

Disclaimer: This is a public version of the Clay County LEOP. The document has been redacted to protect private and sensitive information. Some details have been removed for confidentiality purposes



# Clay County, Missouri Local Emergency Operation Plan

Fiscal Year  
2025-2026

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## FOREWORD

***NOTE: Where the term "political subdivisions" is used throughout this document it means cities and villages.***

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

- G. Every individual and agency that has a role in the response and recovery operations of Clay County and the political subdivisions within the county shall be familiar with, and understand the contents of, this plan for it to be effective. Thus, the Clay County Emergency Management Director or their designee will brief the appropriate officials on their roles in emergency management. The Coordinator will also brief the newly employed officials as they assume their duties.
- H. Each organization/agency with an assigned task will be responsible for the development and maintenance of their respective segments of the plan (See Part IV of the Basic Plan). They will review their plan no less than annually and 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 Clay County Emergency Management Director.

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## **GLOSSARY OF TERMS AND ACRONYMS**

**AD:** Animal Disease

**ALS:** Advance Life Support

**AOL:** Activities of daily living- activities such as eating, dressing, and bathing without assistance that are used to measure a person's need for care.

**ACC:** Acute Care Center - A system that is designed, organized, equipped, and staffed specifically to provide inpatient medical services to treat patients who need inpatient treatment but do not require mechanical ventilation and those who are likely to die from an illness resulting from an agent of bioterrorism.

**ARC:** American Red Cross

**ACCESS AND FUNCTIONAL NEEDS (AFN):** Children and adults with access and functional needs may have physical, sensory, mental health, cognitive and/or intellectual disabilities affecting their ability to function independently without assistance. Others who may also have access and functional needs include, but are not limited to, women in late stages of pregnancy, elders and individuals needing bariatric equipment or communication assistance.

**ARES:** Amateur Radio Emergency Services

**BIOLOGICAL AGENTS:** Living organisms or materials derived from them that cause disease; harm humans, animals, or plants; or deteriorate materials.

**CCPHC:** Clay County Public Health Center

**CERT:** Community Emergency Response Team

**CHEMICAL AGENT:** A chemical substance intended to kill, seriously injure, or incapacitate people through physiological effects.

**CHEMTREC:** Chemical Transportation Emergency Center

**CBRNE:** Chemical, Biological, Radiological, or Explosive

**CONTINGENCY:** For more effective planning, a construct that groups similar hazards and activities related to possible incidents.

**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."

**DOC:** Department Operations Center

**DHS:** Department of Homeland Security

**DHSS:** Department of Health and Senior Services

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

**DMORT:** Disaster Mortuary Operations Response Team

**DPS:** Department of Public Safety

**DRC:** Disaster Recovery Center

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

**EMAC:** Emergency Management Assistance Compact

**EMS:** Emergency Medical Services

**ENS:** Emergency Notifications System

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

**EOP:** Emergency Operations Plan

**EPI:** Emergency Public Information

**ESSENCE:** (Electronic Surveillance System for Early Notification of Community-based Epidemics) - Electronic hospital emergency department data collection within the DHSS to identify and monitor infectious disease threats/outbreaks within the state, leading to early interventions to halt the spread of the disease as much as possible.

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

**FAD:** Foreign Animal Diseases

**FEMA:** Federal Emergency Management Agency: An agency established in 1979, which consolidated emergency agencies and functions into one organization.

**FOG:** Field Operations Guide

**FRP:** Federal Response Plan

**FRRT:** Forward Regional Response Team

**FUNCTIONAL AREA:** A major grouping of functions/ tasks that agencies perform to carry out awareness, prevention, preparedness, response, and recovery activities.

**MAHEPA:** Mid-America HazMat and Emergency Preparedness Alliance

**HAN:** Health Alert Network - Statewide electronic communications system designed to provide epidemiological and treatment information as well as emergency and non- emergency information to individuals/organizations with disaster-related responsibilities.

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

**HAZARDOUS SUBSTANCE:** Any substance or mixture of substances that presents a danger to public health, public safety, or the environment.

**HAZMAT:** Hazardous Material

**HSEEP:** Homeland Security Exercise and Evaluation Program.

**HSPD-5:** Homeland Security Presidential Directive 5

**HSRRS:** Homeland Security Regional Response System

**INCIDENT:** An occurrence in which hazards or threats result in a harmful, dangerous, or otherwise unwanted outcome.

**IC:** Incident Command

**ICS:** Incident Command System

**IMT:** Incident Management Team

**JIC:** Joint Information Center

**JOC:** Joint Operations Center

**LEPD:** Local Emergency Planning District

**LEOP:** Local Emergency Operations Plan

**LPHC/D:** Local Public Health Center/Department

**MARS:** Military Affiliate Radio System

**MASS CARE:** Coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, and coordinating bulk distribution of emergency relief items.

**MERIS:** MO Emergency Resource and Information System - A statewide, web-based system for incident management, resource tracking, communications, and asset request processing during and emergency event.

**MFDA:** Missouri Funeral Directors Association

**MOA:** Memorandum of Agreement

**MOCIL:** MO Centers for Independent Living

**MODOT:** MO Department of Transportation

**MOU:** Memorandum of Understanding

**MOVOAD:** MO Volunteers Active in Disaster

**MPCDD:** MO Planning Council for Development Disabilities

**MPHA:** MO Public Health Association

**MSHP:** Missouri State Highway Patrol

**MUMDRT:** MO United Methodist Disaster Response Team

**MULES:** Missouri Uniform Law Enforcement System

**NAWAS:** National Warning System - A land line network for transmitting and receiving emergency information to federal, state, and local agencies that have NAWAS drops (phones). It was designed specifically for warning in the event of a national emergency; now it is used in transmitting and receiving other emergency information, such as severe weather.

**NGOs:** Non-Governmental Organizations

**NEHC:** Neighborhood Emergency Health Center - A Community-based outpatient center that directs casualties and "worried well" away from emergency departments (ED) allowing hospitals to continue to remain open in some capacity. Renders basic medical evaluation and triage, allowing medical providers to focus their efforts and make efficient use of limited resources.

**NERRTC:** National Emergency Response and Rescue Training Center

**NIC:** NIMS Integration Center

**NIMS:** National Incident Management System

**NRF:** National Response Framework

**NRP:** National Response Plan

**NTAS:** National Terrorism Advisory System

**PC:** Personal Care - Basic Personal care services are generally medically oriented tasks, designed to meet the maintenance needs of the individuals with chronic health conditions who need assistance with activities of daily living. Basic PC services may include any of the following activities such as dietary, dressing, grooming, toileting, continence, mobility / transfer, self-administration of medication, and medically related household tasks.

**PIC:** Public Information Coordinator

**POLITICAL SUBDIVISIONS:** County, City, Town, Village, or any Fire District created by law.

**RACES:** Radio Amateur Civil Emergency Services

**RADIATION (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.

**SA:** The Salvation Army

**SAC:** Special Agent in Charge

**SAFEGUARDING VITAL RECORDS:** Measures by government that protect vital records the government must have to continue functioning during emergency conditions and to protect the rights and interests of citizens during and after the emergency.

**SAVE:** Structural Assessment and Visual Evaluation Coalition

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

**SEOC:** State Emergency Operations Center

**SEOP:** State Emergency Operations Plan

**SITREP:** Situational Report

**SNS:** Strategic National Stockpile

**SILC:** Statewide Independent Living Council

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

**SOP:** Standard Operating Procedure - A ready and continuous reference to those approved procedures which are unique to a situation, and which are required by the proper authority to be accomplished when performing a specific task.

**SUCCESSION:** The process established to list the order, line, or interim personnel entitled to succeed one another under emergency conditions.

**SURGE CAPACITY:** To manage patients that requires unusual or very specialized medical evaluation and care. Requirements span the range of specialized medical and health services and include patient problems that require special intervention to protect medical providers, other patients, and the integrity of the medical care facility.

**TSA:** Transportation Security Administration

**TERRORISM:** The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives

**THREAT:** An indication of possible violence, harm, or danger

**UC:** Unified Command

**US&R:** Urban Search and Rescue

**VECTOR:** Disease carrier

**WMD:** Weapons of Mass Destruction

## NIMS Definitions and Acronyms

In an effort to standardize terminology, NIMS has developed a list of definitions and acronyms that should be incorporated into existing EOPs. Review the definitions and acronyms below and replace language in your existing plan with the NIMS verbiage. Be mindful that your plan may contain terms that are the same but have a different definition, or the definitions may be the same and the term is different. The same may be true for acronyms. Your EOP may currently have acronyms with different meanings from those in the NIMS. Compare the acronyms in your EOP document and replace any that are the same but have different meaning from the NIMS acronyms. The overall purpose is to be consistent with the NIMS whenever possible. A NIMS compliant EOP will include all the definitions and acronyms below. Additional definitions and acronyms that are site specific should also be included and modified as described above. The NIMS compliant EOP will not only ensure these changes are made in the glossary section but also institutionalized throughout the EOP.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**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, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

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

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

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

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

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

**National Incident Management System:** 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. Operations periods can be of various lengths, although usually not over 24 hours.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident.

Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

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

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

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

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

**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 placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

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

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

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

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

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

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

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

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (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 to of effort under one responsible commander for every objective.

## **Local Emergency Operations Plan** **Functional Annex and ESF Crosswalk**

### **Functional Annex**

<u><b>Functional Annex</b></u>	<u><b>Emergency Support Function (ESF)</b></u>
A – Direction & Control	#5 – Emergency Management
B – Communications & Warning	#2 – Communications
C – Emergency Public Information	#15 – External Affairs
D – Damage Assessment	#5 – Emergency Management #14 – Long-Term Community Recovery
E – Law Enforcement	#13 – Public Safety and Security
F – Fire & Rescue	#4 – Firefighting #9 – Search and Rescue
G – Resource & Supply	#7 – Resource Support
H – Hazardous Materials	#10 – Oil and Hazardous Materials Response #12 – Energy
I – Public Works	#1 – Transportation #3 – Public Works and Engineering #12 – Energy
J – Evacuation	N/A *
K – In-place Shelter	N/A *
L – Reception & Care	#6 – Mass Care, Emergency Assistance, Housing and Human Services #11 – Agriculture and Natural Resources
M – Health & Medical	#8 – Public Health and Medical Services
N – Terrorism	#5 – Emergency Management #10 – Oil and Hazardous Materials Response #13 – Public Safety and Security
O – Catastrophic Event (Earthquake)	All ESFs

\* No corresponding ESF.

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# **EMERGENCY OPERATIONS PLAN BASIC PLAN (BP)**

## **I. PURPOSE**

This plan will establish policies and procedures that will allow the government of Clay County and each of the political subdivisions within the county to save lives, minimize injuries, protect property, preserve functioning civil government, and maintain economic activities essential to their survival and recovery from natural, man-made and technological hazards. It establishes the guidelines for conducting efficient, effective, coordinated emergency operations involving the use of all resources belonging to these jurisdictions or available to them.

On February 28, 2003, the President of the United States issued Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). This system provides a consistent nationwide template to enable federal, state, local, and tribal governments, and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism. This document establishes the basic elements of the NIMS and provides mechanisms for the further development and refinement of supporting national standards, guidelines, protocols, systems, and technologies.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Clay County is located in the northwest part of Missouri and is surrounded by Clinton County to the north, Ray County to the east, Jackson County to the south and Platte County to the west. The city of Liberty is the county seat. There are approximately 653.3 people per square mile and 397.7 square miles of land area according to the 2023 U.S. Census. According to 2024 U.S. census estimates, Clay County has a total population of 263,370.
2. The incorporated cities/villages within the county and their population estimates based on census bureau information are as follows:

Avondale	436	Missouri City	219
Birmingham	189	Mosby	100
Claycomo	1,343	North Kansas City	4,467
Excelsior Springs	10,553	Pleasant Valley	2,743
Gladstone	27,063	Smithville	10,406
Glenaire	539	Village of the Oaks	128
Holt	471	Village of Oakview	396
Kansas City (N)	219,486	Village of Oakwood	199
Kearney	11,215	V. Oakwood Park	189
Lawson	2,541	Prathersville	121
Liberty	30,775	Randolph	57

The population of the unincorporated areas of the county is 15,843.

3. Clay County is vulnerable to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. The identified natural, man-made and technological hazards include the following (see Appendix 5 to the Basic Plan for further information):

urban/structural fire	pipeline accident
tornadoes	hazardous materials incident
wildfires	transportation accident
earthquake	power failure
drought	civil disorder
severe winter storms	cyber incident
flooding/dam failure	terrorism
heat wave	nuclear attack
public health emergency	

4. The Clay County Emergency Operations Plan is written for unincorporated Clay County and each of the political subdivisions (city, town, village, or fire district created by law) located within the county who formally adopt the plan. For definition purposes, this plan and the responsibilities of each political subdivision in this plan, uses Missouri Law RSMo 44.080 as the legal definition. RSMo 44.080 states that each political subdivision of this state shall establish a local organization for disaster planning in accordance with the state emergency operations plan and program. The executive officer of the political subdivision shall appoint a coordinator who shall have direct responsibility for the organization, administration, and operation of local emergency management operations subject to the direction and control of the executive officer or governing body. 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

5. Clay County is a member of the Mid-America Regional Council (MARC) HazMat and Emergency Preparedness Alliance (MAHEPA) through the Local Emergency Planning District (LEPD), which manages the administrative requirements of the hazardous materials plan for the five Missouri counties in the Kansas City metropolitan area. The MARC Hazardous Materials Plan is referenced in Annex H

The MARC plan, and the fire department local response policy and procedures detailed in Annex H, constitute the County's Hazardous Materials Plan.

6. Incidents involving acts of terrorism will be managed as established in Homeland Security Presidential Directive Five (HSPD-5) and Presidential Decision Directive 39 (PDD-39) which provides specific policy guidance regarding the response to acts of terrorism. See Annex N for further information on terrorism incidents.

7. Clay County and each of the political subdivisions within the county has capabilities and resources, which, if effectively deployed, would minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. This shall include the utilization of private and voluntary organizations to the greatest extent possible.
8. Mutual aid agreements already exist between most of the county and city departments and/or agencies and are used on a regular basis. In addition, effective mutual aid agreements are in place with surrounding jurisdictions.
9. This emergency operations plan is being developed and maintained as required by local executive order, pursuant to Missouri State Law, Chapter 44, RSMo, and the all-hazard emergency planning guidance developed by the Missouri State Emergency Management Agency (SEMA).

## **B. Assumptions**

1. Some of the situations as previously stated may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning.
2. Officials of Clay County and each of the political subdivisions within the county are aware of the possible occurrence of an emergency or major disaster and are also aware of their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.
3. The proper implementation of this plan will reduce or prevent the loss of lives and damage to property in Clay County and each of the political subdivisions within the 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 voluntary organizations, the private sector, mutual aid agreements, or state and federal sources.
5. Cities and villages formally adopting this plan have appointed a coordinator who ensures that all city and village staff and elected officials are properly trained on their duties and responsibilities during the four phases of emergency management.

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

#### **A. General**

1. It is the responsibility of Clay County and each of the political subdivisions within the county to provide for a comprehensive emergency management program that meets the emergency needs of those who either have been, or might be affected by, an emergency or major disaster. When the emergency or disaster exceeds the local government's capability to respond, a formal request for assistance will be made by the county to the Missouri State Emergency Management Agency (SEMA). If additional assistance is needed beyond state capabilities, the state will coordinate requests to the proper federal agencies.
2. Pursuant to RSMo Chapter 44, the chief elected official of Clay County and each of the political subdivisions within the county is ultimately responsible for emergency management activities within the boundaries of their respective political jurisdictions. The Presiding Commissioner of Clay County is responsible for those activities in the unincorporated areas of the county (see Title II, Division 10, Chapter 11, of the Missouri Code of Regulations). The chief elected official of each political subdivision (i.e., Mayor, Village Board Chairperson) has a similar responsibility within their corporate boundaries. These officials can delegate their authority, but never their responsibility.
3. At no time will the Clay County Commissioners supersede the authority of the elected officials of any of the incorporated subdivisions unless: (1) requested to do so by those elected officials; (2) the local subdivisions' governmental body is incapacitated or ceases to exist, or (3) empowered to do so by the governor under the authority of Chapter 44, RSMo.
4. In those municipalities that have no emergency management capability, the county may control operations at the request of the chief elected official of the affected municipality.
5. 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.
6. Those day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned. Political subdivisions should follow their ordinances when considering suspension of activities under this section.

7. This plan or portions thereof will be implemented according to the emergency classification and control procedures set forth in Appendix 3 to this Basic Plan. The procedures discussed under this Appendix will describe what happens when an emergency/disaster occurs, activation of an Emergency Operations Center (EOC), response procedures that will take place and notification of departments/individuals.

By County Court Order dated May 10, 1977, Clay County created an emergency management organization responsible for the preparation and implementation of emergency functions for Clay County in accordance with Chapter 44, RSMo and the State of Missouri Emergency Operations Plan.

## **B. Operational Time Frames**

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

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

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

### **A. Organization**

1. The emergency management organization for Clay County and each of the political subdivisions within the county will be set up along the following functional lines:

a. Direction and Control	Annex A
b. Communications and Warning	Annex B
c. Emergency Public Information	Annex C
d. Damage Assessment	Annex D
e. Law Enforcement	Annex E
f. Fire and Rescue	Annex F
g. Resource and Supply	Annex G
h. Hazardous Materials Response	Annex H
i. Public Works	Annex I
j. Evacuation	Annex J
k. In-Place Shelter	Annex K
l. Reception and Care	Annex L
m. Health and Medical	Annex M
n. Terrorism	Annex N
o. Catastrophic Events	Annex O
p. Agro-Terrorism	Annex P
q. Reserved for Future Use	Annex Q
r. Reserved for Future Use	Annex R
s. Reserved for Future Use	Annex S
t. Airport	Annex T

2. Clay County has established an organization and developed plans and procedures to perform the functions listed above using all available resources.
3. Diagrams of the emergency management structure by emergency function for Clay County are located in Appendix 1 to this Basic Plan.

## **B. Assignment of Responsibilities**

1. Specific groups, departments, agencies and individuals will be assigned a primary responsibility to prepare for and to perform (coordinate) each of the functions listed previously. Others will be assigned a support responsibility. In some cases, a function will be assigned to a county official/agency or a combination thereof. Assignments for Clay County are identified on charts in Appendix 2 to this Basic Plan. Note: Each of the political subdivisions located within the county who has formally adopted this plan should have a similar chart for their political subdivision included within the respective annexes of this plan.
2. The specific tasks to be performed in each function are found in detail in each functional annex. Attachment B to this Basic Plan contains a basic list of task assignments by function common for both the county and organizations.
3. It will be the responsibility of those agencies and individuals having a primary and/or support assignment to develop and maintain current Standard Operating Guidelines (SOG) and checklists which detail how their assigned tasks will be performed to implement this plan.
4. Departments and organizations tasked with emergency responsibilities will address the requirements of access & functional needs (i.e., provide for medical needs, transportation, and other emergency support for the handicapped, elderly, etc.).
5. WebEOC, the online system that provides a central location for situation awareness during an incident, will be activated and used to help coordinate a fast and effective response.

## **V. DIRECTION AND CONTROL**

- A. The chief elected official of Clay County and each of the political subdivisions within the county (or their designated representative) are responsible for all emergency management activities to include implementing this plan and directing emergency response within their jurisdiction. The chief elected officials also are responsible for declaring a state of emergency and requesting county, state and federal assistance when appropriate (see Appendices 4 and 6 to this Basic Plan).
- B. The Emergency Management Director/Coordinator of Clay County and each of the political subdivisions within the county is responsible for the following:

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. Advise elected officials on courses of action available for major decisions.
5. Ensure proper functioning and staffing of the EOC and coordinate EOC operations during an emergency.
6. Prepare emergency proclamation/resolution of a state of emergency when/if appropriate (see Appendix 6 to this Basic Plan).
7. Act as liaison with other local, state, and federal emergency management agencies.
8. Ensure maintenance of the emergency operations plan.
9. Other duties as outlined in the local ordinances, court orders, and agreements.

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

1. Direction and control will originate from the EOC. Local jurisdictions will establish an EOC within their boundaries.
2. [REDACTED]
3. The EOC will be staffed according to the level of emergency. See Appendix 3 to this Basic Plan.

## VI. **CONTINUITY OF GOVERNMENT**

### A. Lines of Succession

1. Clay County
  - a. Presiding Commissioner
  - b. Western Commissioner
  - c. Eastern Commissioner
  - d. County Administrator
  - e. Sheriff
  - f. Other elected officials by seniority
2. Political Subdivisions

The line of succession for each incorporated subdivision is from the mayor (or Chairman) to the Mayor Pro-Tern to be followed by members of the City Council (or Board of Aldermen) as they decide.

The following incorporated cities have established a legal basis for their emergency management organizations by city ordinances:

Claycomo	Lawson
Excelsior Springs	North Kansas City
Gladstone	Liberty
North Kansas City	Pleasant Valley
Kearney	Holt
Mosby	Smithville
Randolph	

The following cities/villages have established agreements with Clay County Emergency Management for preparation and implementation of emergency functions:

Avondale	Birmingham
Village of Oakview	Glenaire
Village of Oakwood	Missouri City
Village of Oakwood Park	Prathersville
Village of Oaks	

3. Clay County Emergency Management Division, Sheriff's Department
  - a. Emergency Management Director
  - b. Emergency Management Specialist
  - c. Emergency Management Administrative Assistant
4. The individual or agency responsible for each annex (emergency function) identified in this plan may establish a line of succession and ensure that departmental personnel and the Emergency Management Director are informed of this line of succession (refer to each annex of this plan).
5. In the event that circumstances resulting from a disaster prevent a political entity from performing effective operations, the next higher political subdivision may assume authority until that political entity is able to adequately resume operations.

## **B. Preservation of Records**

1. Vital records for Clay County are in various forms such as paper, microfilm, or electronic (computerized). Paper records are kept in the basement of the Justice Center. Computer records for county departments are downloaded to other Clay County building sites. Other political subdivisions within the county are responsible for their own preservation of records. Details of record storage for these entities can be obtained from the respective political subdivision(s).
2. In order to provide normal government operations after a disaster, all vital records of both a public and private nature recorded by county/city officials such as clerks, collectors, assessors, etc. shall be protected and preserved. These would include records or documents, regardless of medium (paper, microfilm, audio or video tape, computer disk) which, if damaged or destroyed, would disrupt business operations and information flow. The following guidelines will apply:
  - a. Certain records and documents are vital to the continuance of government following a major disruption of normal activities such as a major disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.
  - b. Resources from local government will be allocated to provide for one or more of the following options:
    - (1) Duplication of all such records;
    - (2) Timely movement to secure or safe areas outside the danger area; and/or
    - (3) development of secure and safe storage areas within the jurisdiction.

3. Each emergency support service (i.e., law enforcement, fire, public works, health, etc.) shall establish procedures to protect records deemed essential for continuing government functions and the conduct of emergency operations.
  
4. Additional information on preservation of records can be obtained from the Missouri Secretary of State's Office in Jefferson City, Missouri.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Whenever possible, procurement of necessary resources will be accomplished using normal, day-to-day channels. Emergency purchasing procedures are identified in Annex G, VII. Administrators & Logistics, A-1.
  
- B. During unusual situations when such constraints would result in the loss of life and property, normal requisition procedures can be circumvented. This will be done under the authorities and by the procedures set forth in state, county and/or local ordinances.
  
- C. Accurate records of all actions taken in an emergency are essential for the design of mitigation activities, training and settling possible litigation. Each department head, or person responsible for an emergency function, shall 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 can be utilized to supplement local resources should an emergency situation exhaust the capabilities of Clay County and each of the political subdivisions within the county. Requests for such assistance will be made in accordance with negotiated mutual aid agreements and understandings. All such agreements should be formalized in writing whenever possible.
  
- 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 procedures as set forth in Appendix 4 to this Basic Plan.
  
- F. Resource and supply matters have been addressed in Annex G. The Resource and Supply Coordinator has identified those resources available in Clay County. This list will be expanded to include critical resources and those available from neighboring jurisdictions, military installations, and the state and federal governments.

- G. Procedures 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 standard operating guidelines.
- H. 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.

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

- A. Review and written concurrence of this plan and its annexes will be accomplished as follows: Each agency/department of government and private sector organizations assigned emergency responsibilities will review this plan. They will report their concurrence to their chief elected officials through the Clay County Emergency Management Director. The Clay County Commissioners and Emergency Management Director will sign the promulgation document for all departments and organizations. The adopting political subdivision on its behalf will sign the promulgation document for all departments and organizations within and forward a copy to the Clay County Emergency Management Director to keep on file.
- B. The Clay County 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 provide a copy of the plan revisions to all organizations/agencies assigned responsibility for implementation of the plan.
- C. 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. This exercise can be a tabletop, functional or full-scale exercise at the discretion of the Clay County Emergency Management Director.

## **IX. AUTHORITIES AND REFERENCES**

- A. Federal Public Law 93-288, Robert T. Stafford Relief and Emergency Assistance Act as amended.
- B. Federal Public Law 99-499, SARA Title III.
- C. FEMA's Guide for all-Hazard Emergency Operations Planning.
- D. Revised Statutes of Missouri, Chapter 44, as Amended.
- E. Revised Statutes of Missouri, 49.070
- F. Missouri Code of Regulations, Title II, Division 10, Chapter II
- G. State of Missouri Emergency Operations Plan, as amended.
- H. SEMA: Missouri All-Hazard Emergency Planning guidance draft
- I. SEMA: Missouri Hazard Analysis, as amended
- J. Clay County Ordinance establishing the Clay County Emergency Assistance Act, as amended, dated 10 May 1977.
- K. City/Village Ordinances
- L. Homeland Security Presidential Directive Five (HSPD-5, 8, 9, 17, 33)
- M. Presidential Decision Directive Thirty-nine (PDD-39). June 1995

## **APPENDICES**

1. Emergency Management Diagrams by Emergency Function (Clay County)

2. Assignment of Responsibilities

Attachment A - Functions & Responsibility Charts

Attachment B - Task Assignments by Function

3. Emergency (Disaster) Classification and Control Procedures

4. Procedures for Requesting State and Federal Assistance

Attachment A- Contact Numbers

5. Hazard Analysis

Attachment A-Earthquake Response

Addendum 1 - Projected Earthquake Intensities (map)

Attachment B - Dam Failure

Addendum 1 - Clay County Dam Inventory

Addendum 2 - Smithville Lake Dam

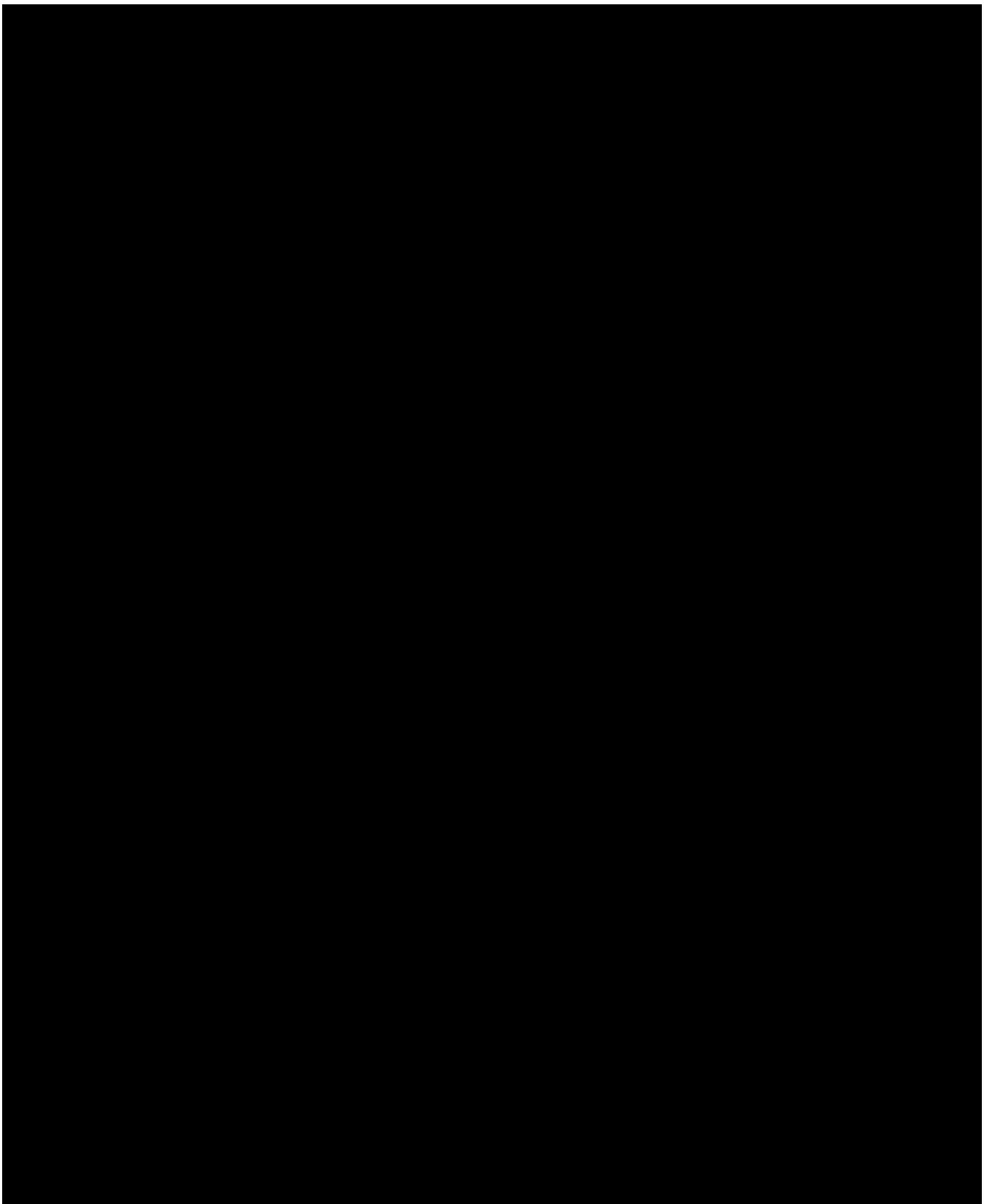
Attachment C - National Flood Insurance Program Information

Attachment D - Transportation Routes (map)

6. Emergency Government Proclamation and/or Resolution of a State of Emergency in Clay County

Appendix 1 to the Basic Plan

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## **ASSIGNMENT OF RESPONSIBILITIES**

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

1. These charts assign specific agencies and/or individuals the responsibility to prepare for and to perform each of the fourteen identified emergency management functions (see Part IV of this Basic Plan), and also whether it is a Primary (P) or Supporting (S) role.
  
