be successful.**
- **All levels of government must understand the distribution point concept.**
- A distribution point (DP) with one supply lane can serve 1,660 cars or 5000 people in one day, (Type III Distribution Point).
- A Type II Distribution Point has two lanes
- A Type I Distribution Point has four lanes



Part II Identify locations

(Supplies)

For Howell County, West Plains, Willow Springs and Mountain View a resource staging area at the Howell County Fair Grounds, which provides a secure and large enough area to store supplies as well as allow ease of access for distribution.

Appendix 5 to ESF O

Local Staging Areas A rest / Staging area may be set up at the West Plains Speedway on South hwy 63 (staffing is dependent on Situation, location of event and local area and availability)

Law Enforcement Staging Areas:

Alternate Law Enforcement Staging Areas:

Fire Staging Areas:

Alternate Fire Staging Areas:

EMS Staging Areas: South Howell County Ambulance Shed

Alternate EMS Staging Areas:

Public Works Staging Areas:

Alternate Public Works Staging Areas:

Other Staging Areas as needed:

- **Volunteers**
- **Health and Medical**

Appendix 6 to ESF O
Command Structure

ORGANIZATION ASSIGNMENT LIST		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
POSITION	NAME	4. OPERATIONAL PERIOD (DATE/TIME)		
5. INCIDENT COMMANDER AND STAFF		9. OPERATIONS SECTION		
INCIDENT COMMANDER		CHIEF		
DEPUTY		DEPUTY		
SAFETY OFFICER		a. BRANCH I- DIVISION/GROUPS		
INFORMATION OFFICER		BRANCH DIRECTOR		
LIAISON OFFICER		DEPUTY		
6. AGENCY REPRESENTATIVES		DIVISION/GROUP		
AGENCY	NAME	DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
7. PLANNING SECTION		b. BRANCH II- DIVISION/GROUPS		
CHIEF		BRANCH DIRECTOR		
DEPUTY		DEPUTY		
RESOURCES UNIT		DIVISION/GROUP		
SITUATION UNIT		DIVISION/GROUP		
DOCUMENTATION UNIT		DIVISION/GROUP		
DEMOBILIZATION UNIT		DIVISION/GROUP		
TECHNICAL SPECIALISTS		DIVISION/GROUP		
		c. BRANCH III- DIVISION/GROUPS		
		BRANCH DIRECTOR		
		DEPUTY		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
8. LOGISTICS SECTION		d. AIR OPERATIONS BRANCH		
CHIEF		AIR OPERATIONS BR. DIR.		
DEPUTY		AIR TACTICAL GROUP SUP.		
a. SUPPORT BRANCH		AIR SUPPORT GROUP SUP.		
DIRECTOR		HELICOPTER COORDINATOR		
SUPPLY UNIT		AIR TANKER/FIXED WING CRD.		
FACILITIES UNIT		10. FINANCE/ADMINISTRATION SECTION		
GROUND SUPPORT UNIT		CHIEF		
b. SERVICE BRANCH		DEPUTY		
DIRECTOR		TIME UNIT		
COMMUNICATIONS UNIT		PROCUREMENT UNIT		
MEDICAL UNIT		COMPENSATION/CLAIMS UNIT		
FOOD UNIT		COST UNIT		
PREPARED BY(RESOURCES UNIT)				

203 ICS (1/99)

NFES 1327

Appendix 7 to ESF O
Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN			1. Incident Name		2. Date/Time Prepared		3. Operational Period Date/Time	
			4. Basic Radio Channel Utilization					
Radio Type	Channel	Function	Frequency/Tone	Discipline Assignment	Remarks			
5. Prepared by (Communications Unit)								

Appendix 9 to ESF O

[illegible]

Resource Request Form

Local Jurisdiction
RESOURCE REQUEST --- form 2011

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

Date: _____

Time: _____

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

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

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

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

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

Local Request Number: _____

SEOC Request Number: _____

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

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

SEMA FAX #: (573) 634-7966

Appendix 10 Emergency Rest Area Sites

(Enter the jurisdictions name here)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.