2. There is one chart for Clay County. This chart is general in nature and should not be considered all inclusive. These are only general lists that will be expanded in the various annexes.

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

There is one list of tasks for each function whether it is for the county or the political subdivision. Some tasks may be common to more than one function.

## FUNCTIONS &amp; RESPONSIBILITY CHART ◆ CLAY COUNTY &amp; MUNICIPALITIES

FUNCTIONAL ANNEX		P = Primary Responsibility		S = Support Responsibility		*= Joint Responsibility															
Department/Individual		FUNCTION	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	T
		DIRECTION &	COMMUNICATIONS & WARNING	EMERGENCY PUBLIC INFORMATION	DAMAGE ASSESSMENT	LAW ENFORCEMENT	FIRE & RESCUE	RESOURCE & SUPPLY	HAZARDOUS MATERIALS	PUBLIC WORKS	EVACUATION	IN-PLACE SHELTER	RECEPTION & CARE	HEALTH & MEDICAL	TERRORISM	CATASTROPHIC EVENT	AGRO-TERRORISM	FUNCTIONAL NEEDS	DEBRIS MANAGEMENT	AIRPORT EMERGENCY PLAN	
County Commissioner and/or City Mayor	P			S				S			S	S				P*	S	S	S		
Emergency Management	S	S	S	S	S	S	S	S	S	S	S	P		S	S	P*	P*	S	P*	P	
County Sheriff	S	P		S	P	S		S		P*		S		P*	P*	P*	S	S	S	S	
City Police Chief	S	P	P	S	P	S		S		P*		S		P*	P*	S	S	S	S	S	
City/Rural Fire Departments and Districts	S	S		S		P		P		S	S		S	P*	P*	S		S		S	
City/County Health Department Director	S		S					S			S	S	P	P*	P*	P*	P	S			
Clay County Road and Bridge	S	S		S			S		P	S		S	S	P*	S		P*		P*	S	
County Assessor	S			P											S	S					
City or County Clerk	S		S				P		S						S	S					
Red Cross/Salvation Army	S											S	P			S					

FUNCTIONAL ANNEX	A DIRECTION & CONTROL	B COMMUNICATIONS & WARNING	C EMERGENCY PUBLIC INFORMATION	D DAMAGE ASSESSMENT	E LAW ENFORCEMENT	F FIRE & RESCUE	G RESOURCE & SUPPLY	H HAZARDOUS MATERIALS	I PUBLIC WORKS	J EVACUATION	K IN-PLACE SHELTER	L RECEPTION & CARE	M HEALTH & MEDICAL	N TERRORISM	O CATASTROPHIC EVENT	P AGRO-TERRORISM	Q FUNCTIONAL NEEDS	R DEBRIS MANAGEMENT	S	T AIRPORT EMERGENCY PLAN
Department/Individual																				
County Medical Examiner	S											S	S							S
Marketing Department, Clay County	S		P									S	S	S	S	S				
Facilities Management	S			S					S				S							P
Public Safety (Ambulance Services)	S											S	S	S	S					S
Assistant Emergency Mgmt. Director	S			S								S	S	S	S	S				S

## **TASKS ASSIGNMENTS BY FUNCTION**

The following is a basic list of tasks assigned to each function. These task assignments are common to both county and city organizations. Specific tasks are listed in the appropriate annex. The number after each functional assignment refers to the Emergency Support Functions (ESFs) which are part of the National Incident Management System (NIMS) and the Clay County Emergency Plan.

### **A. Direction and Control (Annex A) (ESF #5)**

Clay County- Presiding Commissioner and Mayor/City Council

1. Make policy decisions relating to emergency management.
2. Plan for emergency management activities.
3. Oversee hazard mitigation activities.
4. Control operations during disasters.
5. Coordinate and direct relief and recovery operations.
6. Coordinate emergency management activities.
7. Maintain an exercise program.
8. Supervise the emergency public information function.
9. Operate under the National Incident Management System

### **B. Communications and Warning (Annex B) (ESF #2)**

Clay County- Sheriff's Department Communications & City Police Departments

1. Monitor all emergency situations to ensure proper response.
2. Train personnel (full-time and supplementary).
3. Support all other emergency functions when needed.
4. Develop warning plans and procedures for all identified hazards (see Basic Plan, Situation and Assumptions).
5. Maintain and expand warning and alert devices (sirens, tone-activated receivers, etc.)
6. Operate under the National Incident Management System

### **C. Emergency Public Information (Annex C) (ESF #15)**

Clay County- Clay County Sheriff's Office and County Director of Community Relations (Public Information Officer) and local political subdivision Public Information Officers

1. Pre-designate an information officer which will be the point of contact for the media during disaster situations (see Appendix 3 to Annex C for a terrorist incident).

2. Coordinate with the various departments concerning the release of public information.
3. Develop procedures for rumor control and information authentication.
4. Clear information with the chief elected officials and incident commander (as appropriate) before release to the public.
5. Use all news media for release of information.
6. Maintain and release appropriate materials for all identified hazards.
7. Conduct annual programs to acquaint news media with emergency plans.
8. Outline appropriate types of emergencies, assist with the formation and staffing of a regional Joint Information Center (JIC).
9. Operate under the National Incident Management System

#### **D. Damage Assessment (Annex D) (ESF #5 & ESF #14)**

Clay County- County Assessor, local political subdivision building inspectors/ zoning officers, Asst. Emergency Management Director

1. Maintain plans and procedures consistent with those of the local, county, state, and federal government.
2. Recruit and train personnel.
3. Provide disaster information to Direction and Control.
4. Assist local, county, federal and state officials in damage estimation.
5. Assist in mitigation activities by identifying potential problem areas.

#### **E. Law Enforcement (Annex E) (ESF #13)**

Clay County- County Sheriff & Municipal Police Departments

6. Maintain law and order during emergency operations.
7. Provide necessary support during emergency operations (i.e., site security, access control, traffic control, EOC security, etc.)
8. Provide and/or support communications and warning.
9. Lend support to fire, medical, hazardous materials, and other emergency services as dictated by the situation.
10. Coordinate with other law enforcement groups.
11. Implement and/or continue training courses for auxiliaries and reserves.
12. Provide personnel with the appropriate level of hazardous materials training (coordinate with MAHEPA LEPD).
13. Operate under the National Incident Management System guidelines

#### **F. Fire and Rescue (Annex F) (ESF #4 & ESF #9)**

Clay County- City/ County Fire Departments

14. Control fires during emergency operations.
15. Conduct fire prevention inspections.
16. Assist with search and rescue operations.

4. Support health and medical, communications and warning.
5. Respond to hazardous materials incidents.
6. Maintain/develop plans and procedures as required, or conditions change.
7. Conduct training courses in self-help fire prevention techniques, as well as fire prevention inspections.
8. Provide personnel with the appropriate level of hazardous materials training (coordinate with MAHEPA).
9. Operate under the National Incident Management Systems guidelines

#### **G. Resource and Supply (Annex G) (ESF #7)**

Clay County- County Clerk or City Clerk

1. Maintain and update resource lists of supplies and personnel for use in disaster situations.
2. Identify potential resource requirements.
3. Coordinate with other agencies and departments to fill resource shortages.
4. Assist with the stocking of shelters.
5. Establish plans and procedures on how to channel donations and offers of volunteer assistance following a large-scale disaster situation.
6. Assist with transportation of personnel or supplies as requested
7. Operate under the National Incident Management System guidelines

#### **H. Hazardous Materials Response (Annex H) (ESF#10)**

Clay County- City/Rural Fire Departments and MARC MAHEPA

1. Develop/maintain hazard analysis.
2. Provide initial hazard assessment to response personnel and the general public.
3. Lead the initial environmental assessment.
4. Prescribe personnel protective measures.
5. Issue public warning for those in the area of exposure.
6. Establish an on-scene command post.
7. Determine when reentry is possible.
8. Provide response personnel (i.e., law enforcement, fire, public works, health and medical) with the appropriate level of hazardous materials training.
9. Work with nearby hospitals to ensure procedures are available to handle contaminated patients and to decontaminate and isolate such patients.
10. Maintain a peace-time radiological accident capability.
11. Maintain the inventory of radiological equipment from the state.
12. Operate under the National Incident Management System guidelines

## **I. Public Works (Annex I) (ESF #1, ESF #3, & ESF #12)**

Clay County - Road and Bridge & Municipal Public Works Superintendents

1. Remove debris and dispose of garbage.
2. Make emergency road and bridge repairs.
3. Restore utility service, especially to critical facilities.
4. Assist with flood control and emergency snow removal.
5. Gather damage assessment information.
6. Provide necessary support to other departments (i.e., heavy equipment, barricades, etc.).
7. Provide personnel with the appropriate level of hazardous materials training.
8. Coordinate with MAHEPA.
9. Refuel county/city vehicles and other first responder vehicles as necessary.
10. Request mutual aid assistance from those agencies with current mutual aid agreements in place.
11. Operate under the National Incident Management System guidelines

## **J. Evacuation (Annex J)**

Clay County-County Sheriff or Police Departments and City/Rural Fire Departments

1. Establish and or verify evacuation routes and implement evacuations plans.
2. Identify affected facilities or individuals with access and functional needs (nursing homes, invalids) within their respective primary jurisdiction.
3. Make arrangements to keep essential facilities operating were safe and possible.
4. Maintain a continuous and orderly flow of traffic.
5. Furnish to the Public Information Officer instructions regarding evacuation procedures (i.e., rest areas, fuel stops, etc.) for release to the public.
6. Mutual aid assistance when needed from the Missouri State Highway Patrol or other law enforcement agencies with established agreements.
7. Operate under the National Incident Management System guidelines.

## **K. In-Place Shelter (Annex K)**

Clay County- Emergency Management Director, Fire Departments, Red Cross

1. Advise the public on what protective actions to take.
2. Identify warning procedures.
3. Maintain emergency public information materials.
4. Identify/Provide protective shelter for the population in situations for which such action is appropriate. Coordinate with Reception and Care, Annex L.
5. Assist with the movement of people to shelters if necessary.
6. Nuclear attack sheltering will require implementing special procedures (i.e., marking, stocking, and upgrading).

## **L. Reception and Care (Annex L) (ESF #6, ESF #11. & ESF #8)**

Clay County-Red Cross, Salvation Army, Missouri Department of Social Services

1. Review list of designated temporary lodging and feeding facilities.
2. Review procedures for the management of reception and care activities (feeding, registration, lodging, etc.).
3. Designate facilities for access and functional needs groups.
4. Maintain supply of registration forms.
5. Coordinate mass feeding operations with Resource and Supply.
6. Identify facilities for pet/animal shelters.

## **M. Health and Medical (Annex M} (ESF #8)**

Clay County- Director, Clay County Health Department, County Coroner

1. Provide for public health services during an emergency.
2. Coordinate plans with representatives of private health sector to include nearby hospitals, nursing homes, etc.
3. Implement plans for mass inoculation.
4. Review provisions for expanded mortuary services.
5. Develop procedures to augment regular medical staff
6. Develop plans to provide medical care in shelters.
7. Provide personnel with the appropriate level of hazardous materials training (coordinate with MAHEPA).
8. Operate under the National Incident Management System guidelines

## **N. Terrorism (Annex N} (ESF #5, ESF #10. &ESF #13}**

Clay County- Law Enforcement, Fire Departments, Health Department

1. Law enforcement will manage other departments and agencies that will be operating in the incident while waiting for FBI to dispatch SAC.
2. Law enforcement: Respond to requests for support/assistance from other departments; local, state, and federal.
3. Law Enforcement: Provide security, maintain order, prevent unauthorized entry, control, and re-route traffic and maintain open access/egress for authorized vehicles into the terrorist incident scene,
4. Law Enforcement: Develop and maintain guidelines to detail specific roles and responsibilities of county law enforcement personnel in each of the major terrorism incidents (CBRNE).
5. Fire Department: Respond to all reports of terrorist incidents to determine the nature and scope of the incident.
6. Fire Department: Determine the hazard level of the incident and direct response operations to include.
7. Fire Department: Establish options for mitigations based on estimates.
8. Health Department: Monitor response personnel and general public exposure to chemical, biological, and radiological agents.

9. Health Department: Assist PIO in broadcasts concerning public and individual health issues.
10. Operate under the National Incident Management System guidelines.

**O. Catastrophic Event (Annex O) (Earthquake) (All ESFs)**

Clay County- State Emergency Management Agency. Shelters, County Health, Law Enforcement, Public Works

1. This will be a State Emergency Management Agency event as the county of Clay will serve as a reception and care county.
2. Law Enforcement will assist in security and traffic control of the victims transferring into the area.
3. Clay County Health Department will assist in the initial setup of shelters and coordinate health care until the Medical Reserve Corp can fill in the positions.
4. Volunteers may staff shelters during this event. Volunteers will have shelter management training check completed.

**P. Agro- Terrorism (Annex P) (ESF #11)**

Missouri Department of Agriculture (MDA), State Emergency Management Agency (SEMA), Clay County Health Department, Law Enforcement, Clay County Emergency Management.

1. The emergency will be a Missouri Department of Agriculture event as the county will be involved in the stop order.
2. State Emergency Management will coordinate with Department of Agriculture and local officials.
3. Clay County Health Department will assist in health-related issues.
4. Law enforcement will assist in security, traffic control, and coordination of entities with access to the affected quarantine area.
5. Clay County Emergency Management will coordinate all events from the EOC.

**Q. Reserved for Future Use**

**R. Reserved for Future Use**

## **S. Reserved for Future Use**

### **T. Airport Emergency Operations:**

Clay County: Law Enforcement. Emergency Management, Fire Department, EMS Public Works, Public Information Coordinator. Airport Coordinator.

1. Emergency Management: Appoint Airport Coordinator, activate EOC, provide training to first responders.
2. Airport Coordinator: Make all notifications to FAA, coordinate all disaster activities at airport.
3. Law Enforcement: Provide security at scene, provide access and traffic control, assist with rescue and life saving measures, if possible, provide communications at the scene.
4. Fire Department: Conduct fire suppression, rescue operations, and hazardous materials mitigation at the scene of airport disasters.
5. EMS: Provide rescue assistance, triage, and treatment of injured, and provide transportation to a medical facility for the injured in an airport disaster.
6. Public Works: Provide barricades for traffic control, assist with debris removal.
7. Public Information Coordinator: Provide press releases with accurate information regarding the disaster at the airport. Prepare talking points for elected officials and set up a Joint 3 to the Basic Plan

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

### **APPENDIX 3**

#### **I. PURPOSE**

To establish emergency/disaster classification and control procedures for elected officials of Clay County and each of the political subdivisions within the county and for emergency response personnel during periods of emergency/disaster.

#### **II. EMERGENCY CLASSIFICATION**

##### **1. Level 1 Emergency - Full State/Federal Response –**

Maximum SEOC activation. Requires state command staff, full staffing of all emergency support functions, state agencies, and state-level partners, plus integration of FEMA personnel to coordinate federal resources and support.

##### **2. Level 2 Emergency - Full Activation –**

Full SEOC activation. Requires state command staff, full emergency support function staffing, state agencies and state-level partners, and necessary additional technical expertise. Does not include FEMA staffing.

##### **3. Level 3 Emergency - Partial Activation –**

Moderate SEOC activation. Requires state command staff and basic support functions, such as planning and logistics, and specified state agencies, depending on the threat.

##### **4. Level 4: Enhanced Monitoring –**

Lowest SEOC activation. Requires SEMA staff in support functions only, with specified partner agencies providing additional support from their headquarters.

#### **Activation Level Description**

##### **3. Normal Operations/Steady State**

- Activities that are normal for the EOC when no incident or specific risk or hazard has been identified
- Routine watch and warning activities if the EOC normally houses this function

##### **2. Enhanced Steady-State/Partial Activation**

- Certain EOC team members/organizations are activated to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident

##### **1. Full Activation**

- EOC team is activated, including personnel from all assisting agencies, to support the response to a major incident or credible threat

### **III. RESPONSE PROCEDURES**

1. The dispatcher, upon notification of an emergency, shall notify the appropriate response agencies to respond. (The term dispatcher when used in these procedures refers to the Clay County Sheriff's E-911 Dispatch Center.)
2. 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. For incidents involving hazardous materials, the National Incident Management System (NIMS) will be implemented, and the Incident Commander will be responsible for directing response operations.
3. 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.
4. When it becomes apparent to the commanding officer at the scene that control of the incident is beyond the response capabilities of the initial responding agency and the emergency has escalated from Level I. to Level II or higher, the officer will instruct the dispatcher to notify the next in command (i.e., Sheriff, Police Chief, Fire Chief, Emergency Management Director, etc.) of the seriousness of the disaster.
5. The next-in-command will, in turn, advise the chief elected official (i.e., the Presiding Commissioner of Clay County or the chief elected official of the affected political subdivision) of the situation, at which time a determination will be made as to whether the EOC should be activated, and personnel should be assembled.
6. Should it be decided to assemble the EOC staff, each requested member of the EOC 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 (See Appendix 2 to Annex A for EOC Staffing Roster/Call-Up List).
7. After the EOC Direction and Control staff has assembled, the Emergency Management Director will determine what personnel would be required to control operations. This determination will be made in consultation with the officials present.

#### **IV. NOTIFICATION PROCEDURES**

- A. It will be the responsibility of the dispatcher on duty to notify the law enforcement and fire department command personnel and the EMS dispatch center. If necessary, one administrative assistant from each of the above-mentioned departments will be notified. The administrative assistants will report to the EOC and contact all other parties on the EOC call-out list.
- 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 shall 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, factories, and places of public assembly by using all methods as outlined in the Communications and Warning Annex (see Annex B) (i.e., outdoor sirens, cable television interrupt, news media alert).
- E. It is the responsibility of the EOC clerking staff to keep a log of all messages received and sent (See Annex A for copies of message and log forms).
- F. Operational procedures/checklists will be established and utilized as much 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 her/his staff

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

**NOTE: While it is permissible for local political subdivisions to request the following assistance during a disaster or emergency situation, it is preferable that the request be made through the Clay County Emergency Operations Center (EOC). In any event, the Clay County Emergency Management Director or the EOC should be notified that you have directly requested assistance from a state or federal resource so that they are aware that resources are coming to the county. The county will need this information if a request for state or federal reimbursement is filed.**

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

- A. Assistance from state and/or federal agencies such as the Missouri Department of Conservation, Missouri Department of Natural Resources, U.S. Army Corps of Engineers, etc. can be requested directly by calling the appropriate agency (see each Annex of this plan for specific agencies and their contact points). State and/or federal assistance also may be requested through the Missouri State Emergency Management Agency (SEMA).

#### **Requests for FEMA Assistance must be made through SEMA.**

- A. SEMA Notification:

1. Request assistance in a disaster or an emergency through the Regional Coordinator.  
[REDACTED]

2. SEMA Watch Center: [REDACTED]

3. During business hours: Your call will be answered by personnel on duty in the state EOC.

- During non-business hours: Your call will be forwarded to the MIAC. Leave your name and a call-back number. Your call will be returned by the State Region A Coordinator.

## **NATIONAL GUARD ASSISTANCE**

### **A. General Facts**

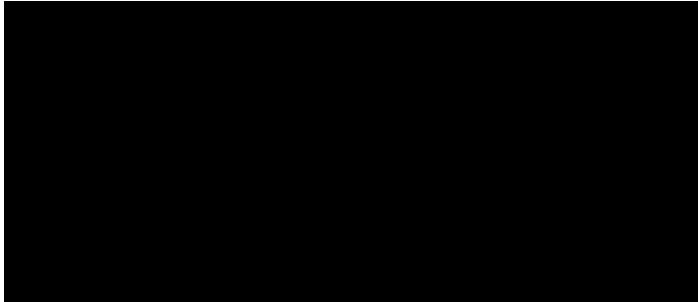
1. Requests for such assistance can only be made by the chief elected official or designated successor as outlined in this plan (see Part VI of the Basic Plan, Continuity of Government).
2. Requests should only be made after local resources are exhausted.
3. The State Emergency Management Agency (SEMA)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

### **B. Procedures**

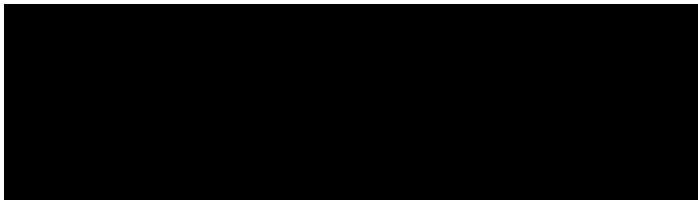
1. Analyze the situation to:
  - A. Determine if a threat to life or property still exists.
  - B. Ensure all local resources are committed.
2. Make the request directly to the Governor through SEMA by the quickest means possible. If the telephone or radio is used, a hard copy of the request should follow.

**Contacts**

**U.S. ARMY CORPS OF ENGINEERS - Kansas City District**



**NATIONAL WEATHER SERVICE**



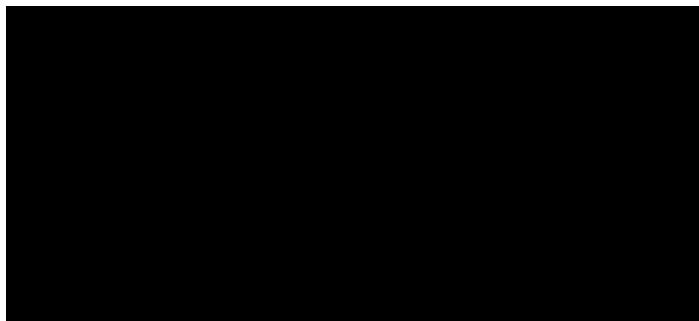
**NATIONAL RESPONSE CENTER (For hazardous chemical and oil spills)**



**U.S. ENVIRONMENTAL PROTECTION AGENCY REGION VII**



**U.S. COAST GUARD**



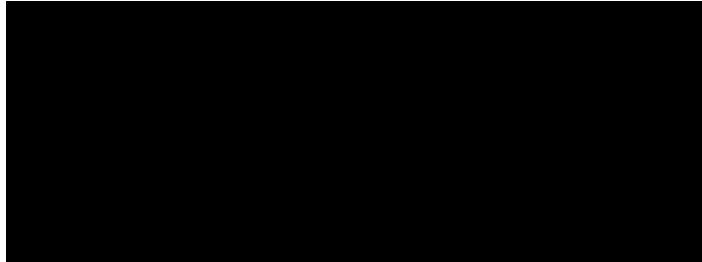
**CHEMTREC**



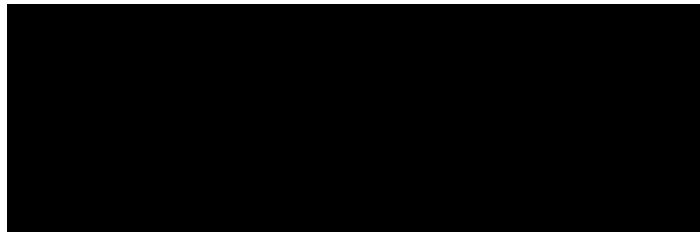
MISSOURI DEPARTMENT OF NATURAL RESOURCES



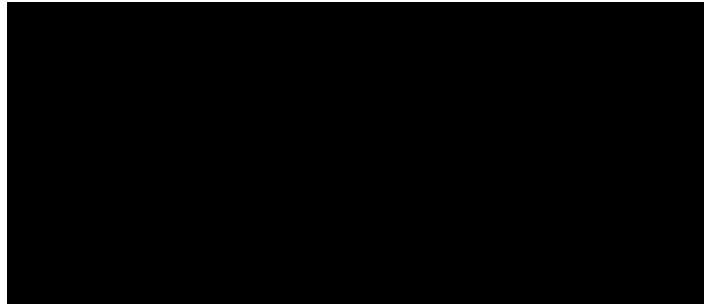
MISSOURI DEPARTMENT OF HIGHWAY AND TRANSPORTATION



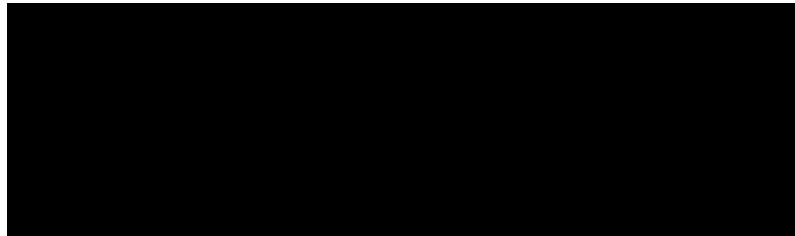
MISSOURI HIGHWAY PATROL TROOP A



OTHER ASSISTANCE AMERICAN RED CROSS



SALVATION ARMY



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

WHEREAS Clay County, Missouri, has encountered \_\_\_\_\_ conditions, and a Threat exists to the lives and property of the people of Clay County, Missouri, and:

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

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

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

All public offices and employees of Clay 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 Clay County, 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, we have hereunto set our hand at \_\_\_\_\_ hours, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

COUNTY OF: \_\_\_\_\_

---

Presiding Commissioner

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Emergency Management Director

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Eastern District Commissioner

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Western District Commissioner

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## ANNEX A

### **DIRECTION & CONTROL (ESF #5)**

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#### **I. PURPOSE**

This annex will develop a capability for the chief executive and key individuals of Clay County and each of the political subdivisions to direct and control response and recovery operations from a centralized facility (an emergency operations center-EOC) in the event of an emergency.

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

##### **A. Situation**

1. The Clay County Emergency Management Director and Elected County Officials will control operations from a joint EOC. If the other incorporated subdivisions do *not* have an emergency management organization, the county will assume that role upon request. The Chief Elected Officials and emergency management directors of each political subdivision that has an emergency management organization will control operations from an EOC of their choice.
2. Primary EOC
  - a. The Emergency Management Director will direct and control operations from the Clay County [REDACTED] [REDACTED], hereafter designated as the primary emergency operations center (EOC). For further information, EOC standard operations guidelines are located in Appendix 4 to this Annex.
  - b. The Sheriff's office is staffed 24 hours a day and has the communications equipment to communicate with county, city and state departments and agencies. This includes contact with the State Highway Patrol, Troop A in Lee's Summit, MO; area fire, law enforcement, medical services; and local government agencies. A diesel-powered generator is available for emergencies. See Annex B for more detailed information.

3. Alternate EOC

- a. Depending upon the situation, the following facilities may be used as an alternate EOC:



- b. The alternate EOC facility would become the official site for all county officials and departments/agencies having emergency functions should the primary EOC become inoperable.

4. Mobile EOC

- a. A mobile command post is available should the primary and secondary EOC become inoperable or when the magnitude of the event only requires the use of a mobile EOC.
- b. Space will be provided in the EOC for the chief executive and Direction and Control staff (see Appendix 2 to this Annex). Space for briefing the media will be available but separate from the actual operations room. State and/or federal officials that support disaster operations will also be provided space to operate in the EOC.
- c. If a political subdivision within Clay County chooses to conduct its own emergency management operations, then it should make every effort to be coordinated and integrated with the primary county emergency operations to avoid duplication and maximize available resources.

B. Assumptions

- 1. When an emergency/disaster occurs or threatens to occur, the EOC will be activated in a timely manner. Local officials will respond as directed in this Annex and Appendix 3 to the Basic Plan.
- 2. Should a total evacuation become necessary, operations can be successfully controlled from a nearby safe location.
- 3. Close coordination must be maintained between the EOC and the disaster scene/ Command Post to identify special considerations, secondary threats, and available resources.
- 4. Most emergency situations are handled routinely by emergency response personnel and can be managed at the field level under established departmental procedures.

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

Direction and Control operations will be performed according to the operational time frames (mitigation, preparedness, response, and recovery) established in the Basic Plan.

- A. The Clay County EOC and each political subdivision EOC will be activated by the jurisdiction's chief elected official or in accordance with Appendix 3 to the Basic Plan.
- B. The Clay County Commission and the Clay County Emergency Management Director along with representatives of county departments (i.e., Direction and Control Staff) will assemble in the EOC to direct, control, and coordinate emergency response operations within their respective jurisdiction.
- C. Staffing of the EOC will be determined by the severity of the situation.
- D. In some situations, it may be necessary to utilize an on-scene incident command post and implement the National Incident Management System (NIMS). NIMS 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 a National Incident Management System (see Annex H, Hazardous Materials Response).
- E. The FBI has been designated as the Lead Federal Agency (LFA) for Law Enforcement Operations in a terrorist event, to include weapons of mass destruction. FEMA is designated as the LFA for Disaster Recovery Operations Management in a terrorist incident. Local and state agencies pertinent to Law Enforcement Operations and Recovery, to include certain consequence groups, are to work jointly with the FBI in resolving the event crisis aspect of a terrorist situation. See Annex N for further information on terrorism incidents.
- F. The on-scene incident commander will direct and control operations at the disaster site. The incident commander will maintain contact with the EOC and keep them informed of the situation.
- G. Those emergency support services that do not operate from the EOC will designate and establish a work/control center to manage organizational resources and response personnel. During emergency situations they will maintain contact with the EOC through their designated representative.

- H. 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.
- I. Each emergency response service (i.e., fire, law enforcement, etc.) will provide for the continuous staffing of emergency response jobs. Work shifts will be established to provide the necessary response.
- J. Procedures for handling reports/messages coming in and out of the EOC (i.e., review, verification, distribution, etc.) will be as outlined in Appendix 3 to this Annex.
- K. Information received in the EOC from field units and other reliable sources will be compiled and reported to the State Emergency Management Agency as requested and/or required. This information will be displayed in an appropriate place in the EOC.
- L. State and/or Federal officials will support disaster operations as appropriate. These officials will coordinate their efforts through the designated EOC.
- M. Should a life-threatening situation develop or appear imminent, emergency instructions to the public will be disseminated by all available means (see Annex C).
- N. EOC operations will continue as determined by the situation and will conclude by order of the Emergency Management Director.

## **IV. ORGANIZATION AND RESPONSIBILITIES**

### **A. Organization**

Diagrams of the Direction and Control function for Clay County are shown in Appendix 1 to this Annex.

### **B. Responsibilities**

1. The primary responsibility for Direction and Control in Clay County and each of the political subdivisions' rests with the chief elected official of the affected jurisdiction. The chief elected official may delegate this function to the emergency management director/coordinator. See Section VI of the Basic Plan for line of succession. This Direction and Control Coordinator will:
  - a. Implement this Emergency Operations Plan.
  - b. Activate response personnel and direct emergency response operations upon the advice of EOC staff.
  - c. Declare a state of emergency and request state and federal assistance when appropriate.
  - d. Emergency Management staff summarizes damage assessment information and submits appropriate reports.
2. All departments, agencies, and individuals support the Direction and Control function as follows:
  - a. Coordinate their activities with the EOC (through established lines of communications or by designating a representative to report to the EOC). Methods of communication include, but are not limited to, Web EOC, MOSWIN, and other regional radio talk-groups.
  - b. Advise the Direction and Control staff in their area of expertise/responsibility. Each Annex Coordinator is responsible for keeping an up-to-date list of contact names and numbers to support their responsibilities and supply a copy of the updated lists to the Emergency Management Director.
  - c. Include in their SOG the specific emergency authorities that may be assumed by a designated successor, the circumstances under which this authority would become effective, and when it would be terminated.

- d. Compile damage assessment figures.
- e. Tabulate expenditure data for the emergency situation.
- f. Provide adequate training to their respective personnel regarding direction and control.

3. In addition to the aforementioned responsibilities, the following have these assignments:

- a. Emergency Management Director
  - 1) Maintain the operational readiness of the EOC necessary for a continuous 24-hour operation (i.e., identify EOC personnel, stock administrative supplies and equipment, startup WEB EOC and prepare status boards, furnish maps to plot data and set up displays to post damage assessment information).
  - 2) Train the EOC staff through tests and exercises.
  - 3) Coordinate and manage EOC operations.
  - 4) Implement message handling procedures (see Appendix 3 to this Annex).
  - 5) Conduct regular briefings while the EOC is activated.
- b. The Law Enforcement Coordinator is responsible for providing security for the EOC.
- c. The Communications and Warning Coordinator is responsible for establishing an EOC communications capability.
- d. Facilities Management is responsible for ensuring that utilities are restored to the EOC after a disaster has occurred.

## **V. CONTINUITY OF GOVERNMENT**

- A. If the primary EOC is not able to function (i.e., EOC is damaged, inaccessible, etc.), an 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, and transfer direction and control authority from the primary EOC.
- B. Should it become necessary to evacuate the entire county, the EOC will be moved to the nearest safe location.

- C. The lines of succession for elected officials and county departments are identified in Section VI of the Basic Plan and each annex of this plan and in the Clay County COOP Plan. Each of the political subdivisions within the county shall follow their ordinances and policies regarding succession.
- D. Essential records vital to the direction and control function should be duplicated and maintained at another location, or plans should be made to move these records to a safe location.

## **VI. ADMINISTRATION AND LOGISTICS**

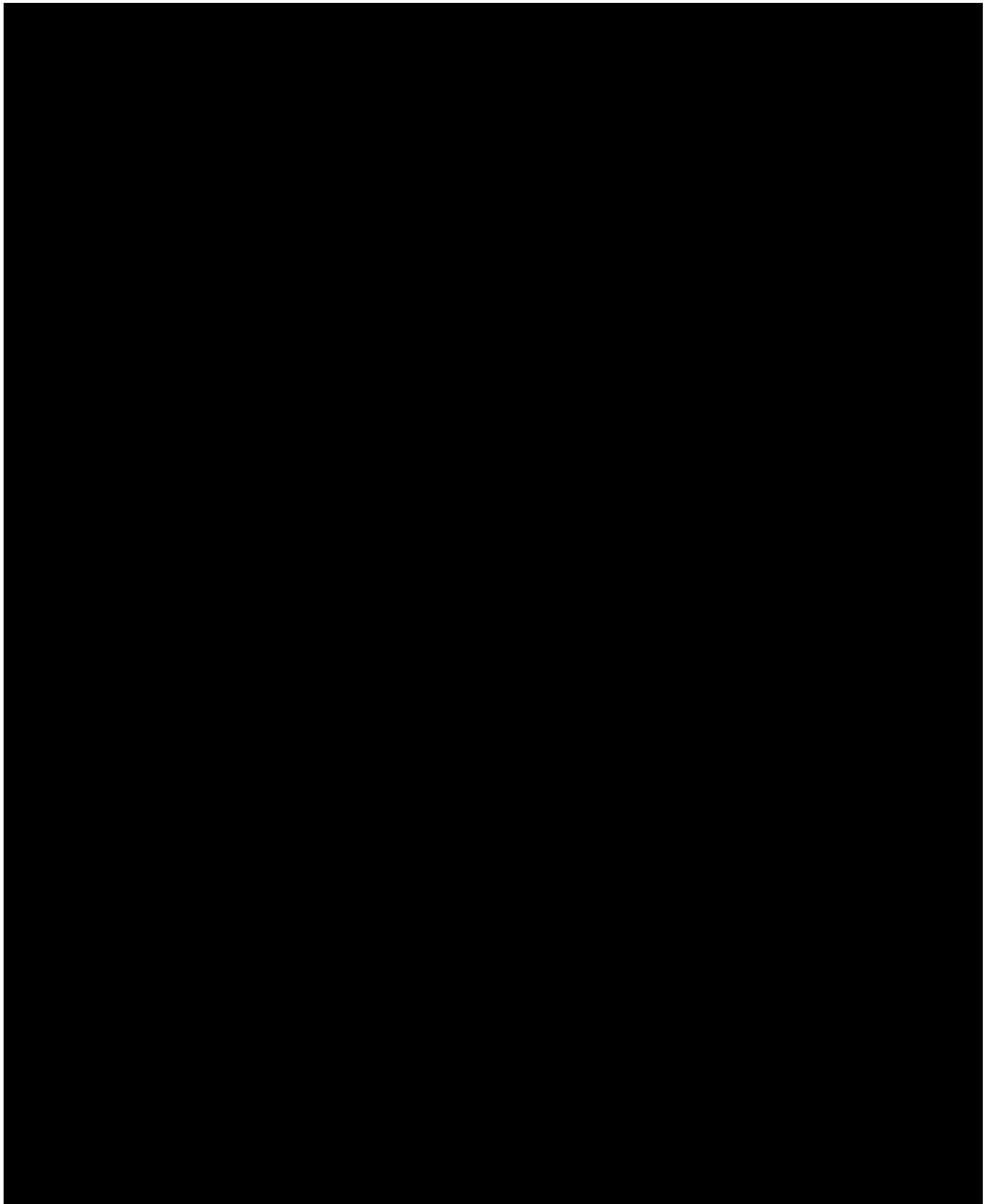
- A. The EOC will serve as a central point for coordinating the operational, logistical, and administrative support needs of response personnel at the disaster site, public shelters, and agency work/control/dispatch centers.
- B. Requests for assistance, general messages, and reports will be handled 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.

## **VII. APPENDICES**

1. Direction and Control Functional Diagrams (Clay County)
2. EOC Staffing Roster and Call-Up List
3. Message Handling Procedures
  - Attachment A - Message Form
  - Attachment B - Communications Log
  - Attachment C - Significant Events Log
4. EOC Standard Operating Guidelines
5. National Incident Management System

Appendix 1 to Annex A

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## **EOC STAFFING ROSTER AND CALL-UP LIST**

The key individuals and agencies that will direct/coordinate operations from the Clay County EOC are identified here. Names and telephone numbers are not published because they change frequently and therefore will be outdated quickly. This information will be maintained by the County Emergency Management Director and the E-911 Communications Center Manager. Not all county and city services/organizations are listed here. Additional contact lists can be found in other Annexes to this plan (i.e., utility companies, medical services, rural fire departments/districts, etc.). The procedures for staffing the EOC are explained further in Appendix 3 to the Basic Plan.

### **CLAY COUNTY**

All area codes are (816) unless otherwise noted

<b>POSITION</b>	<b>W-PHONE</b>
*Direction & Control Coordinator - Presiding Commissioner	
Eastern District Commissioner	
Western District Commissioner	
*Emergency Management Director - In-Place Shelter Coordinator	
*Assistant Emergency Management Director - Damage Assessment Coordinator	
*County Sheriff - Law Enforcement, Evacuation & Terrorism Coordinator	
*Resource & Supply Coordinator - County Clerk	
County Assessor - Disaster Assessment	
Prosecuting Attorney	
*Public Works Coordinator - County Road and Bridge Director	
County Medical Examiner (Frontier Forensics)	
*Communications & Warning Coordinator - Communications Coordinator	
*Health & Medical Coordinator - Health Department Director	
*Emergency Public Information Officer - Sheriff's Office	
*Reception & Care Coordinator- American Red Cross	
*Reception & Care Coordinator - Salvation Army	

\* Denotes EOC Direction and Control Staff that have been assigned primary responsibility for the emergency management functions.

Each Annex Coordinator is responsible for keeping an up-to-date list of contact name and numbers to support their responsibilities and supply a copy of the lists to the Emergency Management Director.

### **EOC STAFFING ROSTER/CALL-UP LIST MUNICIPALITIES**

All area codes (816) unless otherwise noted

<b>Position</b>	<b>W-Phone</b>
(Mayors) Claycomo	
Excelsior Springs	
Fishing River	
Gladstone	
Holt	
Kearney	
Lawson	
Liberty	
North Kansas City-	
Pleasant Valley	
Smithville	
Fire Dept. Claycomo	
Excelsior Springs	
Fishing River	
Holt	
Kearney	
Lawson	
Liberty	
Gladstone Fire	
North Kansas City	
Pleasant Valley	
Smithville	
Police Dept. Claycomo	
Excelsior Springs	
Gladstone Police	
Kearney	
Lawson	
Oakview	
Liberty	
North Kansas City	
Pleasant Valley	
Smithville	

## EOC STAFFING ROSTER/CALL-UP LIST RESOURCES

<b>Hospitals</b>	
<b>Position</b>	
Excelsior Springs	
Liberty	
North Kansas City	

<b>Ambulances</b>	
<b>Position</b>	
Excelsior Springs	
Claycomo	
Holt	
Kearney	
KCFD	
Lawson	
Liberty	
North Kansas City	
Smithville (NRAD)	
Public Works Dept: Excelsior Springs	

## **MESSAGE HANDLING PROCEDURES**

- A. All reports/messages coming into the EOC will be acknowledged by recording them on the message form (see Attachment A to this Appendix). This procedure applies to anyone receiving a message by radio, telephone, etc.
- B. Each message will be entered into the communications/message log (see Attachment B to this Appendix). The log will show date and time the message was received along with the individual/department sending it.
- C. After the message has been logged, it will be given to the Emergency Management Director for routing to the appropriate function coordinator(s). A copy of each message that contains damage information will also be given to the damage assessment coordinator for collection, analysis and display of information in the EOC.
- D. If the information contained in the message is vitally important, it will be entered into a significant events log preferably on WEB EOC. This log will be used to record key disaster related information (i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, radiation dose, etc.). See Attachment C to this Appendix for a copy of the log.
- E. The message receiver is responsible for checking the accuracy of the message. (If the message is found to be inaccurate, the Emergency Management Director will be notified and will then inform any others who have also received this message.) The appropriate action will be taken to either complete the request or if unable to respond, forward it to the Emergency Management Director.
- F. The response to the message will be disseminated as appropriate (i.e., reported to response personnel in the field, provided to the EOC staff through regularly scheduled briefings, forwarded to state officials, or disseminated to the public.) Means to communicate message will include radio, telephone, runner, etc.
- G. Outgoing messages from the EOC will also be entered into the communications/message log as mentioned previously. This will include messages that originate from the EOC which are also to be recorded on a message form.
- H. Personnel required for message handling will be furnished by the Emergency Management Director and/or E-911 Dispatch Center.

**Message Form**

MESSAGE NO. \_\_\_\_\_

**STANDARD MESSAGE FORM**

<b>DIRECTION (CIRCLE ONE):</b> INCOMING		OUTGOING	INTERNAL	FOR THE RECORD
<b>PRIORITY (CIRCLE ONE):</b> URGENT		ROUTINE	<b>ACTION (CIRCLE ONE):</b> INFO ONLY      RESPONSE REQUESTED	
TO: _____ (ADDRESSEE)		ORIGINATION DATE: _____ TIME: _____		
FROM: _____ (ORIGINATOR)				

TEXT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE / AUTHORIZATION: \_\_\_\_\_

**COMMUNICATIONS GROUP USE**

DATE: _____	TIME: _____	MESSAGE NUMBER: _____
RECEIVED FROM: _____		
TRANSMITTED TO: _____		

**DISTRIBUTION**

**COPIES TO:**

- STATUS BOARD
- COMMISSIONER \_\_\_\_\_
- EMERGENCY MANAGEMENT DIRECTOR
- SHERIFF
- FIRE COORDINATOR
- TRANSPORTATION OFFICER
- OTHER \_\_\_\_\_
- COMMUNICATIONS CENTER
- ASSESSOR'S OFFICE
- PARKS
- SHERIFFS DEPARTMENT IT

- HEALTH OFFICER
- EOC STAFF
- PUBLIC WORKS
- AMBULANCE COORDINATOR
- PUBLIC INFORMATION OFFICER
- COUNTY TREASURER
- COUNTY ATTORNEY
- DIVISION COMMANDERS
- PLANNING & ZONING
- COUNTY IT DEPARTMENT

## COMMUNICATIONS LOG

## SIGNIFICANT EVENTS LOG

## **EOC STANDARD OPERATING GUIDELINES**

The Emergency Operations Center (EOC) will be activated when a call or message is received from the National Weather Service, fire, police, or any other reliable source indicating a possible emergency situation according to Appendix 3 of the Basic Plan.

The EOC may be activated by the chief elected official, or the Emergency Management Director.

Upon activation, the call-up of all agencies and response personnel may begin pursuant to the emergency.

At the time of activation, WEB EOC and the Emergency Operations Plan will be put into operation and all procedures followed.

Once the emergency situation has subsided and a shut-down commences, there shall be a run-down of the call list indicating an end to the emergency.

## ANNEX B

### COMMUNICATIONS AND WARNING (ESF #2)

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#### I. PURPOSE

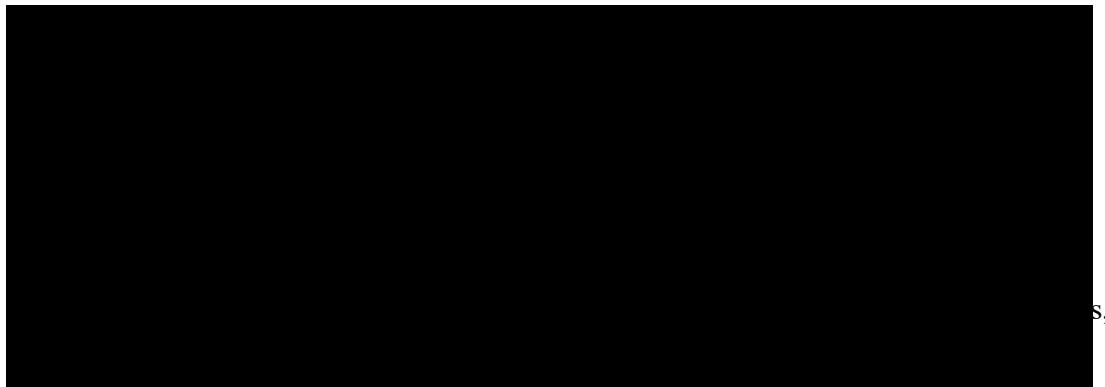
The ability of local government to direct its emergency forces through adequate communications is essential to effective operations in an emergency. Because emergencies can threaten life and property, a local jurisdiction must also have an effective method of alerting key personnel and warning the public.

This annex will assist with a timely emergency response during disasters by insuring coordination of all communications and warning systems.

#### 11. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Clay County could find itself subjected to many hazards (See Basic Plan, II Situation and Assumptions, A- 3) which would require activating emergency communications and warning operations.



4. The Communications Center is staffed on 24-hour/7 days a week basis by dispatch personnel. Dispatching is provided for the Clay County Sheriff's Department; City of Kearney Police and Fire; Fishing River Fire Protection District;. Speed dial is available for area Police Departments, Ambulances and Fire Departments.
5. Outdoor warning sirens will be activated as specified in Appendix 3 to this Annex. Warning in these communities and the remaining areas of Clay County may be supplemented with mobile public address systems.

6. This system is adequate to deal with most emergency situations in Clay County, but in a severe emergency, augmentation may be required. The Clay County Emergency Management Director or his/her designee should authorize activation of the EAS system. The primary EAS (Emergency Alert radio/television stations serving Clay County are in Appendix 3.
7. Trained weather spotters are available through the Sheriff's Department, fire departments, Northland CERT, Northland ARES, and local civilian groups.
8. A mobile command post is available from Clay County that can support communications throughout Clay County as needed during emergency or disaster situations.

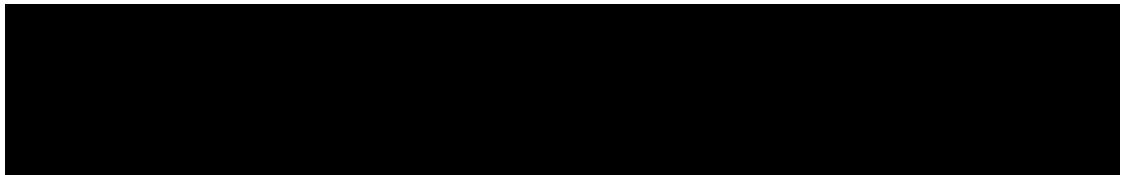
#### B. Assumptions

1. It is assumed that the existing communications and warning system in Clay County will survive and remain functional regardless of which type of disaster strikes the area. The exception being a nuclear attack.
2. All communication and warning personnel and equipment should be available to respond to an emergency/disaster.
3. If the situation is such that local systems are overtaxed, the state will be able to augment local resources during the response and recovery phases.
4. Regardless of how well developed a warning system is, some citizens will ignore, not hear, or not understand. warnings of impending disasters broadcast over radio or television or sounded by local siren systems. Mobile public address and even door-to-door operations may be required in some disaster situations.
5. In most cases the Communications Center (dispatching personnel), in conjunction with law enforcement on the scene, will make the initial determination that a "classified" emergency has occurred or is developing. (See Appendix 3 II to the Basic Plan, Emergency Classification and Control Procedures.)
6. Amateur radio operators if available should assist during an emergency. Necessary frequency information is contained in Appendix 2 to this Annex.
7. Private and non-county resources may be available to assist in communications and warning activity. These resources should provide the necessary cooperation with the Communication and Warning Coordinator.

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

#### **A. General**

1. Ultimate responsibility for developing and maintaining an emergency operations communication and warning capability lies with each local government.



3. During classified emergencies, curtailment of routine action may be necessary. The degree of this curtailment will be determined by the Command Staff and will depend upon the severity of the situation.
4. During emergency operations, all departments will maintain their existing equipment and procedures for communicating with their field operations. They will keep the EOC informed of their operations at all times.
5. Communications between the state and local EOC will be primarily through landline telephone links. However, cellular phones, satellite phones, Web EOC, MOSWIN or other radio contact may also be used.
6. Telephone services, HAM radio operators, trained weather spotters and amateur communications networks in the area will be utilized to expand communications capabilities during disaster situations.
7. Although most warning alerts come from outside sources, (i.e., state, National Weather Service, etc.), Clay County and each of the political subdivisions within the County, will develop and maintain the capability to identify potential problems and ensure a timely warning on its own.
8. When emergency situations requiring public warning occur at industrial sites that have hazardous materials, or at water impoundments, the procedures for alerting government officials will follow the guidelines contained in Annex H Appendix I of this Emergency Operations Plan.
9. When an emergency situation occurs, all available systems will be utilized to alert and warn the private residences, schools, nursing homes, hospitals, etc. Methods of warning may include television, radio, outdoor warning sirens, All Hazard Weather Radio, and tone alert devices.

10. Tests and educational programs will be conducted regularly to ensure the public understands the various watches and warnings.

B. Tasks to be Accomplished by Time Frame

1. Mitigation

- a. Revise and update this annex and its appendices at least yearly.
- b. Formulate long-range plans for improvements and follow through with them.
- c. Conduct training for all personnel (full-time, part-time, and supplementary) in:
  - 1) Weather spotting
  - 2) Message flow when EOC is activated
  - 3) Emergency classification
  - 4) Damage assessment
  - 5) Warning systems activation procedures
  - 6) Other subjects as required to support other functions
- d. Participate in a regular schedule of tests and exercises.
- e. Inspect and maintain all equipment on a regular basis.
- f. Identify private sector resources (i.e., telephone companies) that can augment local capabilities to include repair and supply.
- g. Analyze equipment locations with regard to possible destruction from hazards.
- h. Coordinate Communications and Warning capabilities with neighboring jurisdictions.
  - i. Ensure that a repair capability for radios and warning devices exists under emergency conditions.
  - j. Develop procedures to provide coverage should any equipment become disabled.
  - k. Work with PIO to distribute information to the media and public for educational purposes.

- I. Develop procedures to warn and/or communicate information to access and functional needs groups (hearing impaired persons, persons with visual impairments, non-English speaking groups, etc.).
  - m. Test this plan annually following the Homeland Security Exercise and Evaluation Program (HSEEP).
2. Preparedness
  - a. Initiate personnel call-up as necessary, depending upon the potential of the situation.
  - b. Activate appropriate warning systems.
  - c. Run equipment readiness checks to include emergency power
  - d. Activate alternate systems and procedures if necessary.
  - e. Provide adequate communications support to EOC staff.
  - f. Check communications links with State and Federal agencies.
3. Response
  - a. Activate warning system if not already done.
  - b. Activate all necessary personnel to meet communications needs.
  - c. Provide communications capabilities for agencies in the field.
  - d. Make the emergency classification if necessary.
  - e. Maintain and provide information to decision-makers.
  - f. Report Communications and Warnings systems status to EOC staff.
  - g. Make necessary repairs or switch to alternate systems as breakdowns occur.
4. Recovery
  - a. Continue response level operation until orders to discontinue operations are received.
  - b. Provide communication support to Damage Assessment Team.

- c. Make repairs and inventory equipment and supplies. Report status to EOC staff.

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

- A. The organizational chart for the communications and warning function in Clay County is provided in Appendix I to this Annex.
- B. Assignment of Responsibilities
  - 1. Overall coordination and control of communications and warning in Clay County is the responsibility of the Communications Center Supervisor.
  - 2. The Clay County Communication Unit is responsible for keeping the EOC informed of their operations at all times with regard to communications and warning activities.
  - 3. Coordinate Communication and Warning from the EOC when activated.
  - 4. Maintain a communications log of messages coming into and out of the EOC (see Annex A, Appendix 3, Attachment B).
  - 5. Maintain current notification lists for all departments, agencies, and resources as required by this Annex.
  - 6. Implement call down of all EOC staff as needed (see Appendix 2 to Annex A).
  - 7. Coordinate security and protection of communications and warning equipment.
  - 8. Annually review and update this Annex and its appendices in consultation with the Emergency Management Director.
  - 9. The ARES Radio Group should provide back-up continuation support between field components and between EOC and field operations when needed.
  - 10. Additional support for this function should come from those department/organizations having communications capabilities. Additional support equipment/agencies identified in Appendix 5 to this Annex.
  - 11. Any department/organization involved in this function should provide adequate training to their respective personnel regarding communications and warning.

## **V. DIRECTION AND CONTROL**

- A. For incidents that have reached an emergency classification (See Appendix 3 to the Basic Plan), overall direction and control will be from the designated EOC within the affected area or political subdivision.
- B. Specific department heads may be designated to maintain operational control of their own communications systems but will coordinate with the EOC during emergency operations. All departments shall become familiar with the procedures outlined in this Annex.
- C. When a classified emergency occurs, normal procedures can be altered as necessary to ensure adequate direction and control.
- D. Outside communications and warning resources used to support emergency operations will remain under the direct control of the sponsoring organizations but will be assigned by the EOC to respond as necessary.
- E. The status of section field operations during or after an emergency/disaster should be known by the Communications and Warning Coordinator and be available upon request.
- F. The Communications and Warning Coordinator should coordinate section operations using the Integrated Emergency Management System (IEMS) which is part of NIMS.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Line of Succession - Communications and Warning:
  - 1. Communications Supervisor
  - 2. Communications Operators
  - 3. Emergency Management Director
- B. In the event the primary communications and warning facilities become inoperable, Standard Operating Guidelines (SOG) should be developed to provide for backup equipment or an alternate facility.
- C. All records vital to the continued functioning of the communications and warning section should be duplicated and maintained at another location. If this is not possible, plans should be developed to move documents to an alternate site.

## **VII. ADMINISTRATION & LOGISTICS**

### **A. Administration**

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

### **B. Logistics**

1. Standard Operating Guidelines (SOG) for the security and protection of communication equipment will be developed for the following:
  - a. All attempts to protect equipment from natural and man-made disasters will be made.
  - b. Overload (telephone)
    - 1) Line-load control
    - 2) Priority of service restoration
2. Requisition & Supply (See Resource and Supply, Annex G)

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

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

### **Appendices**

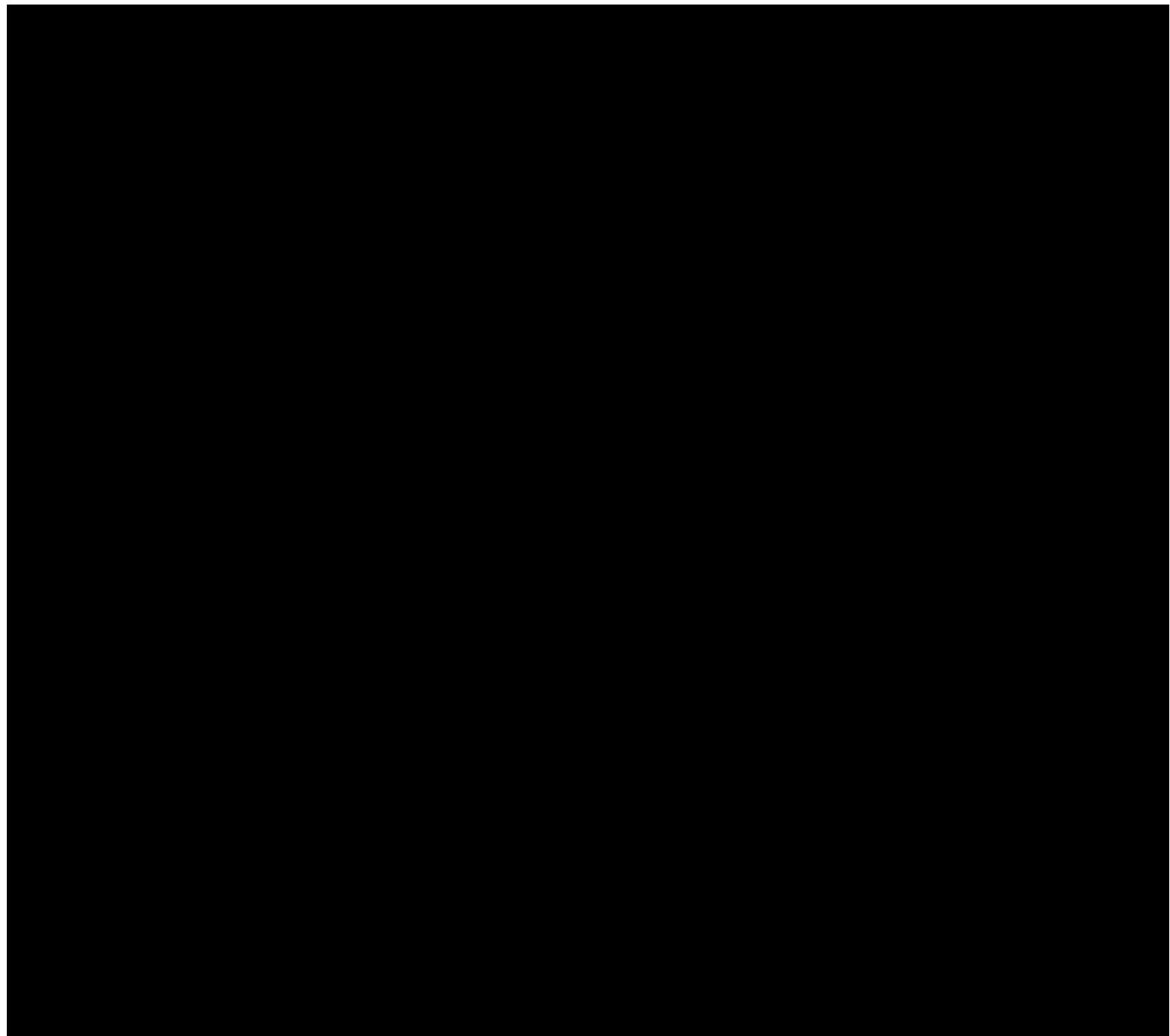
1. NAWAS Communication and Warning for Manmade Disasters
2. MERS Communications and Warning Diagram
3. Warning Capabilities by Departments
  - Addendum 1 - Siren Locations
  - Addendum 2 - Siren Locations and Types
4. Radio Frequencies in Clay County
5. Telephone Contact List
6. Smithville Lake Notification Flow Chart
  - Addendum I - Guideline for Reporting Problems
7. Warning/Watch Notification Guidelines

Appendix 1 of Annex B

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Appendix 2 of Annex B

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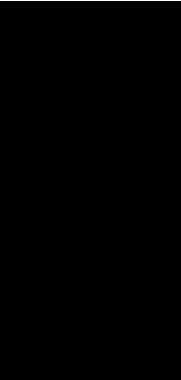


## WARNING CAPABILITIES

### A. Outdoor Warning Sirens

Ten communities in Clay County have the responsibility to activate their outdoor warning sirens:

1. Claycomo.....
2. Excelsior Springs .....
3. Gladstone.....
4. North Kansas City.....
5. Kearney.....
6. Lawson .....
7. Kansas City (North).....
8. Liberty .....
9. Pleasant Valley.....
10. Smithville.....



The below listed sirens are activated by the Clay County Communications Center:

1. Missouri City .....
2. Smithville Lake.....
  - Paradise Rd (Sailboat Cove)
  - Camp Branch
  - Crows Creek
3. Liberty (Stocksdale Rd).....
4. Holt.....
5. Mosby .....



The sirens will be activated as authorized by law enforcement officials or other elected officials, with adequate knowledge. The sirens are tested the first Wednesday, every month at 11 a.m. (weather permitting). The "Test Signal" is a one-minute steady blast. (See addendum 1 and 2 to this appendix).

### B. Tone Alert System

Tone activated receivers are located throughout Clay County in schools, nursing homes, hospitals, etc. This system is activated from the Communications Center and is tested every Monday through Friday at 11:00 AM weather permitting.

### C. National Warning System (NAWAS)

The NAWAS warning point for Clay County is located in the Clay County Communications Center. This system is used for receiving national attack warnings and for communications to other warning points in the State for natural and technological emergencies. The Standard Operating Guidelines for this system is available in the Communications Center.

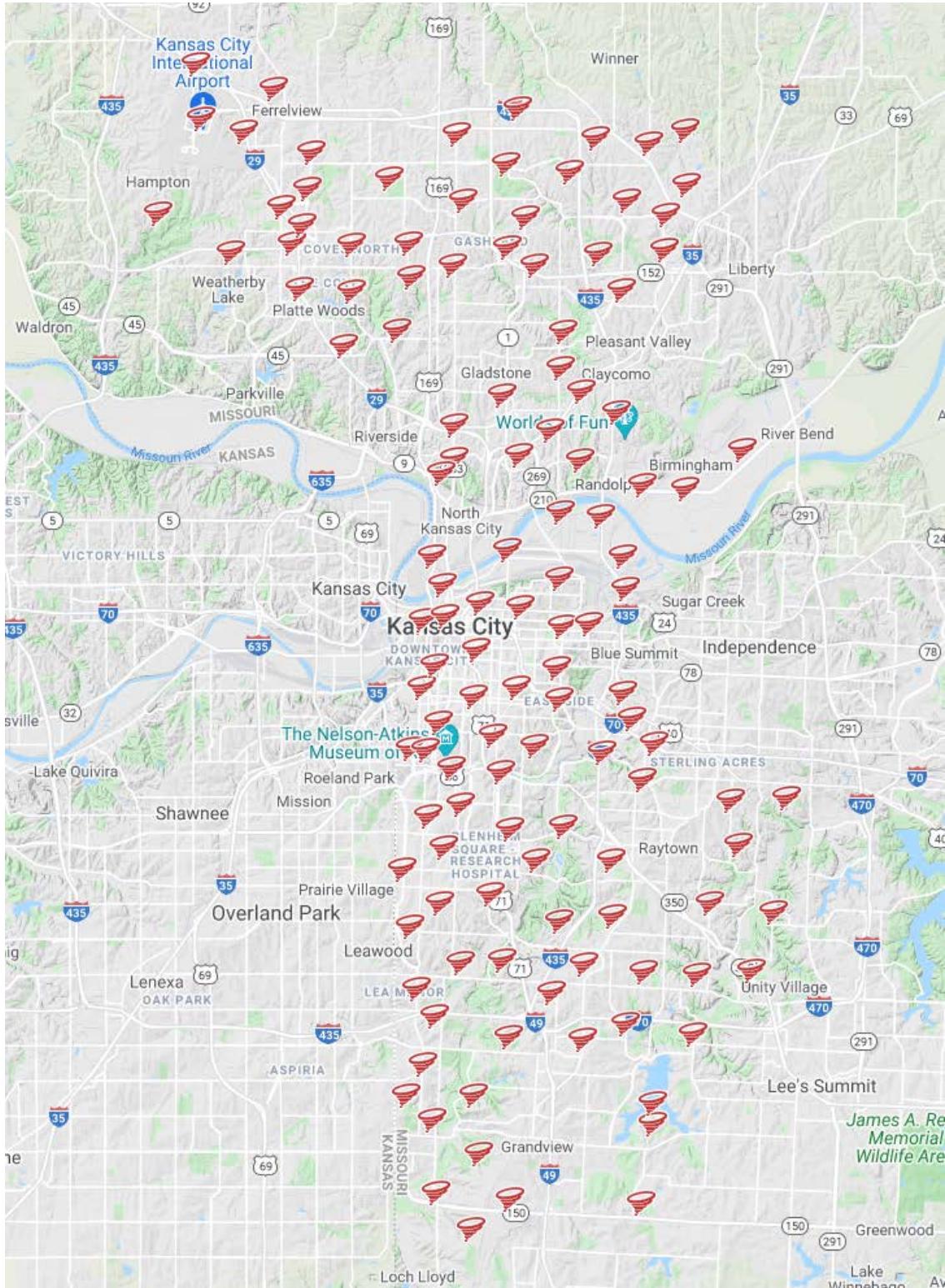
D. Metropolitan Emergency Radio System (MERS)

The MERS warning point for areas under the responsibility of Clay County is located in the Clay County Communications Center and EOC. This system is used for receiving weather-related information.

Clay County EAS Stations



## **KANSAS CITY SIREN LOCATIONS**

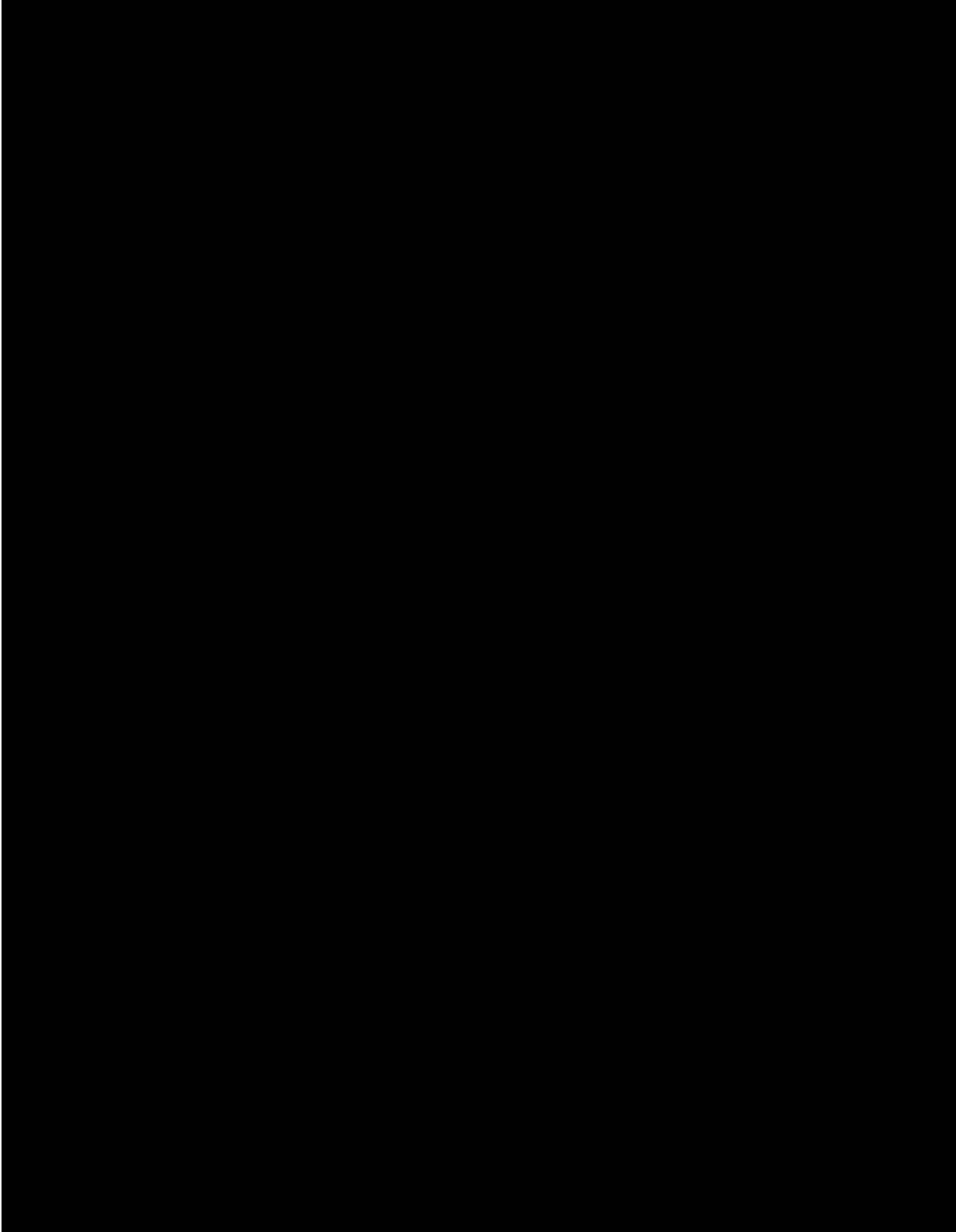


Current Siren Locations, Types, Installation Dates and Controller Types



Addendum 2 to Appendix 3 to Annex B

**RADIO FREQUENCIES IN CLAY COUNTY**



**Telephone Numbers (Administrative)**

SWBell Pocket Telephone Directory for Federal, MO & KS Law Enforcement Agencies, Fire Departments is kept in Communication Center. Directory is updated annually.

**Ambulance Services**

American Medical (AMR) 300 S. Main KCMO .....	
LifeFlight 201 Lou Holland Drive KCMO .....	
Emergency .....	
LifeNet 13421 W. 151" St. Olathe, KS .....	
Mast 6750 Eastwood Trafficway KCMO.....	
non-Emergency .....	
NRAD Smithville East 92 Hwy Smithville, MO.....	
Platte City 242 Main St. Platte City, MO .....	
Quarters.....	
West Platte Medic 50 18325 H Hwy Weston, MO.....	
Quarters.....	

**Hospitals**

*Missouri*

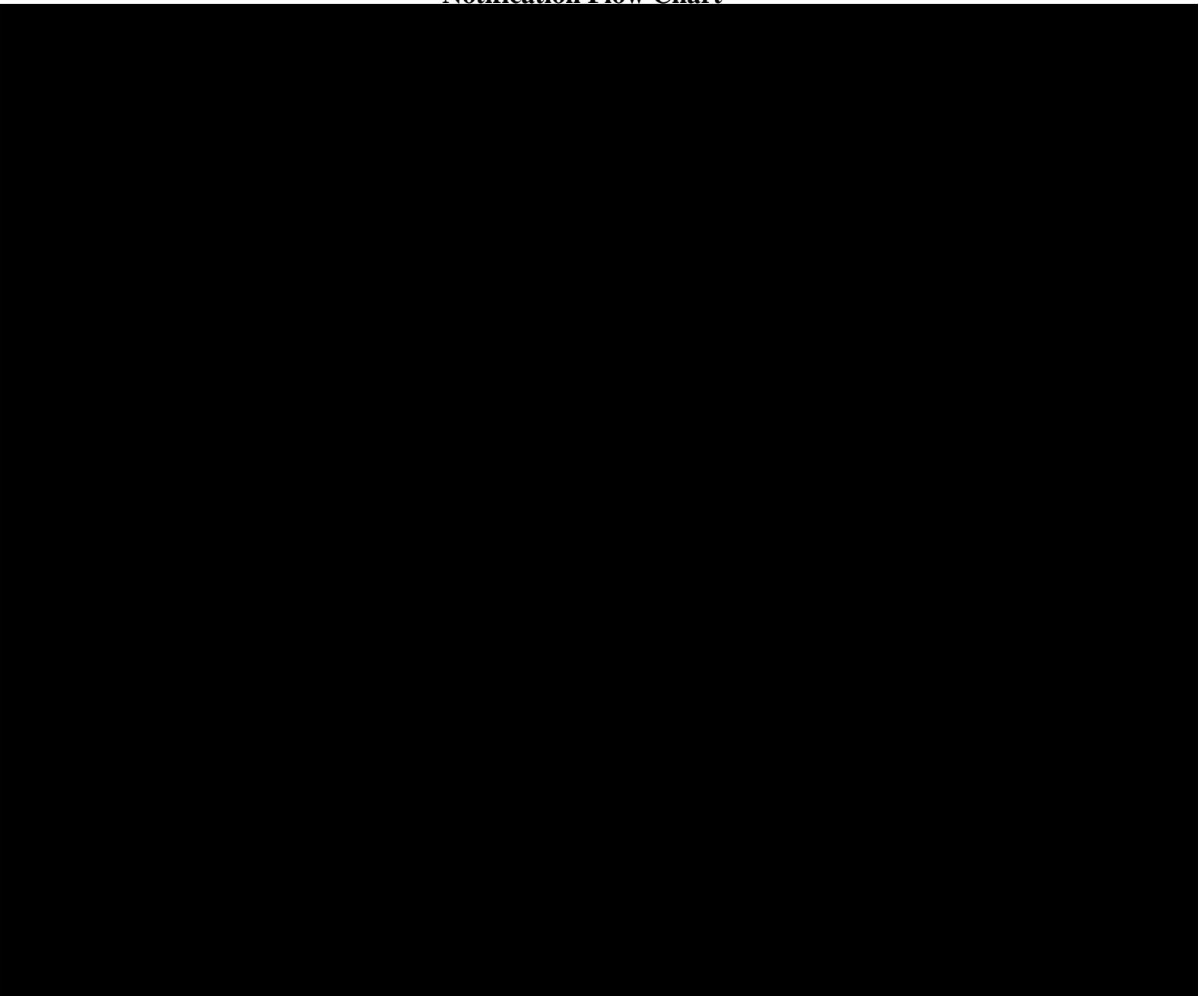
Liberty (Main) 2525 W. Glen Hendren Dr. Liberty, MO .....	
(ER).....	
North Kansas City (Main) 2800 Clay Edwards Drive NKC, MO .....	
(ER).....	
Excelsior Springs 1700 Rainbow Blvd.....	

**Other**

MULES Help Desk.....	
Poison Control.....	
.....	
Zip Code Information.....	
SWBT 911 Address.....	
Sprint 911 Address.....	
Frontier Forensics - Medical Examiner.....	
National Weather Service.....	

## **SMITHVILLE LAKE**

### **Notification Flow Chart**



## **GUIDELINE FOR REPORTING PROBLEMS**

Be prepared to answer the following questions when reporting a Dam Safety Problem to the District Office.

1. Name of caller and title.

At what phone number may you be reached? (        ) -

2. What is the problem?

3. Were there any prior contacts about the problems?

NO

YES, WHO WAS CONTACTED

4. When was the problem first found?

DATE:

TIME:

5. Details of chronological progression of problem.

6. What action has been taken?

7. What manpower and equipment are available?

8. Is there any public awareness of the problem?

**Flash Flood/Flood Watch /Warning**

Date: \_\_\_\_\_

Watch# \_\_\_\_\_

Time Issued: \_\_\_\_\_

Time expired: \_\_\_\_\_ (24 Hr. format)

Information source: \_\_\_\_\_

**Notification List**

- 1). \_\_\_\_\_ Activate monitors.
- 2). \_\_\_\_\_ Simulcast on county wide

\*Suggested model for broadcast: "The National Weather Service has issued a Flash Flood/Flood Watch/Warning for Clay County, watch/warning number \_\_\_\_\_, effective until \_\_\_\_\_ hours. (Additional information is provided). Repeating, the National Weather Service has issued a Flash Flood/Flood Watch/Warning for Clay County, watch number \_\_\_\_\_, effective until \_\_\_\_\_ hours. (Additional information is provided)."

## **Severe Thunderstorm Watch**

Date: \_\_\_\_\_

Watch # \_\_\_\_\_

Time Issued: \_\_\_\_\_

Time expired: \_\_\_\_\_ (24 Hr. format)

Information source: \_\_\_\_\_

### **Notification List**

- 1). \_\_\_\_\_ Activate monitors.
- 2). \_\_\_\_\_ Simulcast on county wide

\*Suggested model for broadcast: "The National Weather Service has issued a Severe Thunderstorm Watch for Clay County, watch number \_\_\_\_\_, effective until \_\_\_\_\_ hours. These storms may contain (information on hail, wind speeds, lightening, etc.). Repeating, the National Weather Service has issued a Severe Thunderstorm Watch for Clay County, watch number \_\_\_\_\_, effective until \_\_\_\_\_ hours. These storms may contain (information on hail, wind speeds, lightening, etc.)."

## **Severe Thunderstorm Watch**

Date: \_\_\_\_\_

Watch # \_\_\_\_\_

Time Issued: \_\_\_\_\_

Time expired: \_\_\_\_\_ (24 Hr. format)

Information source: \_\_\_\_\_

### **Notification List**

- 1). \_\_\_\_\_ Activate monitors.
- 2). \_\_\_\_\_ Simulcast on county wide

\*Suggested model for broadcast: "The National Weather Service has issued a Severe Thunderstorm Watch for Clay County, watch number \_\_\_\_\_, effective until \_\_\_\_\_ hours. These storms may contain (information on hail, wind speeds, lightening, etc.). Repeating, the National Weather Service has issued a Severe Thunderstorm Watch for Clay County, watch number \_\_\_\_\_, effective until \_\_\_\_\_ hours. These storms may contain (information on hail, wind speeds, lightening, etc.)."

## **Tornado Watch**

Date: \_\_\_\_\_

Watch #: \_\_\_\_\_

Time Issued: \_\_\_\_\_

Time expired: \_\_\_\_\_ (24 Hr. format)

Information source: \_\_\_\_\_

### **Notification List**

- 1). \_\_\_\_\_ Activate monitors.
- 2). \_\_\_\_\_ Simulcast on county wide

\*Suggested model for broadcast: "The National Weather Service has issued a Tornado Watch for Clay County, watch number \_\_\_\_\_, effective until \_\_\_\_\_ hours. A Tornado Watch indicates that conditions are favorable for tornadoes to occur. This is only a watch. Repeating, the National Weather Service has issued a Tornado Watch for Clay County, watch number \_\_\_\_\_, effective until \_\_\_\_\_ hours. A Tornado Watch indicates that conditions are favorable for tornadoes to occur. This is only a watch."

### **Tornado Watch**

Date: \_\_\_\_\_

Watch #: \_\_\_\_\_

Time Issued: \_\_\_\_\_

Time expired: \_\_\_\_\_ (24 Hr. format)

Information source: \_\_\_\_\_

### **Notification List**

- 1). \_\_\_\_\_ Activate monitors.
- 2). \_\_\_\_\_ Simulcast on county wide

\*Suggested model for broadcast: "The National Weather Service has issued a Tornado Warning for Clay County: warning number \_\_\_\_\_ effective until \_\_\_\_\_ hours. A tornado has been sighted at or near \_\_\_\_\_ moving in a \_\_\_\_\_ direction. If you are in the path of this tornado, seek shelter immediately.

Repeating, "the National Weather Service has issued a Tornado Warning for Clay County, warning number \_\_\_\_\_, effective until \_\_\_\_\_ hours. A tornado has been sighted at or near \_\_\_\_\_ moving in a \_\_\_\_\_ direction. If you are in the path of this tornado, seek shelter immediately."

### **Tornado Warning Cancellation**

Date: \_\_\_\_\_

Watch #: \_\_\_\_\_

Time Issued: \_\_\_\_\_

Time expired: \_\_\_\_\_ (24 Hr. format)

Information source: \_\_\_\_\_

### **Notification List**

- 1). \_\_\_\_\_ Activate monitors.
- 2). \_\_\_\_\_ Simulcast on county wide

\*Suggested model for broadcast: "The National Weather Service has canceled tornado warning number \_\_\_\_\_ for Clay County, effective at \_\_\_\_\_ hours. Repeating, the National Weather Service has canceled tornado warning \_\_\_\_\_ for Clay County, effective at \_\_\_\_\_ hours."

**Smithville Dam Warning**

**STATENIENT FOR PUBLIC, WARNING**

(NEWS RELEASE FROM DISTRICT OFFICE-PUBLIC AFFAJRS)

A \_\_\_\_\_ HAS BEEN IDENTIFIED AT  
(Describe Problem)

THE \_\_\_\_\_ DAM STRUCTURE AND  
(Place)

FAILURE IS IMMINENT. ALL PERSONS DOWNSTREAM OF THE \_\_\_\_\_ DAM  
(Place)

AND RESERVOIR MUST EVACUATE IMMEDIATELY.

I REPEAT.....

A \_\_\_\_\_ HAS BEEN IDENTIFIED AT  
(Describe Problem)

THE \_\_\_\_\_ DAM STRUCTURE AND  
(Place)

FAILURE IS IMMINENT. ALL PERSONS DOWNSTREAM OF THE \_\_\_\_\_ DAM  
(Place)

AND RESERVOIR MUST EVACUATE IMMEDIATELY.

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## ANNEX C

### **EMERGENCY PUBLIC INFORMATION (ESF #15)**

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#### **I. PURPOSE**

The purpose of this Annex is to provide for the timely release of accurate information to the residents of Clay County and each of the political subdivisions within the county in the event of a disaster or emergency.

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

##### **A Situation**

- A. Clay County and each of the political subdivisions within the county could be affected by several types of disasters that would require the dissemination of information and instructions to the general public.
2. The Clay County Sheriff's Office Public Information Officer (or his/her designee) will serve as the Public Information Coordinator (PIC) for the County. The Public Information Coordinator, or his/her designee, shall function as the county's Public Information Officer (PIO) in any Joint Information Center (JIC) that is activated during a disaster or emergency. In the case of a local jurisdiction, a PIO should be identified and utilized as a spokesperson for that jurisdiction whenever possible. In the event of a terrorism incident the Public Information Coordinator will also serve as the county's PIO or spokesperson at a Federal Joint Operations Center (JOC)
3. News media serving the Clay County area are in Appendix 5 to this annex. There are also Internet and Social Media Websites for emergency information (Facebook, X, Instagram, Nextdoor).
4. Emergency Alert System (EAS)



- b. The primary EAS television stations for Clay County are the same as those listed in Appendix 5 to this Annex.

5. There are no prominent groups of non-English speaking people in Clay County. Dissemination of information will be in English. If necessary, the translation of emergency public information will be coordinated with the area schools' foreign language staff.

B. Assumptions:

- I. The media serving Clay County will cooperate with local officials in the dissemination of information to the public.
2. Widespread or major disasters may result in state and national media coverage.
3. Media personnel from state and national levels will not necessarily be familiar with the Clay County news release procedures.
4. Media personnel will attempt to obtain information from sources other than those that are officially designated. An effective rumor control program should be implemented to limit the negative effects of such activity.
5. Federal and state officials may be on site and called upon for information. Upon request, such federal and state agencies will be asked to provide PIO support to Clay County and each of the political subdivisions within the county if needed. These state and federal resources may be limited.
6. More than one local public information officer may be involved during emergency operations. Release of public information will be coordinated with appropriate county and city officials as necessary. If more than one jurisdiction is involved in the emergency or disaster, consideration should be given to establishing a Joint Information Center (JIC).
7. During an actual or impending emergency, or international crisis, the public will expect local government to provide specific information relating to safety, survival, and protection of persons and property.
8. An effective Public Information program will reduce casualties and damages.
9. All emergency public information personnel and equipment should be available to respond to an emergency/disaster within a reasonable timeframe.

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

#### **A. General**

- I. The Clay County Public Information Coordinator will be located in the Clay County EOC (or at a location to be designated) when this plan is implemented. This place will serve as the single official point of contact for the media during an emergency. Additional public information support (PIO) may be needed in the field on some disasters/emergencies. A designee functioning as a field PIO should be trained in that capacity before deploying into the field.
2. Release of official public information for Clay County will be approved by the Clay County Public Information Coordinator and the Emergency Management Director or their designees. Local jurisdictions will follow their ordinances and policies regarding the release of information if their jurisdiction is impacted. If multiple jurisdictions in Clay County are impacted, then the local jurisdictions should assign a PIO to the JIC.
3. Only that information released by the PIC or Emergency Management Director will be considered official. The media will be so informed.
4. Information for release will be prepared and released to the media in accordance with the format described in Appendix 2 to this Annex.
5. All organizations involved in a disaster/emergency operation within Clay County are responsible for coordinating with the Public Information Coordinator or Emergency Management Director before releasing information to the media for public use.
6. Any person, department, or agency releasing information to the public of their own volition will bear the responsibility for any legal or moral ramifications and repercussions resulting from that release.
7. Dissemination of public information will utilize as many media methods as possible, to include television, radio, newspaper, Internet, and social media.
8. Activation of the Emergency Alert System (EAS), if necessary, will be in accordance with the State EAS Operational Plan. The Emergency Management Director of Clay County and each of the political subdivisions within the county will designate those personnel with authority to activate the EAS and issue releases. Procedures will be coordinated with the appropriate radio/television officials.

9. Public information personnel involved with field operations will coordinate with the PIC in the Emergency Operations Center.
10. Periodic briefings as necessary for media personnel will be conducted by the PIC, the Emergency Management Director and/or their designees.
11. A rumor control section should be established to answer inquiries from the public and monitor public media broadcasts to ensure that the public is receiving accurate information.
12. A major task of public information operations will be responding to inquiries and ensuring that appropriate emergency information is disseminated.
13. The PIC will work with the Health and Medical Coordinator to prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate action.
14. Should the need arise; the PIC will see that appropriate emergency and preparedness information is prepared for the visually impaired and non-English speaking groups.
15. The PIC will coordinate with the Emergency Management Director to prepare and disseminate information for people who must evacuate from a high-risk area (as a result of flooding, dam failure, etc.). This information should include the following for each threat:
  - a. Definition of the population at risk;
  - b. Identification of the area at risk;
  - c. Type of risk;
  - d. Suggested evacuation routes;
  - e. Items that evacuees should take with them, including clothing, food, medical and other personal items that may be needed for a short- to longer-term absence.
  - f. Locations of reception centers/shelters, feeding facilities, medical clinics, and other essential services in the hosting area;
  - g. Suggested return routes;
  - h. Centrally located staging areas and pickup points for evacuees without private automobiles or other means of transportation.

16. When there is the threat of, or an actual emergency that requires the dissemination of information to the public, the PIC will gather and release appropriate public information as soon as possible.
17. The PIC will coordinate with the appropriate public and private sector agencies to obtain technical information (health risks, weather, etc.) for release to the public and media. If the disaster/emergency requires state and/or federal response, that coordination should include state and/or federal PIO(s).
18. For the purposes of this Annex, public information should include pre- disaster preparedness education, emergency incident information, and appropriate responses to inquiries.
19. If a disaster/emergency involves multiple jurisdictions, the Clay County PIC should establish a Joint Information Center (JIC) and coordinate public information activities with the PIO(s) of the affected jurisdictions.

**B. Tasks to be performed by Operating Time Frame:**

**The Public Information Coordinator will:**

- I. Preparedness:
  - a. Analyze potential emergency incidents to ensure pertinent information is prepared for release.
  - b. Develop and conduct a public information campaign(s) to stress hazard awareness and personal preparedness.
  - c. Establish agreements with all local media (television, radio, and print, etc.) for the dissemination of information (see Appendix 2 to this Annex).
  - d. Develop procedures for:
    - 1) Preparation, approval, and dissemination of written products (news releases, talking points, fact sheets, etc.)
    - 2) Emergency release of information via EAS stations
    - 3) Interdepartmental coordination
    - 4) Media monitoring
    - 5) Record keeping
  - e. Establish contact with local EAS stations and ensure coordination of the release of emergency information.

- f. Participate in local tests and exercises.
- g. Coordinate all activities with Public Information Officers of other county and/or city departments.

## 2. Emergency Response

- a. Issue information through the media and EAS to help the public take protective or emergency actions;
- b. Alert other public information personnel of the possible need for their assistance;
- c. Release emergency information as necessary or as directed by Direction and Control or the Emergency Management Director;
- d. Schedule and conduct briefings for the media if needed/appropriate;
- e. Monitor all news media reports for accuracy;
- f. Manage rumorcontrol.
- g. Issue specific instructions for a given situation:
  - 1) Appropriate protective action to be taken (i.e., evacuation instructions)
  - 2) Location of shelters and/or reception centers
  - 3) Means of searching for or contacting missing relatives
  - 4) Restricted areas
  - 5) Continued emergency services
- h. Coordinate the release of information from appropriate public and private-sector agencies.
- i. Maintain a chronological record of disaster-related activities and news releases

2. Recovery
  - a. Distribute appropriate recovery information as needed in coordination with other public and private sector agencies to include the state and federal governments when applicable;
  - b. Continue rumor control and news briefings as necessary.
  - c. Coordinate visitor control to the EOC and to the disaster site(s).
  - d. Participate in after-action reports and critiques.
  - e. Develop a report listing chronological record of events and news releases.

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

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

The organizational chart for the Public Information function is shown in Appendix I to this Annex.

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

1. The Public Information Coordinator (PIC) for Clay County is responsible for the preparation and release of preparedness, emergency, and warning information, as well as rumor control. The County PIC will be the Director of Community Relations.
2. The Clay County Public Information Coordinator will coordinate information, communications and, if needed, additional staff to provide preparedness, emergency and warning information, rumor control and media monitoring.
3. The Public Information Coordinator is responsible for the following:
  - a. Prepare and assist with the dissemination of preparedness, emergency, and warning information;
  - b. Develop appropriate preparedness, emergency, and warning information for visually-and hearing-impaired persons, as well as for any non-- English speaking groups;

- c. After consultation with the Emergency Management Director, prepare instructions for people who must evacuate from a high-risk area. This information should include the following for each threat:
  - 1) Definition of the population at risk;
  - 2) Identification of the area at risk;
  - 3) Type of risk;
  - 4) Suggested evacuation routes;
  - 5) Items that evacuees should take with them, including clothing, food, medical and other personal items that may be needed for a short- to longer-term absence;
  - 6) Locations of reception centers /shelters, feeding facilities, and medical clinics in the host (reception) area;
  - 7) Suggested return routes;
  - 8) Centrally located staging areas and pickup points for evacuees without private automobiles or other means of transportation;
- d. Coordinate with the Health and Medical Coordinator on the development of public information regarding health risks, first-aid actions, and other survival measures associated with each hazard.

- 4. Each operating county department will furnish a Public Information Officer upon request and/or as needed. Department PIOs will provide information to the PIC and help coordinate the release of public information as needed.
- 5. Establish a rumor control section to address non-official information in circulation.
- 6. Annually review and update this Annex and its appendices after consultation with the Emergency Management Director.

## **V. DIRECTION AND CONTROL**

- A. Release of public information for Clay County will be under the control of the Public Information Coordinator and the County Emergency Management Director or their designees. Political subdivisions within the county shall follow their ordinances and procedures regarding the release of public information.
- B. The Public Information Coordinator is a member of the EOC staff (in a time of an emergency the PIC comes to the EOC just as elected officials, etc.). Additional trained PIO personnel may be assigned to the field at the discretion of the PIC and the County Director of Emergency Management.

- C. The PIO of each political subdivision is a member of the EOC staff in their jurisdiction. If their jurisdiction is the only one affected by the event, they will report to their local EOC. If the event affects more than one jurisdiction, and the County opens a Joint Information Center (JIC), then the local PIO will report to the JIC.
- D. The status of field operations during and after an emergency/disaster should be known by the Public Information Coordinator and be available upon request.

## **VI. CONTINUITY OF GOVERNMENT**

- A. The line of succession for the Clay County Sheriff Public Information Coordinator will be as established by the department SOG or appointed by the Clay County Sheriff.
- B. Alternate Site for Public Information Operations
  - 1. In the event the EOC cannot be used, or a total evacuation is necessary, public information operations will be conducted from a location designated by the Continuity of Operations Plan (COOP) or the Emergency Management Director.
  - 2. In the event of a limited emergency, public information operations may be directed from an EOC at a site designated by the Emergency Management Director.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - I. A chronological file of all news releases during a disaster will be maintained in the EOC to include a log of these releases (See Appendix 6, this Annex).
  - 2. A historical chronological file of all disaster-related events will also be maintained for future references.
  - 3. All other administration functions will be the responsibility of the Emergency Management Director.
  - 4. Statements of Understanding will be developed with local media (See Appendix 4, this Annex).

## B. Logistics

- I. Communications support will be furnished by the Clay County Sheriff's Department as required. Additional communications assistance may be available from Northland ARES (ham radio) if available and necessary.
2. All other logistical support will be the responsibility of and provided as necessary by the Emergency Management Director.

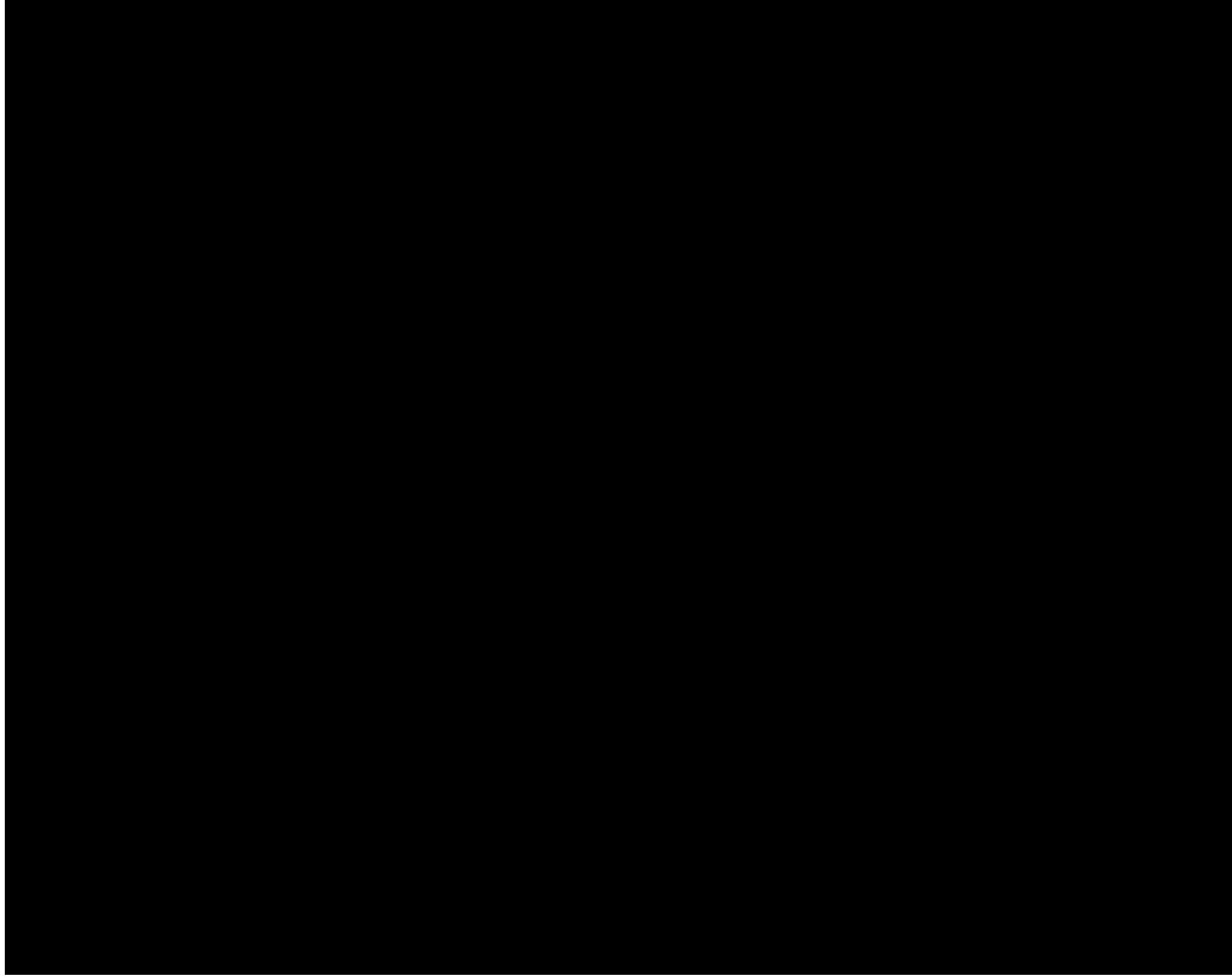
## **VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The Clay County PIC and the County Emergency Management Director will maintain this annex and its supporting documents.
- B. Samples of prepared news releases and related emergency instructions/information are contained under a separate cover furnished to the Clay County Emergency Management Agency as part of the development of this plan.
- C. This annex and the guidelines contained therein will be reviewed and tested annually and revised as necessary.

## **Appendices**

1. Public Information Organizational and Assignment Chart
2. Format and Procedures for News Releases
3. Public Information Procedure for Terrorist Incidents
4. Statement of Understanding for Public Information Operations
5. News Media Listing
6. News Release Log
7. Sample News Releases

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**



## **FORMAT & PROCEDURE FOR NEWS RELEASES**

### **A. FORMAT**

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

### **B. RELEASE PROCEDURES**

1. Verify the authenticity of the information contained in the release before distribution.
2. Verify that a duplicate release has not already been made.
3. Prepare the release in the format listed above.
4. Obtain official approval for release information, preferably in writing, before distribution.
5. Notate how and to whom the news release was issued.
6. Distribute the news release fairly and impartially to the news media.
7. File copies of all news releases chronologically.

## PUBLIC INFORMATION PROCEDURES FOR TERRORIST INCIDENTS

### I. Concept of Operations

#### A. Law Enforcement Response

1. The FBI, Kansas City division, is responsible for federal terrorist incident response to Clay County. In such an event, this division will establish a federal Joint Operations Center (JOC), an EOC-type facility activated for coordinated response. A Joint Information Center (JIC) is included as part of the JOC operations. Ideally, the JIC will include all local, state, and federal agencies involved in the event. The JIC will serve as the single source of information to the public and the press. Prior to a JIC being established, all public information will be coordinated, to the best extent possible, with incoming state and federal authorities.
2. Once a JIC is established, all press releases and press requests will be developed, coordinated, reviewed, and disseminated through this group.
3. During Law Enforcement Response Operations, the JIC will be under operational control of the Lead Federal Agency Public Information Officer (a.k.a. FBI), in coordination with involved state and local agencies.

#### B. Disaster Recovery Response

1. Representatives of local, state, and federal (under FEMA coordination) Emergency Management Response agencies will be deployed to the FBI Joint Operations Center (JOC) during the emergency aspect of a terrorist event. Chief spokespersons and public information officers from involved agencies, to include the Clay County Public Information Coordinator, will report to the FBI JOC.
2. The overall responsibility for Lead Federal Agency transitions to FEMA when the emergency phase dissipates. The JIC will then come under its direction. Federal, state, and local Public Information Officers will coordinate releases through the FEMA JIC.

3. Throughout the response, these agencies will continue to coordinate incident-related information, including public protective actions guidance, if needed, through the JIC. Protective actions and other essential information may be disseminated via the Clay County Emergency Alert System (EAS) messages to the primary EAS radio stations:



4. In dealing with a serious terrorist incident, local, state, and federal officials may elect to form a public information policy group in conjunction with JIC operations. The group would consist of senior public affairs and management representatives from the primary response agencies to establish policy/guidance ground rules. Such parameters for media coverage will ensure that information released during the course of the event will not create additional danger or harm to human life or property or interfere in any way with the resolution of the incident.
5. Rumor control/public inquiry functions will be handled at the JIC or established at satellite locations depending on the demands generated by the event, as well as the facilities and resources available.

#### A. Assignment of Responsibilities

1. Chief PIO for Law Enforcement Response (FBI/Law Enforcement Response)
  - a. For Clay County, public information will be coordinated through the County Sheriff or his official designee, and with the Public Information Coordinator upon concurrence with the Emergency Management Director.
2. External Affairs Officer for Federal Emergency Management response (FEMA/State/Local Response)
  - a. For Clay County, it is the Public Information Coordinator.
3. Clay County and political subdivision Public Information Coordinator (PIC) Responsibilities:

## **Before The Incident**

- a. Become familiar with the Local, State and Federal Response Plans and how to integrate releases of information.
- b. Maintain close working relationships with the news media.
- c. Direct news media as to how they can reduce the level of terrorist success.
- d. Become familiar with the terminology in terrorism response.
- e. Become familiar with the type of information commonly requested by the news media.
- f. Establish plans for rapid deployment of an information center.
- g. Establish security procedures for press credential verification.

## **During the Incident**

- a. Prepare Situation Reports.
- b. Release information cleared by the Incident Commander to ensure protection of responders.
- c. Work with FBI/FEMA to establish a Joint Information Center (JIC)
- d. Coordinate release of information with state and federal responders in the JIC.
- e. Activate rumor control hotline.
- f. Provide central number for public inquiries.
- g. Coordinate the dissemination of Emergency Alert System (EAS) messages for protective actions to the public, or other emergency public information messages, as needed.
- h. Report factually on what government is doing to protect the public.
- i. Maintain communication with response agencies.
- j. Arrange for media to get visual information without disruption of response operations.

- k. Maintain availability for news media to get accurate information live to the public.
- l. Urge media to act in such a way as to not jeopardize the effectiveness of the response.

#### **Information to Disseminate During Incident Where WMD/ CBRNE Devices Are Used**

- a. Instructions on immediate protective, first aid, and self-decontamination measures that can be taken.
- b. Who is at risk of being exposed, or of imminent exposure?
- c. Health hazards of the agent involved.
- d. Location of casualty collection points and medical facilities to which victims can report for evaluation and treatment.
- e. Whether evacuation or shelter-in-place is recommended.
- f. Location of shelters for evacuees.
- g. Evacuation routes, street closings, and alternative routes so as to bypass the event and keep travel corridors open for emergency vehicles.
- h. If in-place shelter is used, provide citizens with steps to be taken to further protect themselves.

#### **After The Incident**

- a. Prepare post response news conference and/or press releases.
- b. Assist in preparing after action/lessons learned reports.

Additional procedures concerning a Clay County Sheriff's Office response to a terrorist incident can be found in Annex E (Law Enforcement) and Annex N (Terrorism) of this plan.

**STATEMENT OF UNDERSTANDING FOR  
EMERGENCY PUBLIC INFORMATION OPERATIONS**

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

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

The Clay County EOC will:

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

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

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

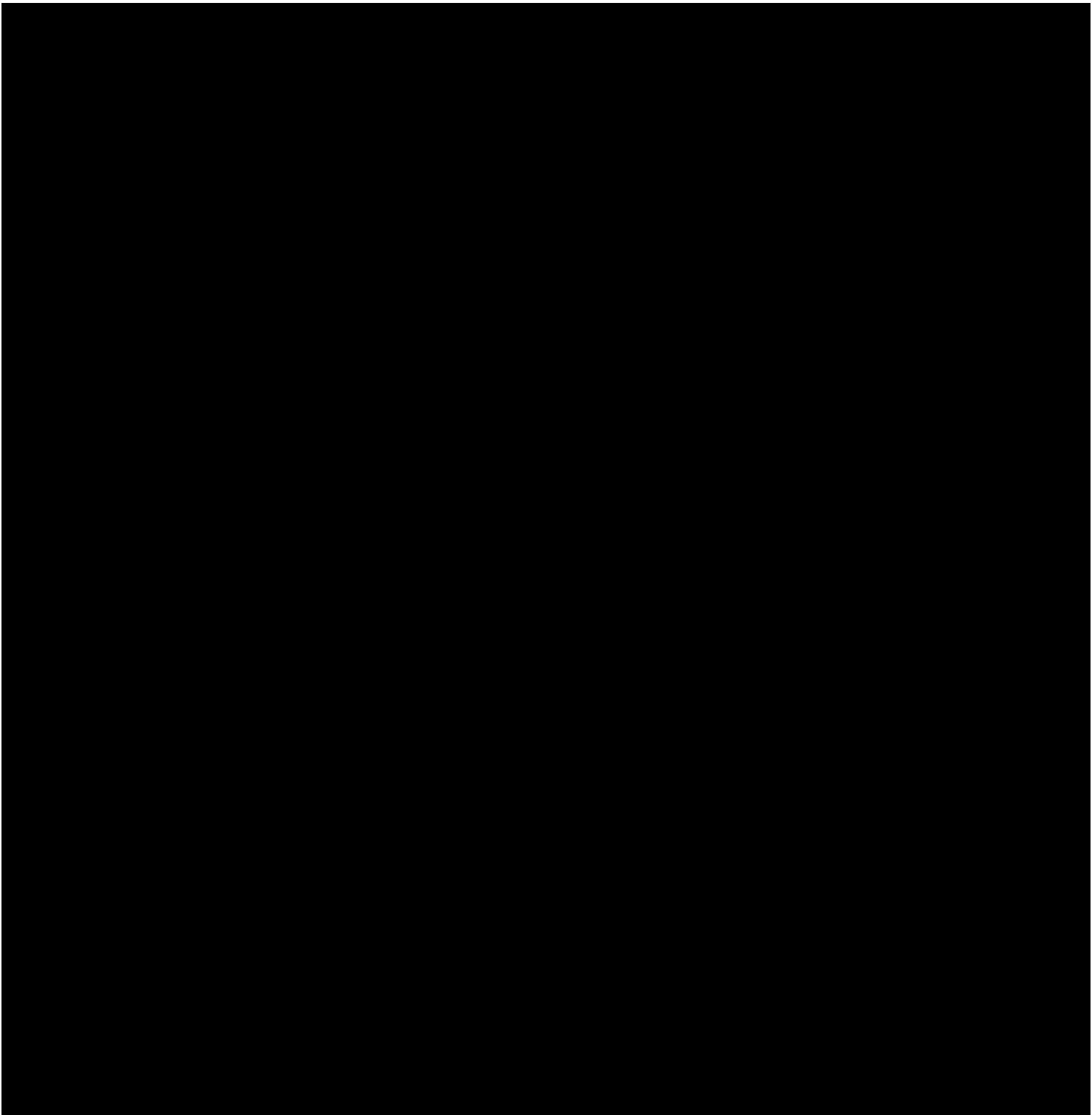
NB: THIS STATEMENT OF UNDERSTANDING BETWEEN THE COUNTY AND THE MEDIA IS IN NO WAY INTENDED TO ABRIDGE THE FREEDOM OF THE PRESS OR TO CONSTRAIN THE EDITORIAL RESPONSIBILITY INHERENT IN AN OPEN SOCIETY. THE SOLE PURPOSE OF THIS STATEMENT OF UNDERSTANDING IS TO ESTABLISH A SOURCE OF INFORMATION FOR THE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

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For the Media

For Clay County

**NEWS MEDIA**





## C NEWS RELEASE LOG

**SAMPLE NEWS RELEASES**

**SAMPLE RADIO/TV MESSAGE**

**FLOOD EVACUATION ORDERED**

This is \_\_\_\_\_ . The flooding situation continues in parts of \_\_\_\_\_ (county/city) and may worsen.

For your safety, I am asking that you leave the \_\_\_\_\_ area as soon as possible (give boundaries of local area, evacuation routes).

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

If you cannot stay with relatives or friends outside of the evacuation area, go to (one of) the Red Cross Shelter(s) at \_\_\_\_\_

Pets will not be allowed in Red Cross Shelters. If you cannot make arrangement for someone outside the evacuation area to take care of your pet \_\_\_\_\_ (give instructions) \_\_\_\_\_.

Do not allow your pet to run loose. If you cannot make arrangements for your large animals, \_\_\_\_\_ (give instructions) \_\_\_\_\_.

**SAMPLE NEWS RELEASES**  
**SUMMARY STATEMENT FOR MEDIA**  
**HAZARDOUS MATERIAL INCIDENT**  
(To be adapted according to the situation)

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

Precautionary evacuation of the \_\_\_\_\_ (immediate/X-block) \_\_\_\_\_ area surrounding the spill was \_\_\_\_\_ (requested/required) \_\_\_\_\_ by \_\_\_\_\_ (agency) \_\_\_\_\_.

Approximately \_\_\_\_\_ (number) \_\_\_\_\_ persons were evacuated.

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

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

Response agencies involved \_\_\_\_\_

SAMPLE NEWS RELEASES

Joint

**NO INFORMATION AVAILABLE**

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

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

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

SAMPLE NEWS RELEASES

**UPDATE ON EARTHQUAKE**

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

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

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

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## **ANNEX D (ESF 5 & ESF 14)**

### **DAMAGE ASSESSMENT**

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#### **I. PURPOSE**

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

The purpose of this annex is to organize existing personnel in Clay County and each of the political subdivisions within the county in such a manner that the assessments can be completed in a timely manner with results that will be consistent with federal and state guidelines.

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

##### **A Situation**

1. Any of the identified hazards that could affect Clay County (See Basic Plan, II Situation and Assumptions A-3) has the potential for causing extensive public and private damage.
2. A thorough damage assessment is essential before a community can:
  - a. Conduct effective emergency operations.
  - b. Recover from the effects of a disaster in a manner that will ensure safety while minimizing the time required for the recovery.
  - c. Develop and implement future mitigation strategies.
3. All disaster relief programs exist at the federal level; therefore, damage estimation will be completed following federal guidelines.
4. SEMA has developed Damage Assessment Forms (see Appendix 2 to this annex) to assist Clay County and each of the political subdivisions within the county in conducting these assessments that provide a standard method of reporting that information.

## B. Assumptions

1. Following a major disaster, federal and state personnel may be available to assist in the final damage estimation.
2. All trained damage assessment personnel and equipment should be available to respond to an emergency/disaster.
3. Private and non-county resources along with Northland CERT members trained in damage assessment should be available to assist in damage assessment activity. These resources should provide the necessary cooperation with the Damage Assessment Coordinator as required.
4. State and federal resources may be available to assist local damage assessment needs. These resources may be limited.
5. Clay County and each of the political subdivisions within the county should conduct Local Initial Damage Assessments (LIDA) to determine the immediate impact of an incident following an emergency or disaster. This task may be assigned to local resources to assess the need for additional assistance. The state may conduct an additional assessment to determine the need for state resources and/or federal assistance. The state may request a joint federal/state/local assessment if the incident is of such a magnitude to warrant federal assistance. Damage should be reassessed regularly.
6. There are two types of Damage Assessments:
  - a. First are the damage reports that come in during actual emergency response operations. They can come from government employees operating in the field or from private citizens. These reports are useful in helping to allocate resources during a disaster and in prioritizing recovery operations post disaster.
  - b. The second type is the assessment completed after the disaster. It is made by selected individuals (damage survey teams) and is important in developing recovery plans, seeking outside assistance, and mitigating future disasters.
7. Communication support for the survey team will be provided by local law enforcement agencies (See Annex E). Other support will be required by the various emergency sections. Northland A.R.E.S. may be called to assist with communications if necessary.

8. When federal/state damage survey teams are working in Clay County and any of the political subdivisions within the county, they will be accompanied by a member of the local damage survey team and/or a local official.
9. There will be two types of damage surveys completed. One will be of damage to private residences (Individual Assistance), and/or businesses (Small Business Assistance) and the other will be for public (government) losses (Public Assistance).
10. FEMA may provide direct assistance to individuals, families, and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance. They may provide temporary housing assistance, and disaster legal services. Additional information on all of the types of assistance that may be available during a disaster can be found on the following websites: [www.fema.gov](http://www.fema.gov), [www.disasterassistance.gov](http://www.disasterassistance.gov) and [www.sba.gov](http://www.sba.gov).

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

#### **C. Actions to be taken by Operating Time Frames**

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

- a. Participate in the hazard vulnerability analysis and identify potential hazard zones.
- b. Prepare damage assessment procedures and formats consistent with state and federal guidelines.
- c. Recruit and train Damage Assessment personnel to conduct the Local Initial Damage Assessment (LIDA).
- d. Identify and establish liaison with private individuals or companies who could provide assistance in Damage Assessment.
- e. Review communications procedures with Communications and Warning Section.
- f. Maintain a file of maps and pre-disaster photos.

- g. Work to pass and enforce building codes that discourage development in hazard prone areas.
- h. Review the Red Cross damage assessment procedures and guidelines.
  - 1. Conduct Damage Assessment drills, tests, and exercises.

## **2. Preparedness**

- a. Alert personnel of potential hazard.
- b. Ensure that an adequate amount of maps and damage assessment forms are available.
- c. Review communications plans and procedures.
- d. Identify potential problem areas and report to Direction and Control.
- e. Review the potential hazards effects.
- f. Maintain preparedness status until response begins or the situation returns to normal.
- g. When it becomes apparent that a disaster in Clay County is imminent the Presiding Commissioner of Clay County should declare a disaster in Clay County. If the disaster strikes without warning such as a train derailment with hazardous material release or limited warning such as a tornado the Presiding Commissioner should declare the disaster as soon as possible after the event occurs.

## **3. Response**

- a. Once the disaster has been declared at the county level the Clay County Emergency Management Director should activate the EOC. The Emergency Management Director may notify the State Emergency Management Agency (SEMA) if state assistance is anticipated to address the incident.
- b. Activate enough trained Damage Assessment personnel to survey damaged areas in a timely manner and deploy personnel to affected areas.
- c. Collect damage information on critical facilities (i.e., hospitals, critical care facilities, reception and care centers, nursing homes, EOC etc.) requiring priority repairs and display assessment information in the EOC.

- d. Maintain a list of damaged critical facilities requiring priority repairs.
- e. Develop public information releases on unsafe areas and report these to Direction and Control and the Public Information Officer.
- f. Assist in documenting emergency work performed.
- g. Support other emergency activities as much as possible as directed by Direction and Control.
- h. Prepare Damage Assessment forms for use in recovery phase.

#### **4. Recovery**

- a. Post unsafe buildings and roads. Assist in establishing priorities for emergency repairs.
- b. Conduct Private Damage Assessment.
- c. Conduct Public Damage Assessment.
- d. Advise elected officials on requesting federal and state assistance.
- e. Accompany and assist federal and state damage assessment teams.
- f. Assist in preparing damage repairs reports to receive federal aid.
- g. Participate in recovery activities until the situation returns to normal.
- h. Participate in after-action reports and critiques.
- i. Incorporate changes in plans and procedures.
- j. SEMA and FEMA may, with the assistance of the local government, establish Disaster Recovery Centers (DRC) where individuals may come and obtain information/assistance from various government agencies and private organizations. Counseling for disaster victims may also be available at these centers. The local, state, and federal emergency management organizations will jointly determine the locations, dates, and times of operation for the DRC which would most benefit the disaster victims.

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

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

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

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

1. Overall coordination and operational control of Damage Assessment section for Clay County and each of the political subdivisions within the County will be the responsibility of the County Assessor who shall serve as the Damage Assessment Coordinator.

The Damage Assessment Coordinator is responsible for the following:

1. Developing, assigning, and managing Local Initial Damage Assessment teams.
2. Gathering and providing damage assessment information to the EOC as needed.
3. Compiling situation reports and forwarding this information to SEMA as required.
4. Accompanying and assisting state and federal damage assessment teams when needed.
5. Recruit and train damage assessment personnel to include CERT members, private individuals and companies who can provide assistance.
6. Collect damage information by indicating damaged areas on maps and maintain lists of critical" facilities requiring priority repairs. Send this information to the EOC.
7. Along with the Emergency Management Director annually review and update this Annex and its appendices.

***The following are not the responsibility of the Disaster Assessment Coordinator but do provide support to the position.***

8. Communications support for the Damage Assessment functions will be provided by local law enforcement agencies (See Annex E ).
9. Transportation support will be provided by the Resource and Supply section.

10. Preparing recommendations from damage reports to mitigate the effects of future disasters will be the responsibility of the Clay County Emergency Management Director.
11. The Emergency Management Director in each jurisdiction has the responsibility to participate in and support all of the activities of this function.

- C. The damage survey teams are responsible for assessing both public (government, public utilities etc.) damages and private (individual residences, small businesses, etc.) damages.
- D. All political subdivisions within Clay County should conduct damage assessment surveys within their respective jurisdictions and report this information to the Damage Assessment Coordinator in the EOC.
- E. Public and private utilities serving the Clay County area should provide damage assessment information relating to their services and facilities to the Damage Assessment Coordinator in the EOC.
- F. The American Red Cross may support this function by providing trained damage survey personnel as needed.
- G. Any department/organization involved in this function should provide adequate training to their respective personnel regarding damage assessments.

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

- A. The diagram for the damage assessment function is located in Appendix 1 to this Annex.
- B. The Damage Assessment Coordinator for Clay County should be the County Assessor.
- C. The Damage Assessment Coordinator is responsible for the following:
  1. Developing, assigning, and managing Local Initial Damage Assessment (LIDA) Teams.
  2. Gathering and providing damage assessment information to the EOC as needed.

3. Compiling situation reports and forwarding this information to SEMA as required. This should be done in consultation with the Clay County Emergency Management Director.
4. Accompany and assist state and federal damage teams when needed.
5. Recruit and train damage assessment personnel to include private individuals or companies who can provide assistance.
6. Collect damage information by indicating damaged areas on maps and maintain lists of "critical" facilities requiring priority repairs. Display this information in the EOC. Critical facilities may include but not be limited to hospitals, nursing homes, EOC, reception and care center, utilities etc.)
7. Along with the Clay County Emergency Management Director review and update this Annex and its appendices at least annually.
8. Participate in drills and exercises involving this function.

D. The Damage survey teams are responsible for assessing both public (government, public utilities etc.) damages and private (individuals, small business etc. damages

E. The Clay County Assessor should maintain records on private property values for residences in Clay County including each of the incorporated cities and villages in the county.

F. The Clay County Road and Bridge Superintendent and the public works directors for the various cities and villages in Clay County should maintain value estimates on county and city-maintained roads and bridges and determine cost estimates on damage when applicable.

G. All political subdivisions within Clay County should conduct damage assessment surveys within their respective jurisdictions and report this information to the Damage Assessment Coordinator in the EOC.

H. Public and Private utilities serving the Clay County area should provide damage assessment information relating to their services and facilities to the Damage Assessment Coordinator in the EOC.

I. The American Red Cross should support this function by providing trained damage survey personnel as needed. Members of the S.A.V.E. Coalition and trained CERT members may also be available to assist in this function if necessary and available.

J. The Clay County Planning and Zoning Department should be able to provide necessary maps for use in the EOC during a disaster or emergency.

K. Any department or organization involved in this function should provide adequate training to their respective personnel regarding damage assessment.

## **V. DIRECTION AND CONTROL**

- A. The County Assessor serving as Damage Assessment Coordinator is an important member of the EOC Direction and Control staff and will control operations from the EOC.
- B. All damage reports that come to the EOC will go through the Damage Assessment Coordinator for analysis and plotting.
- C. The Damage Assessment Coordinator should coordinate section operations using the Integrated Emergency Management System.
- D. The status of section field operations during or after an emergency/disaster should be known by the Damage Assessment Coordinator and be available upon request.
- E. Damage assessment resources not normally under the direction/control of the Damage Assessment Coordinator should remain under the direct control of their sponsors. The Damage Assessment Coordinator should direct task assign and coordinate these resources.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Line of Succession - Damage Assessment
  - 1. Clay County Assessor
  - 2. Chief Deputy Assessor
  - 3. Chief Appraiser, Clay County Assessor's Office
  - 4. Continuity for political subdivisions will be according to their ordinances and policies.
- B. The Damage Assessment section will control their operations from the primary EOC or, if relocated, from an alternative EOC.

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. Damage assessment survey teams will consist of local government employees and designated private sector personnel when necessary (i.e., real estate, engineering, building trades, etc.). State, Federal, and volunteer agencies may provide support as appropriate. Additionally, members of the Structural Assessment & Visual Evaluation (S.A.V.E) Coalition may be available to assist in damage assessments. Request the S.A.V.E Coalition through the SEMA office.
2. Required damage assessment report forms and instructions are referenced in Attachment A of Appendix 2 to this Annex.
3. Records of actions taken, and recommendations made will be compiled by appropriate county/city personnel in the EOC.
4. Damage assessment information will be provided to the State Emergency Management Agency by the Emergency Management Director for necessary release to the Federal agencies.

### **B. Logistics**

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

1. The Communications and Warning Coordinator should provide communications for this function.
2. The Resource and Supply Coordinator should provide transportation for the LIDA survey teams as needed.
3. The Damage Assessment Coordinator should provide the necessary damage report forms to the survey teams working at the disaster scene.

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

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

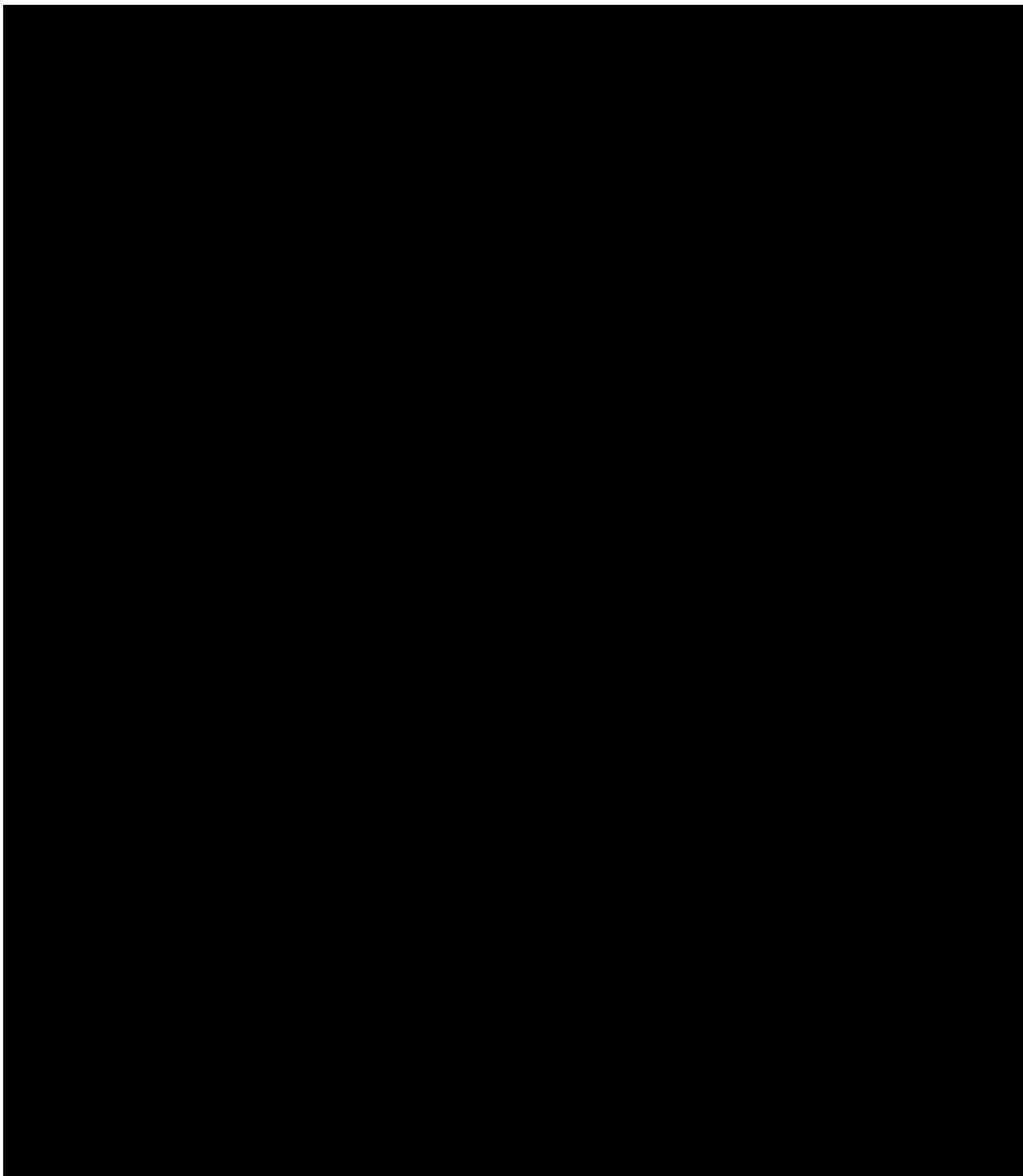
### **Appendices**

1. Damage Assessment Organizational Chart
2. Disaster Damage Forms
  - Attachment A: Disaster Assessment Summary
  - Attachment B: Initial Disaster Estimate
3. Disaster Assistance Contact Numbers

### **Appendices Kept by the Damage Assessment Coordinator**

Major Disaster Assessment SOG

**DAMAGE ASSESSMENT ORGANIZATIONAL CHART**



## Appendix 2

### Attachment A to Appendix 2 to Annex D

---

**State Emergency Management Agency**  
**Disaster Assessment Summary**  
**Completion Instructions**

#### **SUMMARY:**

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

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

**1. Jurisdiction(s) Affected:** Please include the name of the area affected, including county, and date of report.

**2. Disaster:** List the type, time and date of incident.

**3. Report by:** List name of person submitting report, his/her title, home and work phone numbers. This person will be SEMA's point of contact for additional information.

**4. Affected Individuals:** List affected individuals based on the category the individual fits in. Please assign individuals to only one of the six categories. For example, do not assign someone to the "injuries" category if they are already assigned to "hospitalized".

#### **5. Property Damage:**

- a. Residence:** List the number of residential properties damaged as a result of the disaster (separated either by single family, multi family or mobile homes) in the categories provided. Provide a total dollar amount in estimated losses to residences.
- b. Business:** List the number of business properties damaged as a result of the disaster in the categories provided. Provide a total dollar amount in estimated losses to businesses.
- c. Public Facilities:** List the estimate in dollars, the number of sites, and a brief description of damages in the six categories under Type of Work or Facility. Provide a total dollar amount in estimated losses to public facilities.



## ***Consolidated (IA & PA) Disaster Assessment Summary***

1. **Jurisdiction(s) Affected** \_\_\_\_\_ Date: \_\_\_\_\_
2. **Disaster:** Type Tornado \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
3. **Report by:** Name \_\_\_\_\_ Title \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

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

5. **Property Damage:**

- a. Residence

	# Destroyed	# Major	# Minor	# Inaccessible	# Insured
Single Family					
Multi Family					
Mobile Homes					

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

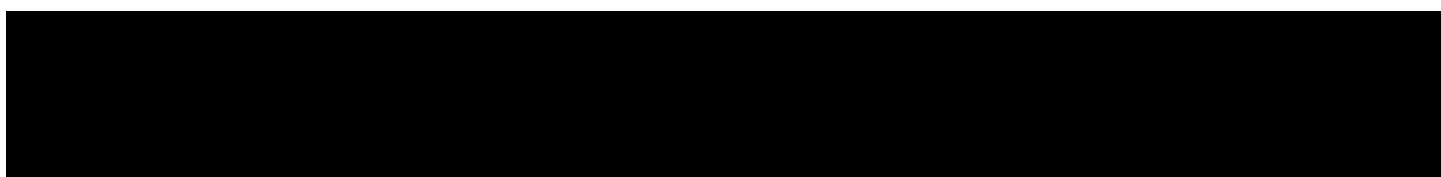
- b. Business

# Destroyed	# Major	# Minor	# Insured

Estimated Loss to Business \$ \_\_\_\_\_

- c. Public Facilities

Type of Work or Facility Categories	Estimate	# of Sites	Brief Description of Damages
A. Debris Removal	\$		
B. Protective Measures	\$		
C. Roads & Bridges	\$		
D. Water Control	\$		
E. Buildings Equipment	\$		
F. Utilities	\$		
G. Parks & Recreations	\$		
<b>TOTAL ESTIMATE</b>	<b>\$2million</b>		



**Initial Damage Estimate Form**  
**Completion Instructions**

**SUMMARY:**

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

These forms are intended to be "cumulative". If you submit additional reports, all of the columns MUST show current totals. For example, if the first form you submitted showed sixteen (16) residential structures damaged and you identify four (4) more damaged residential structures, the next form you submit MUST show twenty (20) damaged residential structures. This way the previous form can be destroyed without losing any information.

The form is divided into three (3) main sections. These sections are as follows:

1. Incident:
  - a. INCIDENT: Briefly describe the incident that generated the submission of this report. Include the areas affected, the date of the incident, and the time of the incident.
  - b. NAME OF POLITICAL SUBDIVISION: List the name of the affected city, town, county, etc.
  - c. POINT OF CONTACT: List the name of the individual we can contact if there are any questions concerning the report.
  - d. TITLE: List the Point of Contact's title (Mayor, Commissioner, Emergency Management Director, etc.)
  - e. COUNTY: List the County where the affected jurisdiction is located.
  - f. BUSINESS TELEPHONE: List the office telephone number where the Point of Contact can be reached.
  - g. HOME TELEPHONE: List the telephone number where the Point of Contact can be reached after normal workhours.
  - h. BUSINESS ADDRESS: List the complete address of the Political Subdivision.

2. INDIVIDUAL ASSISTANCE:

a. INDIVIDUALS:

- 1) #FATALITIES: List the number of fatalities associated with the incident.  
(Do not include these numbers in the Number Affected.)
- 2) # INJURIES: List the number of individuals who are injured as a result of the incident. (Do not include these numbers in the Number Affected.)
- 3) # AFFECTED: List the number of people affected by the incident (excluding fatalities and injured.)
- 4) # SHELTERS OPEN: List the number of shelters that are currently open as a result of the incident.
- 5) # IN SHELTERS: List the number of people that are currently located in the shelters.

NOTE: Items 1, 2, and 3 do NOT duplicate each other. For example, a "fatality" would not also be counted as "injured" or "affected". The intent is that we would be able to add all three of these items together without duplicating any numbers.

b. STRUCTURES:

- 1) RESIDENTIAL DAMAGED: List the number of residential properties that were damaged as a result of the incident.
- 2) RESIDENTIAL DESTROYED: List the number of residential properties that were destroyed as a result of the incident.
- 3) COMMERCIAL DAMAGED: List the number of commercial properties that were damaged as a result of the incident.
- 4) COMMERCIAL DESTROYED: List the number of commercial properties that were destroyed as a result of the incident.

3. PUBLIC ASSISTANCE:

This section is divided into seven (7) separate categories. When providing estimates of your incident related costs, please separate those costs into the most appropriate category. The seven categories are as follows:

a. CATEGORY A (DEBRIS REMOVAL) ESTIMATE:

- b. CATEGORY B (PROTECTIVE MEASURES) ESTIMATE:
- c. CATEGORY C (ROAD SYSTEMS) ESTIMATE:
- d. CATEGORY D (WATER CONTROL FACILITIES) ESTIMATES:
- e. CATEGORY E (BUILDINGS AND EQUIPMENT) ESTIMATE:
- f. CATEGORY F (PUBLIC UTILITY SYSTEMS) ESTIMATE:
- g. CATEGORY G (OTHER) ESTIMATE:

## ***Initial Disaster Estimate***

INCIDENT (Brief Description and date of incident):  

---

Name of Political Subdivision \_\_\_\_\_

Point of Contact \_\_\_\_\_

Title \_\_\_\_\_

Country \_\_\_\_\_

Business Address \_\_\_\_\_

Business Telephone \_\_\_\_\_

Home Phone \_\_\_\_\_  

---

## ***INDIVIDUAL ASSISTANCE***

### **INDIVIDUALS**

Fatalities (\*) \_\_\_\_\_ Injuries(\*): \_\_\_\_\_ #Shelters Open \_\_\_\_\_ # In Shelters \_\_\_\_\_

#Affected \_\_\_\_\_

\*DO NOT INCLUDE THESE IN # AFFECTED!

### **STRUCTURES**

#### **Residential:**

Damaged: \_\_\_\_\_

Destroyed: \_\_\_\_\_

**Commercial:**

Damaged: \_\_\_\_\_

Destroyed: \_\_\_\_\_

---

***PUBLIC ASSISTANCE***

CATEGORY	TYPE	DESCRIPTION	ESTIMATE (\$)
A	Emergency	DEBRIS CLEARANCE	_____
B	Emergency	PROTECTIVE MEASURES	_____
C	Permanent	ROAD SYSTEM	_____
D	Permanent	WATER CONTROL FACILITY	_____
E	Permanent	BLDGS ANDEQUIPMENT	_____
F	Permanent	PUBLIC UTILITY SYSTEMS	_____
G	Permanent	OTHER	_____

### **DISASTER ASSISTANCE CONTACT NUMBERS**

Individual Assistance: 1-800-621-FEMA (3362)

Division of Labor Standards  
Wage & Hour Section: 1-800-475-2130  
Fax: 573-751-3721

Department of Natural Resources: 1-800-361-4827  
Fax: 573-751-4732

Community Development Block Grant: (573) 751-4146  
Fax: 573-526-4157

Department of Insurance 1-800-726-7390  
Fax: 573-526-4898

Department of Health 1-800-392-0272  
Fax: 573-751-6041

Department of Agriculture: 573-751-4316  
Fax: 573-751-0281

#### **Disaster Unemployment Assistance: 1-800-788-4002**

Missouri Bar Association Disaster Legal Aid 1-800-829-4128

State Emergency Management Agency: 573-741-2748 (24 hours) for elected officials only

Planning & Disaster Recover Branch SEMA - 573-526-9234

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## ANNEX (ESF 13)

### **LAW ENFORCEMENT**

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#### **I. PURPOSE**

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

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

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

##### **A. Situation**

1. Clay County could find itself subjected to many hazards (See Basic Plan, II Situation and Assumptions A-3) that would threaten the lives and property of its citizens. In each of these, local law enforcement personnel will have a major response role.
2. The Clay County Sheriff and several police agencies provide law enforcement services in Clay County.
3. Local law enforcement resources are adequate to meet most day-to-day situations that could arise, but an emergency could occur that would exceed local capabilities.
4. Outside law enforcement resources (federal, state, and other local) may be available to support operations in Clay County.
5. In addition to normal law enforcement procedures, special training for personnel will be required in the areas of:
  - a. Hazardous materials incidents
  - b. Riot control

- c. Storm watch
- d. The Clay County Detention Center in Liberty is the primary facility for housing prisoners in Clay County. This facility can house approximately 400 inmates. The Clay County Detention Division maintains internal policies and procedures governing administration and operations, including evacuation procedures in the event of a disaster or emergency affecting the Detention Center.

**B. Assumptions**

- 1. All law enforcement personnel and equipment should be available to respond to a disaster or emergency.
- 2. Situations will arise that will tax or exceed local law enforcement capabilities.
- 3. If Clay County finds itself with insufficient manpower, equipment, or special expertise needed to maintain law and order, assistance from outside resources may be called upon to respond.
- 4. Private and non-county resources such as Northland CERT and Northland ARES etc. should be available to assist in law enforcement activities such as traffic control and area security. These resources should cooperate with the Law Enforcement Coordinator as needed.
- 5. State and Federal resources should be available to assist local law enforcement needs. These resources may be limited.
- 6. Outside resources will respond when called upon. Additional law enforcement personnel, equipment, or other special expertise may be available.

**III. CONCEPT OF OPERATIONS**

**A. General**

- 1. The law enforcement activities described in this annex are an extension of normal day-to-day activities and deal only with extraordinary situations that may completely saturate available resources and involve several jurisdictions. (See Appendix 3 to the Basic Plan.)
- 2. In addition to being the lead agency in certain response situations (i.e., riots, hostage situations, etc.) the law enforcement section will provide

security and support in all other emergencies that threaten life and property.

3. Local law enforcement agencies will primarily perform law enforcement functions, while outside and support agencies will be used for traffic and crowd control.
4. The Law Enforcement Coordinator should coordinate law enforcement operations from the EOC when activated. If a forward command post is activated a command law enforcement officer may direct on-scene operations from that facility under the direction of the Law Enforcement Coordinator in the EOC. Questions concerning a lead agency in such a disaster situation will be resolved in the EOC. (See Appendix 3 to the Basic Plan).
5. The Clay County Sheriff's Department will control law enforcement operations in all unincorporated areas of the County while the Municipal Police will control operations within the boundaries of their respective jurisdictions. Outside agencies used for support should remain under the direct control of their sponsor agency.
6. According to the Mid-America Regional Council HEPA/LEPD, law enforcement personnel should have training to the Awareness Level for hazardous materials situations.(See Annex H)
7. In the event that the disaster is believed to be terrorist-related, a Weapons of Mass Destruction (WMD) incident, or the result of other criminal activity, care must be taken to preserve the crime scene, while at the same time allowing rescue operations to be performed. Federal involvement via the Federal Bureau of Investigation (FBI) may be immediately initiated should a terrorist or WMD incident occur. **(See Appendix 3 to this annex and Annex N for additional information.)**
8. In the event of FBI involvement, a Joint Operations Center (JOC) will most likely be placed in operation. In that case the Clay County Law Enforcement Coordinator will assign a command officer to be present in the JOC to represent local law enforcement and coordinate with the Clay County Law Enforcement Coordinator.

#### B. Checklist of Actions During Operation Time Frames

##### 1. Mitigation

- a. Prepare plans (SOG) to deal with projected law enforcement requirements. (Refer to the hazards identified in the Basic Plan, II Situation and Assumptions A-3.)
- b. Identify facilities and resources that will require special security during a disaster and establish procedures to provide protection.
- c. Train law enforcement personnel and volunteer support personnel in special procedures (terrorism, hazardous materials, identification, etc.).
- d. Locate and establish liaison with local organizations outside government that could provide assistance (veteran's groups, private security, Northland CERT etc.)
- e. Develop and maintain mutual aid agreements with nearby local law enforcement agencies to ensure proper coordination.
- f. Review procedures for obtaining assistance for state and federal law enforcement agencies.
- g. Review other annexes of this plan to determine where law enforcement support will be needed by other agencies.
- h. Develop and maintain a security-pass system to allow admittance to restricted areas (damaged or otherwise).
- i. Review and update plans, procedures, and checklists annually.
- j. Participate in tests, exercises, and drills.

2. Preparedness

- a. Begin personnel alerting procedures.
- b. Check status of equipment and facilities for readiness and safety.
- c. Analyze threat to anticipate required response, and then check procedures.
- d. Assist in warning as required (See Annex B).
- e. Provide security and traffic control at the EOC.
- f. Review status of streets and roads in case an evacuation is necessary.
- g. Assemble materials for security-pass system to restricted areas.

- h. Report status of actions taken to Direction and Control.
- i. Order units to shelter if necessary.
- j. Review plans to relocate and house prisoners in custody from the county/city jail to a nearby facility should it become necessary. This plan is on file in the Clay County Detention Center.

3. Response

- a. Activate necessary personnel to meet the situation.
- b. Maintain law and order.
- c. Provide traffic and crowd control
- d. Provide security to critical facilities and resources.
- e. Control access to the incident scene and evacuated area(s).
- f. Assist in search and rescue operations.
- g. Provide security in the disaster and other affected areas to ensure that private and public property are protected.
- h. Participate in the EOC operations (Direction and Control, Annex A).
  - 1. Assist in dissemination of warning to the public (mobile units).
- J. Provide security and traffic control for shelter operations (Annex K).
  - k. Assist Damage Assessment by identifying damaged areas.
    - l. Maintain records and report regularly to the EOC.
    - m. Activate mutual aid and private resources and deploy them as necessary.
    - n. Assist other emergency services as directed by the EOC.
    - o. Provide protection for prisoners in custody.
    - p. Provide law enforcement in reception centers, lodging and feeding facilities, and emergency shelters.

- q. Assist in the evacuation of disaster areas during emergency operations.

4. Recovery

- a. Continue operations as necessary until situation returns to normal.
- b. Release mutual aid and private resources when possible.
- c. Continue support to other services, especially in the areas of Damage Assessment and Search and Rescue.
- d. Provide traffic control for the return of evacuees (Annex J).
- e. Provide information to press offices for news releases (Annex C).
- f. Assist in the transition from the shelter mode to normal activities (Annex K).
- g. Participate in cleanup and recovery operations.
- h. Participate in after-action reports and critiques and incorporate recommended changes into law enforcement plans and procedures.

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

### **A. Organization**

The organizational chart for the law enforcement function is shown in Appendix I to this annex.

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

1. The Clay County Sheriff is the Law Enforcement Coordinator for Clay County and will be responsible for all law enforcement operations within the jurisdictional boundaries of Clay County as specified by law.
2. The Local Police Chief will control operations within the boundaries of their jurisdiction.

### **C. The Law Enforcement Coordinator should be responsible for the following:**

1. The overall integration and management of outside law enforcement resource activities in Clay County.

2. Procure essential personal protective equipment and antidotes for law enforcement personnel responding to hazardous materials or WMD incidents.
3. Train law enforcement personnel in their emergency management assignments.
4. Develop and maintain mutual aid agreements with neighboring law enforcement agencies.
5. Establish procedures to protect essential law enforcement records.
6. Support damage assessment, clean-up, and recovery operations.
7. Maintain personnel call-up lists and procedures for call-up notification and maintain a list of personnel, vehicles, and equipment available. These lists are available in the Clay County Sheriff's Office.
8. Protect inmates in custody and relocate them when necessary.
9. Clay County and each of the political subdivisions within the county will provide security for critical facilities including the EOC, shelters, feeding facilities, government buildings, essential infrastructure locations, points of distribution (POD), and other essential locations identified by the Emergency Management Director.

- I 0. Provide traffic control as needed.
11. Protect damaged/affected property by providing security and limiting access into these areas (i.e., issue security passes) as safety permits.
12. Coordinate evacuation field operations.
13. Coordinate with the FBI/ Law Enforcement Response in a terrorist incident.
14. Annually review and update this Annex and its appendices in coordination with the Emergency Management Director.

D. Communications for law enforcement operations will be provided for by the appropriate law enforcement agency.

E. Any department/organization involved in this function should provide adequate training for their respective personnel regarding law enforcement activities during a disaster/emergency. The Clay County Emergency Management Director will be responsible to ensure specialized training is available (hazardous materials, etc.) for these individuals.

## **V. DIRECTION AND CONTROL**

- A. Initial control at the scene will be established by the first public safety officer on the scene. He/She will establish command in accordance with the Incident Command System (ICS) and maintain contact with and provide information to the prescribed communications center and will maintain command until relieved by a senior officer.
- B. If outside resources are needed, they will remain under the direct control of the sponsoring agency, department, or industry. The Law Enforcement Coordinator should direct task assignment/coordination of these resources through their sponsor.
- C. The Law Enforcement Coordinator should be responsible for all law enforcement activities should an emergency or disaster occur that requires an activation of all or part of the Clay County EOP.
- D. The Law Enforcement Coordinator should coordinate section operations using the Integrated Emergency Management System.
- E. The Law Enforcement Coordinator should operate from the EOC when activated.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Lines of succession - Law Enforcement Coordinator
  - 1. Clay County Sheriff
  - 2. Undersheriff /Lt. Colonel
- B. All departments will develop a SOG to enable them to perform their assigned duties.
- C. Political subdivisions within the county should follow their ordinances and policies regarding the line of succession for Law Enforcement Coordinator.
- D. All departments shall be prepared to operate from an alternate EOC if the designated EOC becomes inoperable or unusable.

- E. Records and documents vital to the functioning of the law enforcement section should be duplicated and stored in another location. If this is not possible, plans should be developed to move these documents to an alternate site.

## V. ADMINISTRATION AND LOGISTICS

### A. Administration

- 1. Each law enforcement agency will develop plans and procedures to ensure a timely submission of all reports and records.
- 2. Security for the EOC and other critical government facilities will be provided by the appropriate law enforcement agency.
- 3. The legal basis for any emergency action described in this plan is contained in Chapter 44, RSMo.
- 4. The Public Information Coordinator should provide public information for this function.
- 5. The Resource and Supply Coordinator should supply logistical support (food, water, emergency power, fuel, lighting, etc.) for law enforcement personnel at the disaster/emergency site.

### B. Logistics

- 1. Normal purchasing and procurement procedures may be circumvented with written permission of the chief elected official present.
- 2. Law enforcement services shall provide necessary logistical support for food, emergency power, fuel, etc., for response personnel during emergency operations. In most situations, however, the Resources and Supply Section (Annex G) will be available to assist with supply matters.
- 3. Providing communications support and communications equipment for the emergency functional areas will be handled and maintained by the various participating law enforcement agencies.

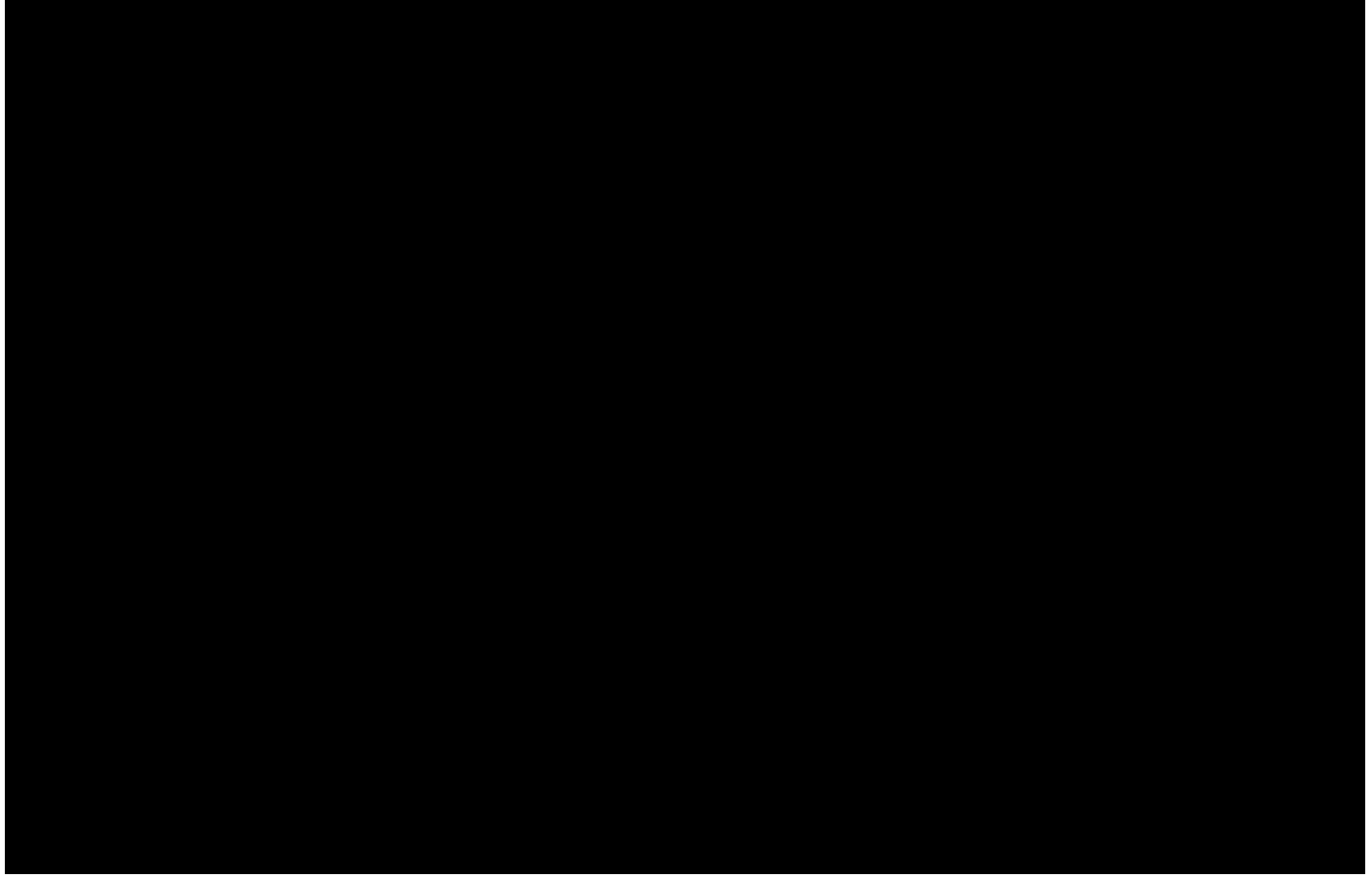
## VI. ANNEX DEVELOPMENT AND MAINTENANCE

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

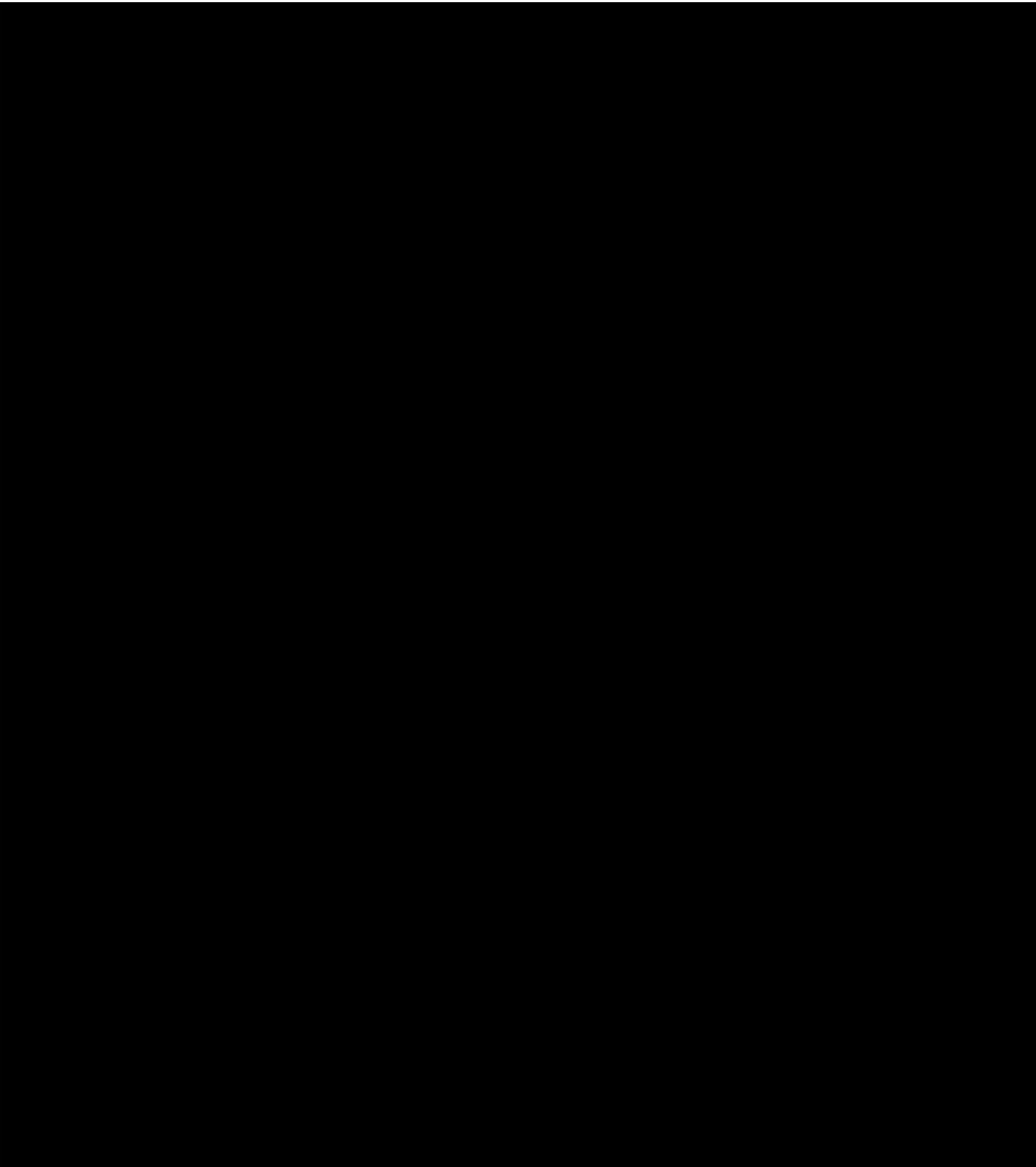
## **Appendices**

1. Organizational Chart
2. Law Enforcement Resources
3. Terrorism Resources

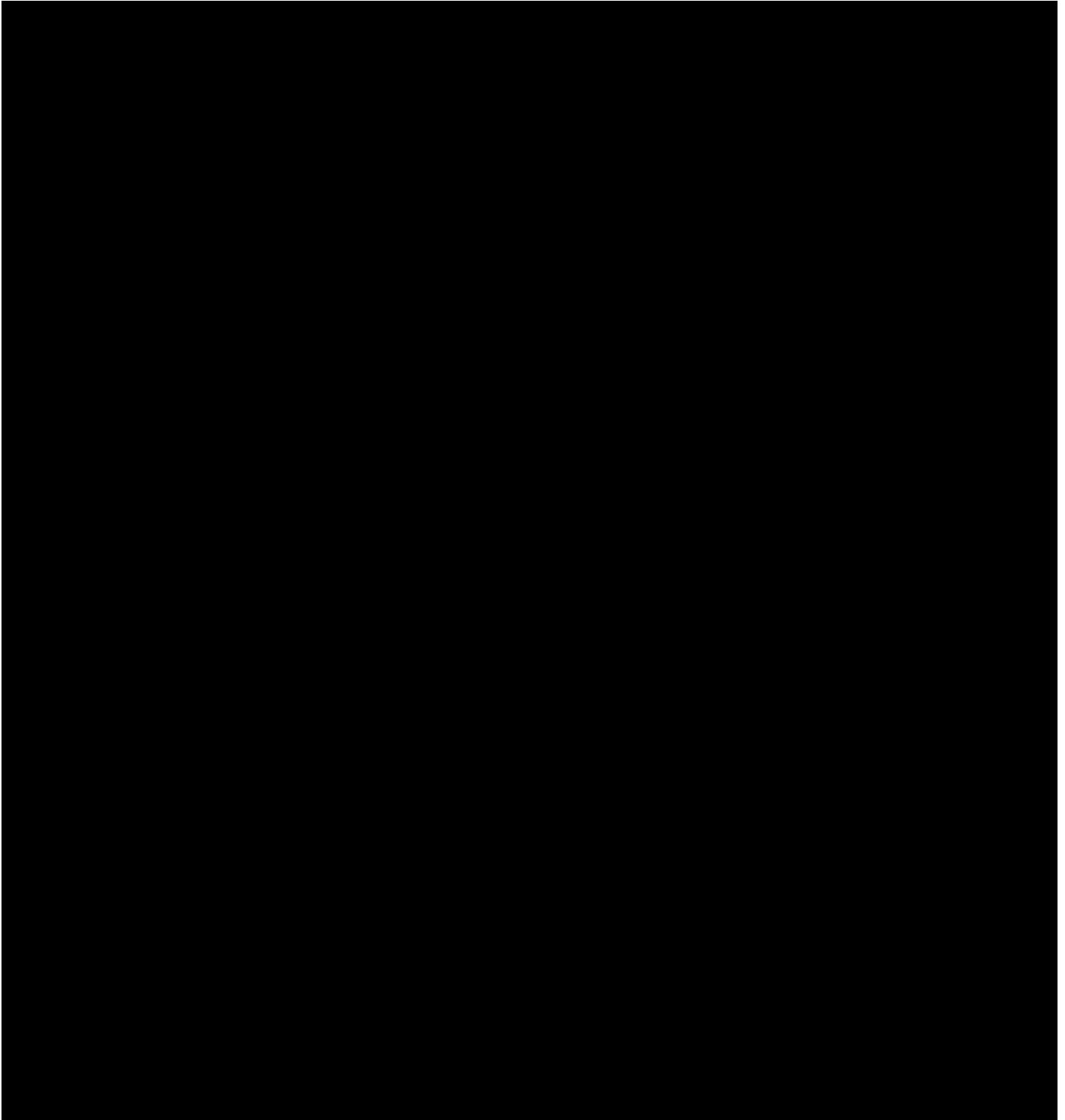
**LAW ENFORCEMENT ORGANIZATIONAL CHART**

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**LAW ENFORCEMENT RESOURCES**



**TERRORISM RESOURCES**



## **ANNEX F (ESF #4 and ESF #9)**

### **FIRE AND RESCUE**

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#### **I. PURPOSE**

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

The purpose of this annex is to organize local firefighting resources and establish procedures that will enable these resources to meet the demands of a disaster situation including but not limited to fire protection, search and rescue, emergency medical response, response to chemical, biological, radiological, nuclear, explosive (CBRNE), and hazardous materials incidents.

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

##### **A. Situation**

1. Clay County and each of the political subdivisions within the county is subject to many hazards that could present difficulties with regard to fire protection. The County's urban areas are subject to major structural fires and its' rural areas are at risk from wild land fires (See Basic Plan, II Situation and Assumptions A-3).
2. There are eleven fire departments/districts located in Clay County (not including Kansas City), which are dispatched in a variety of ways (see Appendix 1, Annex B).
3. Situations could arise that would hinder fire-fighting capabilities or overwhelm local resources. Outside assistance (federal, state or other local governments) is available through mutual aid should the need arise.
4. The fire departments/districts located in Clay County and each of the political subdivision which have a fire department/district are also responsible for search and rescue activities, and emergency medical response.

5. The fire departments/districts will provide support to other fire departments/districts through mutual aid agreements. Each fire department/district should have a copy of all of their mutual aid agreements on file.
6. All fire departments/districts operate consistently with the Missouri State Fire Marshal's Mutual Aid System.

B. Assumptions

1. All fire and rescue personnel and equipment should be available to respond to an emergency/disaster.
2. Trained personnel and specialized equipment may be available to meet any situation that could arise.
3. Other county and/or city departments or agencies will respond to provide support as detailed in this plan.
4. State and federal agencies will respond when necessary if requested.
5. All fire departments/districts in the county will maintain the equipment and level of training necessary to perform the fire protection functions.
6. If evacuation of a community is necessary, fire department/district personnel may be available to assist law enforcement personnel with the movement and evacuation while at the same time providing fire and rescue protection to the community.
7. Private and non-county resources should be available to assist in fire and rescue activity. These resources should cooperate with the Fire and Rescue Coordinator as needed.
8. Existing fire and rescue personnel and equipment available to Clay County through mutual aid agreements should be adequate to deal with most emergencies within Clay County.

### **III CONCEPT OF OPERATIONS**

A. General

1. The primary task of the fire service is the same as its day-to-day mission, protection of persons and property from the threat of fire.

2. Other important tasks of the fire service include:
  - a. Dealing with hazardous materials incidents and informing Direction and Control Staff of the risks associated with a particular hazardous materials incident. (See Annex H for Hazardous Materials Response details.)
  - b. Coordinate with the Communications and Warning Coordinator to alert all emergency response organizations to the dangers associated with a particular hazardous material when necessary.
  - c. Conducting search and rescue operations.
  - d. Providing emergency medical response.
  - e. Coordinate hazardous material monitoring and decontamination procedures.
  - f. Assist Clay County Emergency Management and law enforcement should evacuations become necessary. Particular attention should be given to children and those with access and functional needs needing special assistance in evacuation and sheltering.
3. Fire and rescue personnel and equipment will be deployed to the location of greatest need in the event of an emergency.
4. In all cases the fire department/district will follow the Emergency Classification and Control Procedures outlined in Appendix 3 to the Basic Plan.
5. The fire department/district will provide support as requested by other agencies as long as it does not affect their fire protection capability.
6. Mutual aid agreements will be utilized to ensure the best possible protection for all residents of Clay County and each of the political subdivisions within the county.
7. The fire department/district will provide training for all fire protection personnel at a Hazardous Materials Awareness Level at a minimum.

B. Tasks to be accomplished by Operational Time Frame

1. Mitigation

- a. Review hazard analysis results (Basic Plan, II Situation and Assumptions A-3) to identify all emergency operations in which the fire service would play a major role.
  - b. Following the review, determine if any specialized equipment or training is required for fire and rescue personnel and volunteer support staff to meet potential threats (hazardous materials, terrorist incidents, etc.).
  - c. Develop fire safety programs, to include disaster situations and present to the public.
  - d. Locate facilities that store or use hazardous materials, identify the materials and the problems each could cause. Maintain a map and list of these facilities. This information should be available from the MAHEPA.
  - e. Identify facilities that could create special problems such as nursing homes, hospitals, schools, day care facilities and access & functional needs facilities such as group homes and sheltered workshops. (See Appendix 2 to Annex J).
  - f. Participate in tests, exercises, and drills to include those in support of other agencies.
  - g. Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression.
  - h. Develop SOG to meet projected needs.
  - i. Review and update the annex and SOG at least annually after consultation with the Emergency Management Director. Call-up lists should be reviewed twice a year. These lists are maintained by the various fire departments in Clay County.
  - j. Recruit and train new volunteers.
2. Preparedness
  - a. Alert key personnel as described in guidelines set up in departmental call-up lists.
  - b. Determine status of equipment.
  - c. Analyze the type of emergency with regard to potential fire problem. Report to EOC (Damage Assessment if they are activated).

- d. If fire service personnel and equipment are in a potential hazard area, take steps to provide protection (evacuation or shelter).
- e. Assist in the dissemination of warning to the public.
- f. Assist other departments in preparedness activities as much as possible.
- g. Review plans and procedures (SOG) for the potential threat, to include Appendix 3 to the Basic Plan, Emergency Classification and Control Procedures.
- h. Check status of supplies (fuel, water, first aid supplies, etc.)
- i. Maintain increased readiness status until the situation escalates or the decision to discontinue operations is given by the EOC.

3. Emergency Response

- a. Respond as required on a priority basis.
- b. Direct search and rescue operations for victims.
- c. Activate mutual aid if needed.
- d. Report damages observed to include potential problem areas.
- e. Coordinate activities with other agencies.
- f. The Fire and Rescue Coordinator will coordinate fire service response of departments responding from outside the jurisdiction.
- g. Alert or activate off-duty and auxiliary personnel as required by the emergency.
- h. If hazardous materials are involved, initiate hazardous materials plans to include possible evacuation, area control, and clean up.
- i. Maintain emergency response status until the situation is under control or ordered to discontinue operations by the EOC.

4. Recovery

- a. Participate in clean up and Damage Assessment support.

- b. Inspect damaged areas to ensure fire safety.
- c. Develop after-action reports to include:
  - 1) Actions taken
  - 2) Materials expended
  - 3) Personnel costs
  - 4) Assistance received from and given to other agencies
  - 5) Problem areas to include corrective measures (Improvement Plan).
  - 6) Send the after-action reports to the Emergency Management Director as soon as they are developed.
- d. Review plans and procedures with key personnel and make revisions and changes.
- e. Report on all activities to Direction and Control.
- f. Replenish supplies and repair damaged equipment.

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

### **A. Organization**

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

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

1. Overall responsibility for fire protection lies with the appropriate fire department within the defined boundaries of its jurisdiction.
2. The Clay County Emergency Management Director shall appoint a Fire and Rescue Coordinator for Clay County. The Fire and Rescue Coordinator should be a current or former Fire Chief of either a career or volunteer fire department. Overall responsibility of fire and rescue coordination lies with the Fire and Rescue Coordinator.
3. The Fire and Rescue Coordinator is responsible for the following:
  - a. Ensure that mutual aid agreements with surrounding fire departments are in place and up-to-date.
  - b. Ensure that the fire departments have the necessary protective respiratory devices, clothing, equipment, and antidotes for personnel responding to hazardous materials incidents.
  - c. Ensure that fire and rescue personnel have been adequately trained on the tasks that they would be required to perform in an emergency.
  - d. Ensure that procedures are in place to protect essential fire and rescue records from the effects of the disaster.
  - e. Support clean up and recovery operations when possible.
  - f. Maintain adequate expenditure records to assist in determining the cost associated with an incident. This information will be initiated by the respective fire departments involved in the incident and sent to the Fire and Rescue Coordinator in the EOC.
  - g. Maintain personnel call up lists and develop the means to implement these lists.
  - h. Provide for fire protection in public shelters when they are opened in response to a disaster,
  - i. Assist the PIC in dissemination of appropriate warning material to the general public.
  - j. Provide coordination and assistance to search and rescue crews when necessary.

- k. Annually review and update this Annex in consultation with the Emergency Management Director.
  1. Neighboring fire departments should provide support when needed and available as identified in mutual aid agreements.
  2. Other agencies and organizations which may provide search and rescue services include the Missouri Water Patrol, the Missouri State Highway Patrol, other law enforcement agencies, Northland CERT and local or regional SAR groups.
  3. Any departments/organizations involved in this function should provide adequate training to their respective personnel regarding fire and rescue operations.

## **V. DIRECTION AND CONTROL**

- A. The Fire and Rescue Coordinator should control operations from the EOC when it is activated and maintain frequent contact with response personnel on the disaster scene using the Incident Command System.
- B. The chief of each fire department/district will be responsible for controlling fire operations within the defined boundaries of its jurisdiction.
- C. The Incident Commander at the scene should control on-scene fire and rescue operations.
- D. Routine operations will be handled by normal SOG.
- E. Outside fire and rescue resources from other jurisdictions will be controlled by the procedures outlined in mutual aid agreements. They will remain under the direct control of the sponsoring agency but will be assigned by the Fire and Rescue Coordinator in the EOC to respond as necessary.
- F. The Fire and Rescue Coordinator should know the status of the field operations during or after an emergency/disaster and make this information available to the Emergency Management Director upon request. They should also coordinate fire and rescue operations using the Integrated Emergency Management System.

## **VI. CONTINUITY OF GOVERNMENT**

Lines of succession for each department are contained in departmental SOG, local ordinances and policies. The line of succession for the Fire and Rescue Coordinator should be the:

1. Fire and Rescue Coordinator
2. Fire Chief of the primary incident jurisdiction,
3. Deputy Fire Chief of the primary incident jurisdiction.

## **VII. ADMINISTRATION&LOGISTICS**

### **A. Administration**

1. Procedures for dealing with expenses incurred and liability for actions and injuries are outlined in mutual aid agreements, state laws, and local ordinances.
2. Reports and records will be developed and maintained in accordance with established procedures, local ordinances, and state statutes.
3. Reports and records developed by the political subdivisions relating to a disaster will be sent to the Clay County Emergency Manager.

### **B. Logistics**

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

## **VIII. ANNEXDEVELOPMENT ANDMAINTENANCE**

- A. The Clay County Emergency Management Director will be responsible for instigating the review of this plan and updating it on a yearly basis with the assistance of the Northland Fire Chiefs Council and the Fire and Rescue Coordinator. The Director will also ensure that each department updates their SOG at the same time.
- B. This annex will be tested on a yearly basis following Homeland Security Exercise and Evaluation Guidelines (HSEEP) at the direction of the Emergency Management Director with the resulting Improvement Plan being made and distributed immediately after the After-Action Report is completed.
- C. Each fire department/district chief will review and update the mutual aid agreements on a yearly basis. They will also be responsible for maintaining and updating their resource and inventory lists.

## **Appendices**

1. Appendix I Fire and Rescue Organizational Chart
2. Appendix 2 list of area Fire Departments
3. Appendix 3 State Fire Marshal's Mutual Aid System
4. Appendix 4 Incident Command System

## **Appendices Kept Separately by Each Fire Department**

Resource Lists

Fire Department Boundaries (Map)

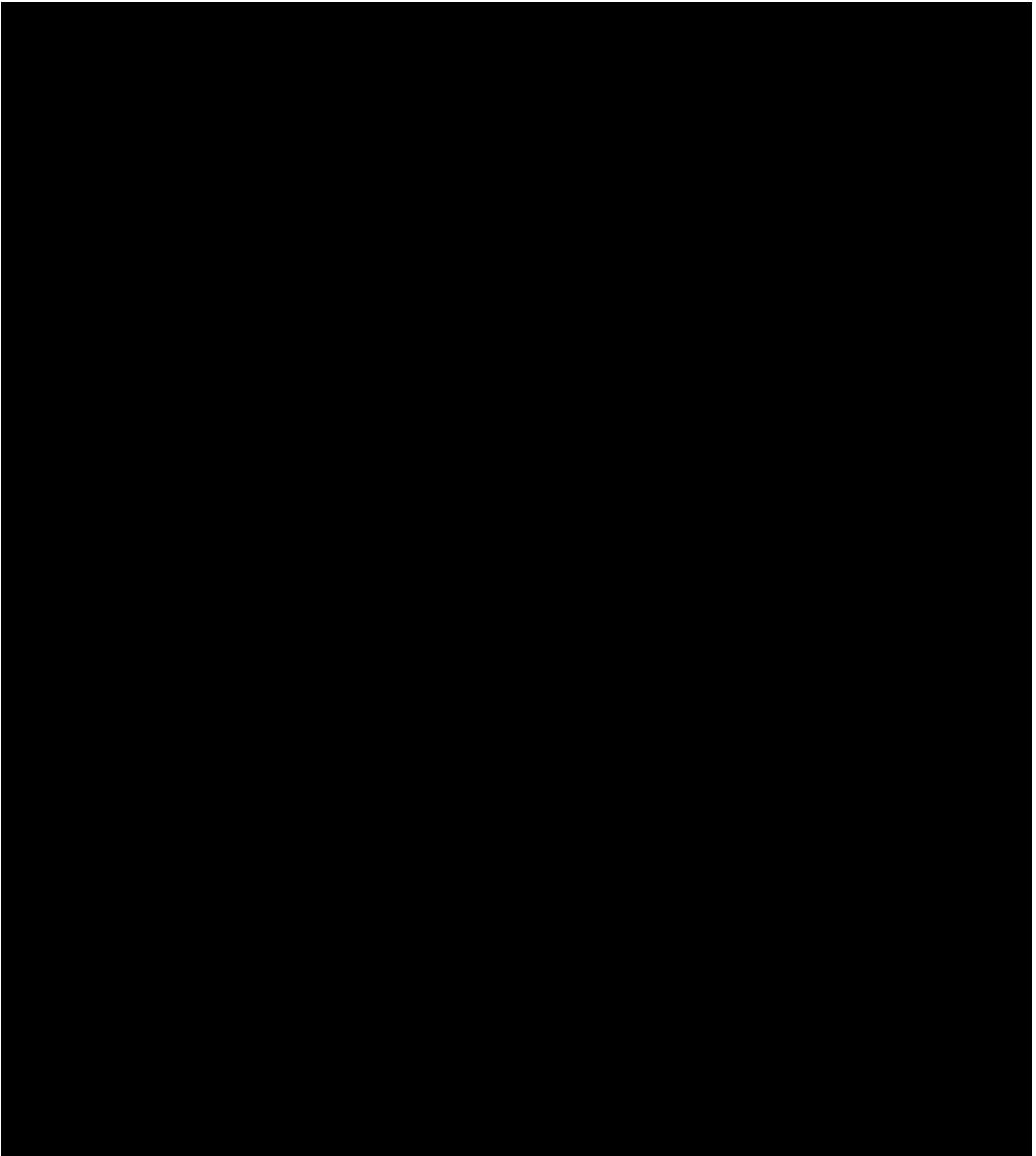
Fire Department Apparatus List

Response SOG

Fire Department Call-up lists

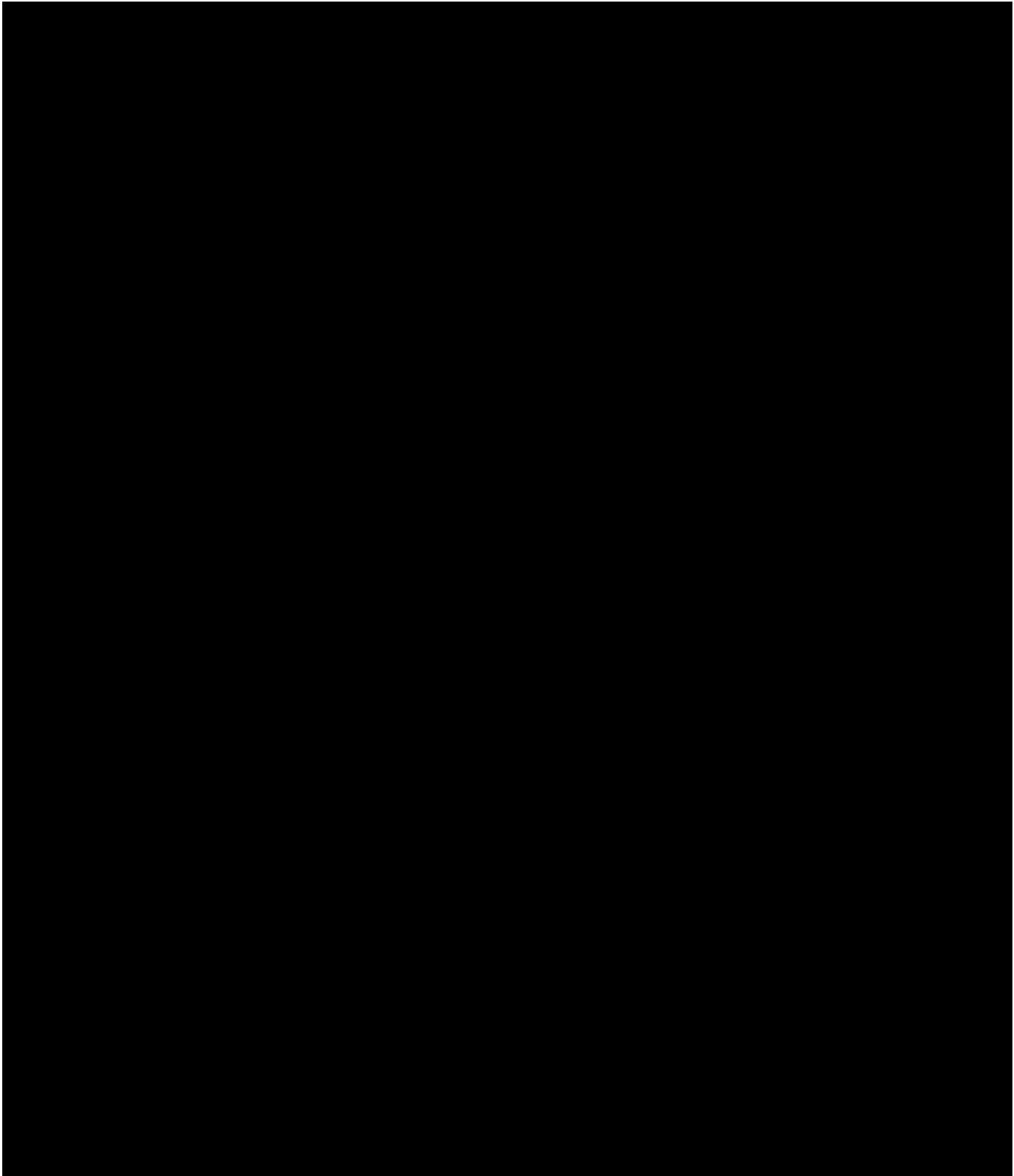
***Note: These appendices should be updated by the respective fire chiefs at least annually.***

**FIRE AND RESCUE ORGANIZATIONAL CHART**

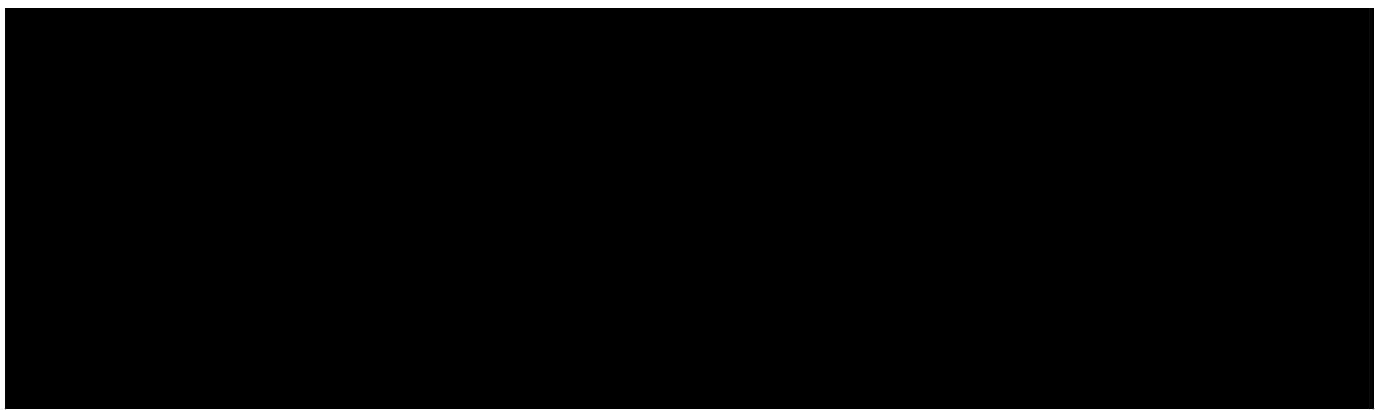
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**FIRE DEPARTMENTS**

**Fire Departments**

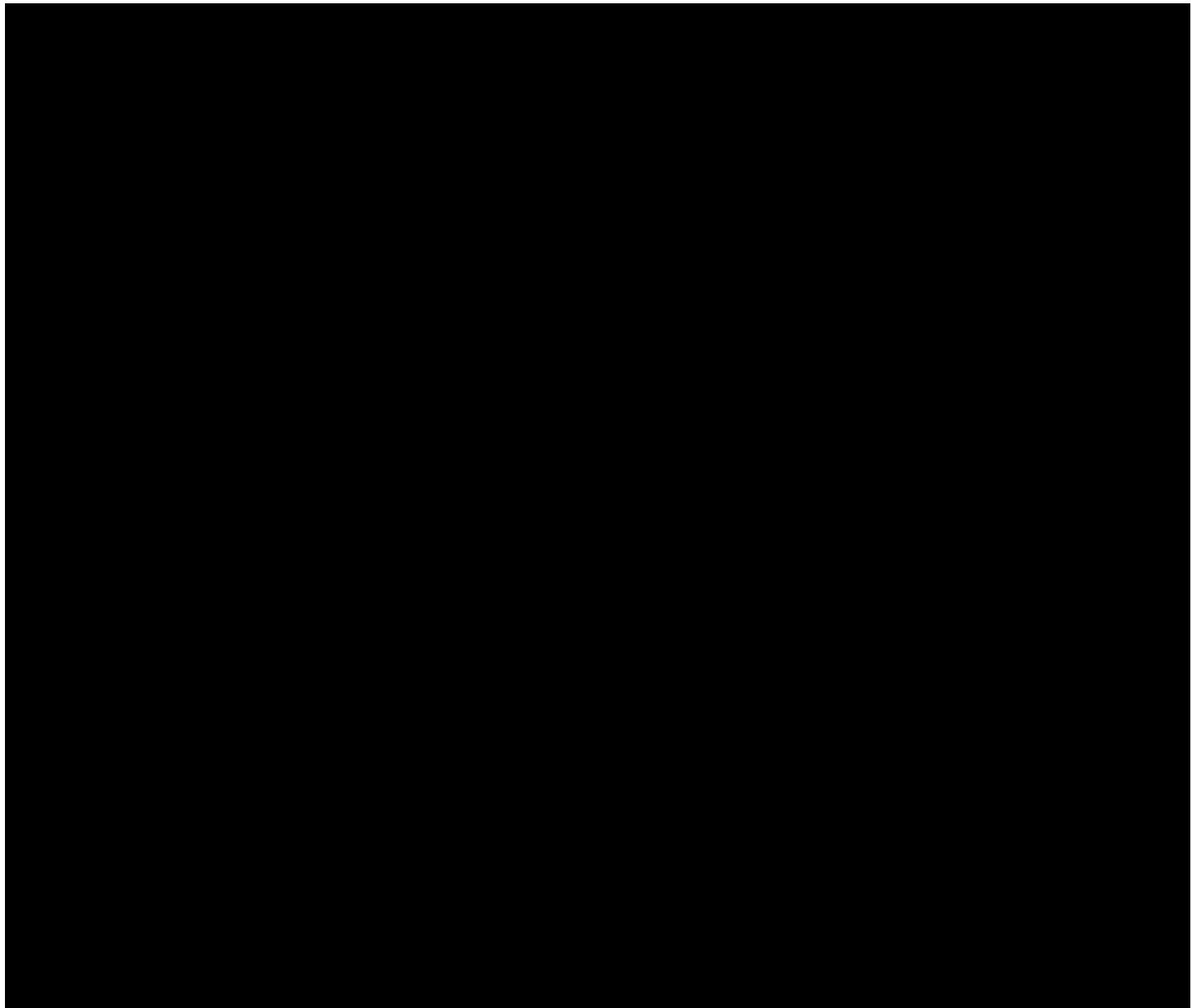






Appendix 3 to ANNEX F

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## **Mutual Aid System**

### **Activation of Plan (Mobilization)**

A. When determined by the responsible fire and rescue official that jurisdictional resources are inadequate to cope with the emergency at hand, these are the following steps taken:

1. Activate **local** mutual aid plan. (This usually means calling neighboring fire services).
2. Notify the Area Coordinator.
3. Prepare to receive and utilize mutual aid requested as it arrives.

### **When jurisdictional and local mutual aid resources are determined inadequate:**

4. Request needed resources according to **area** mutual aid plan.

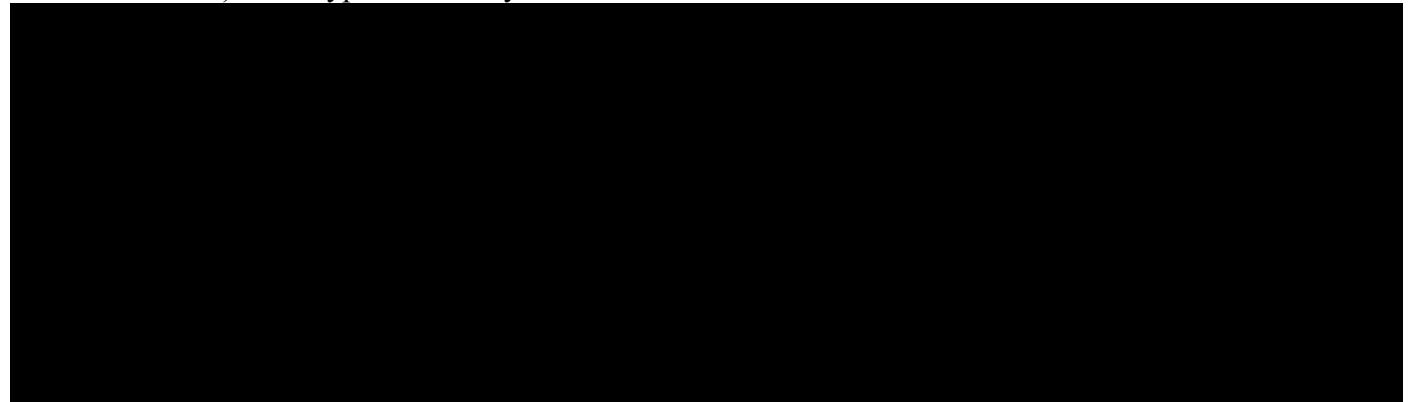
B. The Area Coordinator will:

1. Evaluate resource availability within the operational area.
2. Coordinate the dispatch of requested resources from those available within the Area.
3. Notify the Regional Coordinator and report current situation and status of resources the area.
4. Request mutual aid resources to fulfill initial request initiated by local jurisdiction. Reinforce seriously depleted resources within the Area.

## How to Request Mutual Aid

This information presented to assist the local fire chief in obtaining emergency mutual aid assistance on a timely basis. This information not intended to modify or change any existing agreements or operational plans between your agencies and other parties.

- 1) Contact your Area Fire & Rescue Coordinator **If** unknown contact your Regional or State Fire & Rescue Coordinator
- 2) Identify yourself - Preferably, the local fire chief will make the request. **If** unavailable, State "this request is being made for Chief."
- 3) State the reason for your request. Provide as much information as possible. The Area Coordinator needs this information so your needs can be met as quickly as possible.
- 4) State the type(s) and quantity of fire service resources needed.  
Be specific. (Refer to resource list next page.)
- 5) State "when" you need the resources. Immediately or a later specified time
- 6) State "where" resources are to report. An address, crossroad, staging area,etc. Be specific.
- 7) Identify a person to report to and what fire frequency incoming apparatus should use.
- 8) What type of water system?



## **NATIONAL INCIDENT MANAGEMENT SYSTEM**

The Clay County fire departments use the National Incident Management System as a management system for every incident.

The first arriving fire person at an incident will establish command using the street name, business name or a name that will identify that incident.

The dispatcher will refer all communication to that command name. Example: Engine I on the scene investigating Miller Street command.

Radio transmissions from the scene will be Miller Street command, or command to. It is important to use the command name in the event of multiple incidents at the same time.

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## **ANNEX G (ESF # 7)**

### **RESOURCE & SUPPLY**

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#### **I. PURPOSE**

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

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

##### **A. Situation**

1. This annex is designed to provide for the management of the resources in Clay County and each of the political subdivisions within the county. Priority should be given to those resources that could be used to combat the hazards identified in the Basic Plan, II Situation and Assumptions A-3.
2. Procedures will be set up to request assistance both from within the county and from outside.
3. A system shall be set up to ensure an adequate inventory of response resources is available.
4. The local Resources and Supply function will have to anticipate resource needs for all types of hazards and provide the coordination necessary for the proper allocation of these resources.
5. Resources and supply items specific to response for a terrorist incident are listed in Annex N, of this plan.
6. Local resources will have to be used first before outside assistance is required.

##### **B. Assumptions**

1. Private and non-county resources should be available to assist in resource and supply activity. These resources should provide cooperation with the Resource and Supply Coordinator as needed.

2. All resource and supply personnel and equipment should be available to respond to an emergency/disaster.
3. Funds to provide payment for the use of private resources may be available either from local government or from the state or federal government if there is a Presidential Declaration.
4. Clay County officials will not request outside assistance until all local resources have been exhausted (including mutual aid agreements).
5. If the emergency response period lasts more than 24 hours, outside assistance will probably be required.
6. Normal supply requisition procedures including the bid process may be suspended during the disaster. **Exception: Debris removal contracts must go through the bid process to qualify for FEMA re-imbusement.**
7. Private resources may be available that have not been included on the resource lists (especially personnel).
8. State and federal resources should be available to assist local resource and supply needs. These resources may be limited.

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

#### **A. General**

1. The first resources to be identified will be those that are under the control of or readily available to Clay County and each of the political subdivisions located within the county.
2. It is the responsibility of Clay County and each of the political subdivisions within the county to mobilize these resources as necessary to relieve suffering and to protect lives and property.
3. All local resources shall be committed or exhausted before requesting assistance from neighboring jurisdictions or higher levels of government.

B. Action to be taken by the Resource and Supply Coordinator by Emergency Operating Time Frames:

1. Mitigation

- a. Review those hazards that threaten Clay County and each of the political subdivisions within the county (see the Basic Plan, II Situation and Assumptions A-3) to determine what types of resources would be necessary to deal with them.
- b. Locate the required resources in the community.
- c. Maintain agreements of understanding with the private sector organizations that have the required resources to include points of contact.
- d. Identify those required resources that are not available locally and find their nearest location.
- e. Develop procedures that can circumvent normal procurement procedures during an emergency period. This will require working with the Chief Elected Official of the jurisdiction. Local ordinances and state statutes should be consulted.
- f. Participate in exercises and drills to train personnel in the proper allocation of resources to include procedural arrangements.

2. Preparedness

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

3. Response

- a. After activating Resource and Supply personnel, work with the EOC staff to establish priorities and allocate resources.
- b. If necessary, establish points of distribution (POD) areas from which resources can be distributed to:
  - 1) Emergency response teams and
  - 2) Disaster victims
- c. Assist in developing lists of outside resources that are required.
- d. Coordinate with the Public Information Coordinator (PIC) in informing the public of the location of available assistance.
- e. Coordinate resource requirements and requests of other response agencies.
- f. Maintain records of outside resources received, either from mutual aid agreements, MOU with private resources, or donations, as well as a report of those resources actually used in the disaster.
- g. Local personnel should be the first work force used when responding to the disaster if possible and available. Additional extra-local personnel may be available through mutual aid or private resources such as CERT. The Chief Elected Official of Clay County should request a response from the Missouri National Guard if necessary.
- h. Supplies should be transported using municipal, county, state or federal- owned resources whenever possible.

4. Recovery

- a. Review Damage Assessments and make estimate of resources needed for recovery.
- b. Total the resource requests from other local government agencies.
- c. Assess the impact of the disaster on the community.
- d. Identify unused resources in the community.

- e. Total the costs of utilized resources and report these to the Emergency Management Director in the EOC.
- f. Participate in after action reports and critiques.
- g. Set up staging areas to receive and distribute recovery resources.
- h. Set up a mechanism to handle spontaneous contributions of supplies and other materials.
- i. Perform other duties as required by the Emergency Management Director until the situation returns to normal.

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

- A. Organization: Appendix I to this Annex contains the Resource and Supply function diagram.
- B. Assignment of Responsibilities:
  - 1. The coordinator of the Resource and Supply function for Clay County will be the County Clerk. Political subdivisions within the county will appoint their own Resource and Supply Coordinator when necessary.
  - 2. The Resource and Supply coordinator will also be responsible for the following supply areas:
    - a. Manage/coordinate the procurement, storage, and equitable distribution of the following supply areas:
      - 1) Food
      - 2) Sustenance Supplies (water, clothing, sanitary supplies, bedding, etc.)
      - 3) Fuel and Energy
      - 4) Transportation to support the supply function of the disaster.
      - 5) Construction equipment and supplies
      - 6) Personnel, excluding first responders.
      - 7) Shelter Supplies if necessary. Typically, this would include cots, medical supplies etc.
    - b. Identify potential resource needs for all types of emergency situations.
    - c. Locate the required resources in the community or find their nearest location.

- d. Establish agreements of understanding with private sector organizations, neighboring jurisdictions, etc., who can supply needed resources.
- e. Maintain resource lists.
- f. Coordinate with individuals, departments, emergency services, etc., for the proper allocation of resources during the emergency. Any department/ organization involved in this function should provide adequate training to their respective personnel regarding resource and supply.
- g. Identify staging area to store and/or distribute resources and supplies (See Appendix 3 to Annex J). Coordinate these locations with the PIC as necessary.
- h. Maintain records of services rendered, resources utilized, unused resources, cost of resources, etc., for the emergency.
- i. Establish procedures to coordinate and control donated goods and offers of volunteer assistance. Coordinate these activities with voluntary organizations (i.e., ministerial alliance, Red Cross. Etc.)

- 3. The aforementioned tasks can be delegated to deputy coordinators.
- 4. Private and public organizations should support this function by providing resources when necessary and available.

## **V. DIRECTION AND CONTROL**

- A. All Resource and Supply operations will be controlled from the EOC when activated to ensure official concurrence for action taken.
- B. Subordinates of the Resource and Supply may operate from their daily offices and should coordinate with the Resource and Supply Coordinator in the EOC.
- C. The Resource and Supply Coordinator should coordinate section operations using the National Incident Management System (NIMS).
- D. The status of section field operations during or after an emergency/disaster should be known by the Resource and Supply Coordinator and be available to the Emergency Management Director upon request.
- E. Resource and Supply resources not normally under the direction/control of the Resource and Supply Coordinator should remain under the direct control of their sponsors. The Resource and Supply Coordinator should direct task assignment and coordination of these resources.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Line of succession - Resource and Supply
  - 1. County Clerk
  - 2. Chief Deputy Clerk
  - 3. County Purchasing Agent
  - 4. Political subdivisions within the county should follow their ordinances and policies regarding lines of succession for this function.
  
- B. Vital Documents
  - 1. Records of purchases will be duplicated whenever possible and kept on file for use in determining the final cost of the emergency/disaster.
  - 2. Transfer of these documents will occur by decision of the Emergency Management Director.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. When normal purchasing procedures are bypassed, official approval shall be given by the chief elected official of the affected jurisdiction.
  - 2. All such purchases must be kept in accordance with state law and local ordinances.
  
- B. Logistics
  - 1. Personnel - County and/or City personnel will be the first pressed into service followed by mutual aid. Missouri National Guard troops must be requested by the chief elected official (i.e., Presiding Commissioner, Mayor) through State Emergency Management Agency (SEMA) from the Governor of Missouri if they are going to be activated and used in the disaster.

2. Communications will be the responsibility of the local law enforcement agencies.
3. Transportation of supplies will be accomplished by:
  - a. The requesting agency
  - b. County and/or City government resources (i.e., Public Works)
  - c. Private transport (hired or volunteer)

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

- A. After initial compilation of the resource lists, it will be maintained by the Clay County Emergency Management Director. The Emergency Manager for each of the political subdivisions within the county should keep an up-to-date list of resources available within their jurisdiction.
- B. All updates and revisions of this annex will be completed by the Resource and Supply coordinator in consultation with the Clay County Emergency Management Director.

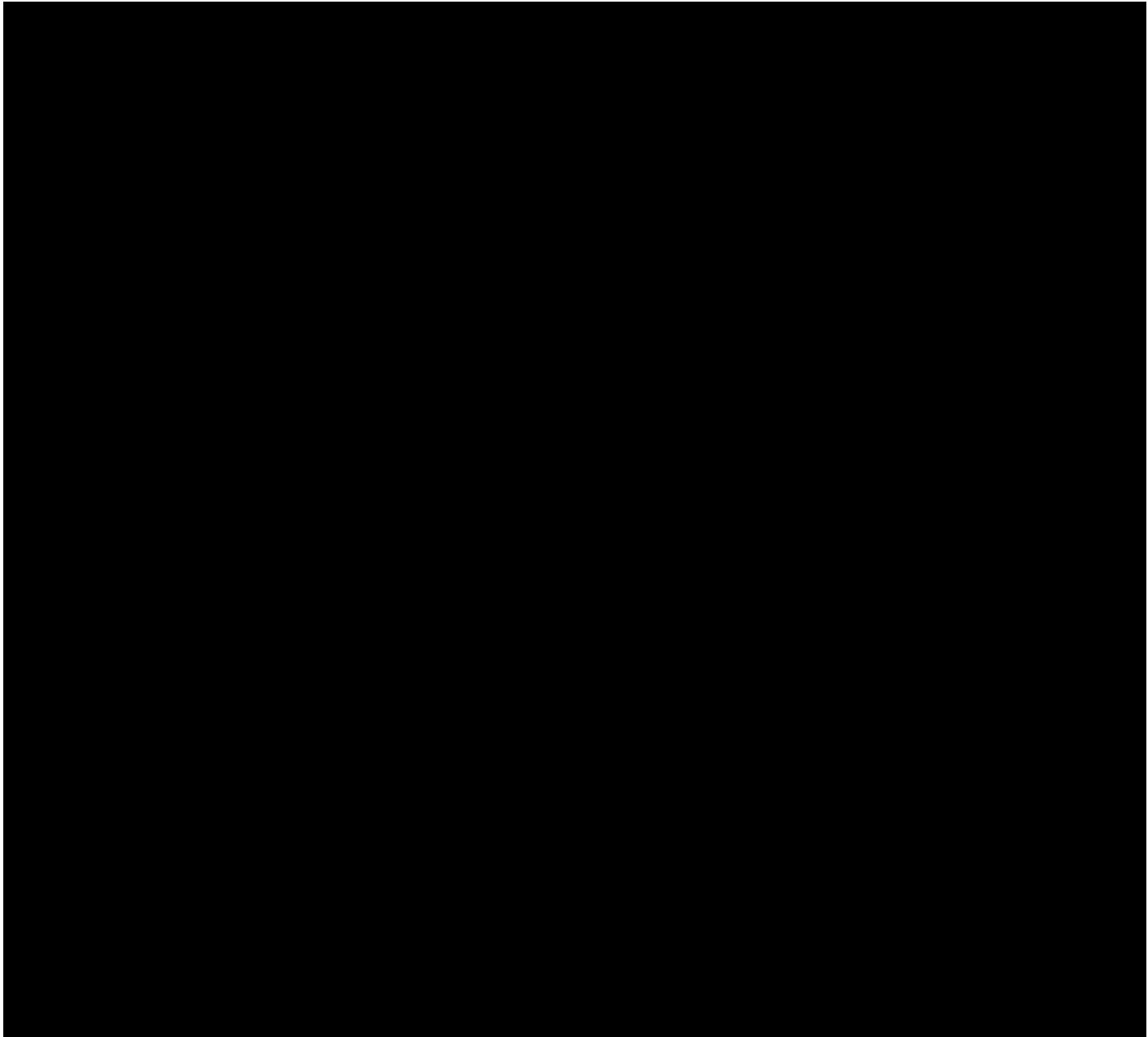
### **Appendices**

1. Resource and Supply Organizational Chart

### **Suggested Appendices**

1. Resource lists (in the community)
2. SOG-call-up lists
3. Resource Lists
4. Emergency Procurement Procedures

**RESOURCE AND SUPPLY FUNCTIONAL DIAGRAM**



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## ANNEX H (ESF #10)

### **HAZARDOUS MATERIALS RESPONSE**

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#### **I. INTRODUCTION:**

##### **A. Emergency Response Notification Summary**

When a hazardous substance spill occurs, notification of the Clay County Communication Center may come from several sources:

1. Citizens
2. Fixed Facilities
3. County Road and Bridge or City street department
4. County or City response agency such as law enforcement or fire.
  - a. The Dispatcher receiving this first report must give priority to start the fire department in the appropriate jurisdiction. The dispatcher must try to obtain as much information as possible from the first source or the first responder (See form in Appendix 5).
  - b. The dispatcher then alerts Law Enforcement, EMS, the Clay County Emergency Management Director, and the Liberty Hospital E.R., passing on above information to all responding units (Appendix 2).
  - c. When the Incident Command Post (ICP) is established at the site, the Incident Commander will determine the Response Level for this event and set the Response Functions described in this annex in motion.

##### **B. Scope of Hazardous Material Response**

1. Clay County and each of the political subdivisions within the county are continually at risk for a hazardous materials incident. Although the number of fixed sites using hazardous materials locally is small, the county is vulnerable to accidents involving these materials. Release of hazardous materials can come from fixed sites but is more likely to occur from transportation incidents on highways in the county.
2. The plans and procedures compiled here recognize that Clay County has limited resources to respond to a Hazardous Materials Incident. Initial response will be defensive, focusing on safety of the affected population and of first responders at the scene. Defensive actions will be executed until outside response teams with proper equipment arrive at the scene of the incident.

## **II. PURPOSE**

- A. This Hazardous Materials Response Plan is written as Annex H to the Clay County All-Hazard Emergency Operations Plan under the guidance of Title III of the Superfund Amendments and Reorganizations Act (SARA Title III), and the Mid America Regional Council (MARC) MAHEPA (HEPA/LEPD).
- B. The purpose of this Annex is to establish policies, procedures, and resources for agencies in Clay County and each of the political subdivisions within the county responding to hazardous materials incidents, identify potential sources for hazardous materials incidents, and set preparedness objectives for emergency responders within Clay County and each of the political subdivisions within the county. It also defines the roles, responsibilities and relationships between government and private organizations in response to a hazardous materials incident.

## **III. SITUATION AND ASSUMPTIONS**

### A. Situation:

- 1. Clay County is located in the northeast quadrant of the greater Kansas City area in Missouri. The major highways crossing the county are Interstates 29, 35, and 435; U.S. Highways 69, 71 and 169; State Highways I, 9, JO, 33, 92, 152, 210, 269, 283, and 291. There are also numerous County Roads which often carry agricultural related hazardous materials.
- ii. There are four (4) railways and six (6) pipelines running through the county. The pipelines carry natural gas, crude oil, and other highly volatile liquids. There is also one navigable river in the county which may have barge traffic carrying hazardous materials in the summer months.
- iii. There are four airports located in Clay County. Charles B. Wheeler Downtown Airport in Kansas City, Midwest National Air Center in Mosby, Roosterville Airport in Liberty, and Excelsior Springs Memorial Airport.

4. There are several fixed facilities in Clay County that use or store hazardous substances or extremely hazardous substances (EHS). (Listed in the MARC MAHEPA Hazardous Materials Plan).
5. The plans and procedures compiled here recognize that Clay County and each of the political subdivisions located within the county has limited **resources to respond to a hazardous materials incident. Initial response** will be defensive, focusing on safety of the affected population and of the first responders at the scene. Defensive actions will be executed until outside response teams with proper equipment and advanced training arrive at the scene of the incident.
6. Regional, state, and federal hazardous materials response teams are available with varying response times. There are five (5) Regional Hazardous Materials Response Teams located on the Missouri side of the Kansas City Region. The team that serves Clay County would be the Kansas City, Missouri Fire Department, Department Hazardous Material Response Team. Other teams in the area are Independence Fire Department Hazardous Materials Response Team, Lee's Summit Fire Department Hazardous Materials Response Team and Tri-District Hazardous Materials Response Team comprised of the Central Jackson County, Fort Osage, and Sni Valley Fire Protection Districts.
7. Clay County is a member of the Mid-America Regional Council HEPA/LEPD. The HEPA/LEPD is a five county (Platte, Clay, Ray, Jackson, and Cass) entity tasked with developing integrated cross-jurisdictional response mechanisms for dealing with hazardous materials incidents. The HEPA/LEPD receives and maintains lists of all fixed facilities storing hazardous materials through Tier II reporting. This list is available to the Emergency Management Director. This plan meets all requirements of SARA Title III. **The MAHEPA provides guidance for Planning purposes and is not a response organization.**

## B. Assumptions

1. All hazardous materials personnel and equipment should be available to respond to an emergency/disaster.
2. The greatest threat of a serious hazardous materials incident in Clay County and each of the political subdivisions within the county is posed by transportation related accidents. Such incidents are more likely to affect segments of the general population in the county.

3. There are a small number of fixed site facilities reporting Extremely Hazardous Substances. Planning for these facilities will be carried out using a three-tiered Hazard Analysis. Present levels of inventories reported via Tier II forms by fixed site facilities storing and/or processing hazardous materials pose a relatively small threat to the general population.
4. Protective actions for the general population may include in-place sheltering and/or evacuation. Many of the residents in the risk area will evacuate to private homes or shelters of their own choosing.
5. Private and non-governmental resources should be available to assist in hazardous materials activity. These resources should cooperate with the Hazardous Materials Coordinator as needed.
6. State and Federal resources may be available to assist local hazardous materials needs. These resources may be limited.
7. Hazardous materials teams requested to respond and assist in a hazardous materials incident should be adequately trained and educated to fulfill this role.
8. All law enforcement and emergency medical response agencies in Clay County and each of the political subdivisions within the county should train personnel to the Hazardous Materials Awareness Level at a minimum in accordance with the Superfund Amendments and Reauthorization Act SARA, Title III, and the MARC MAHEPA Hazmat Response Plan.
9. Federal and Missouri State statutes regarding Emergency Planning and Community Right to Know authorize site inspections and planning cooperation from covered facilities. (292.600 RSMO)
10. Federal and Missouri State statutes regarding financial responsibility for hazardous substance releases authorize political subdivision recovery of response costs from the spiller. (260.546 RSMO).

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

1. The protection of the health and welfare of the residents of Clay County and each of the political subdivisions within the county must be managed at the local level. Assistance from the State will be provided when requested, or in cases where a hazardous material emergency exceeds the capability of local response resources, the State Mutual Aid plan will be implemented.

### **B. Levels of Response**

#### **1. LEVEL I CONTROLLED EMERGENCY CONDITION**

This incident can be controlled by the primary first response agencies. No evacuation other than from the immediate scene. This level of incident does not pose a chemical exposure hazard to first responders in the fire service using appropriate personal protective equipment. Examples of Level 1 incidents are: minor releases of fuel from vehicular accidents, small releases of corrosives, and illegally discarded chemical containers that are not in danger of releasing substances. EOC not activated.

#### **2. LEVEL II LIMITED EMERGENCY CONDITION**

This incident involves a greater hazard or larger area that poses a potential threat to life or property, and which may require a limited evacuation of the surrounding area. These incidents may require outside assistance if it is necessary to stop the release. There may be limited participation or mutual aid from agencies that routinely respond to emergency incidents in the area. Specialists or technical hazardous materials teams may be called to the scene. There may be a combined emergency operation such as firefighting and evacuation, or emergency medical care. Examples of this level may be releases of significant quantities of volatile organics at fixed facilities or cargo tank releases in transportation. EOC partially staffed.

#### **3. LEVEL III FULL EMERGENCY CONDITION**

This incident involves severe threat to life, health, and property. Mitigation may require a large-scale evacuation and the expertise or resources of private industry and state and federal governments. There will most likely be extensive resource management and allocation. This will involve multiple emergency operations. EOC fully staffed.

## **V. ORGANIZATIONS, RESPONSIBILITIES, AND ASSIGNMENT OF TASKS**

See Appendix 1 Part II of the MARC MAHEPA Hazardous Materials Plan.

### **A. Organization and Responsibilities**

- 1. Local Government:** The Hazardous Material Coordinator has overall responsibility for hazardous materials preparedness in Clay County and each of the political subdivisions within the county.
- 2. Local Emergency Planning District:** The Local Emergency Planning Committee (LEPD) was formed in accordance with the Missouri Emergency Planning and Community Right-to-Know Act of 1987. The MAHEPA (HEPA/LEPD) is responsible for developing and maintaining the County Hazardous Materials Annex. Clay County is a member of the Mid- America Local Emergency Planning Committee.
- 3. Emergency Services:** The appropriate emergency services respond to a HAZMAT incident as directed by the County Hazardous Materials Annex. Each agency has the responsibility to develop and maintain Standard Operating Guidelines for their task assignments from this Annex and the Clay County All-Hazard Emergency Operating Plan.
4. Public and private organizations should support this function when necessary and available.
5. The Clay County Emergency Management Director and the Clay County Hazardous Materials Coordinator or their designees shall annually review and update this Annex and its appendices.
6. Any department or organization involved in this function should provide adequate training to their respective personnel regarding hazardous materials.
7. The Hazardous Materials Coordinator's responsibilities also include the following: Ensures that there are training opportunities and exercises on hazardous materials in coordination with local government officials, schools, and available private participants. All exercises shall follow Homeland Security Exercise and Evaluation Program (HSEEP) Guidelines. The Hazardous Materials Coordinator shall also identify facilities subjected to additional risk due to proximity to facilities with hazardous materials.

B. Task Assignments for Response and Government Agencies.

1. Clay County Government

- a. The Clay County Emergency Management Director will appoint a Hazardous Materials Coordinator to handle all HAZMAT issues and incidents and work with the facility emergency coordinators.
- b. The elected officials of Clay County and each of the political subdivisions within the county affected by a hazardous materials incident may issue an emergency declaration. They may also direct the appropriate legal counsel to serve in an advisory capacity in the EOC.
- c. Sets policy to provide support by non-emergency county departments in the event of a hazardous materials incident.

2. Local Emergency Planning District (MAHEPA LEPD)

*Note: Clay County is a member of the MAHEPA. Below are some of the duties of the MAHEPA LEPD.*

- a. The MAHEPA LEPD holds scheduled meetings to establish short and long-range plans regarding Clay County's Hazardous Emergency Preparedness Program.
- b. Compiles the annual Hazardous Materials Inventory for Clay County based on Tier II reporting.
- c. Outlines methods and schedules training and exercises on hazardous materials in coordination with local government officials, schools, and available private participants.
- d. Serves as the point of contact for Community Right-to-Know activities.
- e. Keep the public notified of all MAHEPA LEPD activities and distribution requirements of the emergency response plan.
- f. Designate an information officer to receive and process information requests on emergency response plans.

***All agencies or positions listed below shall follow the Incident Command System (ICS) and the National Incident Management System (NIMS).***

3. County Elected Officials

- a. Appoint a representative to manage hazardous materials systems, and to report all chemical incidents to the MAHEPA LEPD and other agencies as required by state and federal laws. This function has been delegated to the Clay County Emergency Management Director
- b. Set policy and adopt budgets to allow administrators with the technical skills and authority to be responsible for Incident Management in the event of a hazardous materials incident.
- c. Advise responsible County officials to ensure that the best measures will be taken to protect the general public, property, and the environment.
- d. Maintain an arcuate and responsive data bank for all vital information arising from a chemical release incident in/or affecting their jurisdictions.

4. County Attorney or local political subdivision attorney:

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

5. Incident Command: Fire Chief(or the highest-ranking department officer on the scene).

- a. Takes charge as Incident Commander on-site and implements the Incident Management System. Directs response operations including:
  - Establish site security areas and hazard exclusion zones within the hazardous sector per hazmat incident protocols.
  - Determine the nature of the hazardous material.
  - Based on estimates of likely harm, activates the response chain.

- b. Coordinates with all private and public agencies on-site at the Incident Command Post. Provides information as necessary for law enforcement and medical authorities on the hazards and risks posed by the materials spilled.
- c. Develops and maintains the Fire Service HAZMAT Response Standard Operating Guidelines (SOG). This effort should also include mutual aid resources.
- d. Notify the Clay County EOC and Emergency Management Director of any political subdivision within the county impacted if an evacuation is ordered, as it may be necessary to open a shelter for evacuees depending upon the anticipated duration of the event. Evacuation routes can be found in Appendix 7 to Annex J

## 6. Fire and Rescue

- a. Provides fire and rescue services consistent with their hazardous materials training (minimum Awareness Level) and available protective gear.
- b. Contains the release from a safe distance to keep it from spreading and prevent exposures. A containment effort is driven by the level of training. **Do not exceed training level.**
- c. Provides site support for federal, state or privately dispatched HAZMAT teams that have been requested by the incident commander (consistent with available protective gear) in the WARM and COLD ZONES
- d. The Fire Chief for each fire district receives and maintains Tier II Facility listing in their jurisdiction.

## 7. Law Enforcement

- a. Provides field operations support to the Incident Command Post consistent with their hazardous materials training (minimum Awareness Level).
- b. Provides traffic control for the area affected by the incident.
- c. Implements the order for evacuation.
- d. Maintains security for vital facilities.
- e. Supports the FBI if incident is ruled a terrorism incident.

## 8. Emergency Medical Services

- a. Provides medical support to the Incident Command Post consistent with their hazardous materials training (minimum Awareness Level).
- b. Triage treats and transports victims to medical facilities.
- c. Provides medical surveillance of response personnel in the exclusion perimeters.
- d. A representative of EMS should be assigned to the EOC if activated.

9. All Emergency Services

- a. Each emergency responding agency shall report to the Incident Commander upon arrival on-scene for coordination of all activities. The Incident Commander has the authority to direct the overall operations, select mitigation concepts and methods, and resolve conflicts.
- b. It is the responsibility of the Incident Commander to recommend evacuation actions after close coordination with all agencies involved and discussion with the appropriate officials to assure proper warning, transportation, shelter, and care for the evacuees.
- c. The cleanup, removal and disposal of contamination is the responsibility of the manufacturer or carrier who released the materials. Assistance in removal and disposal oversight, technical considerations and funding may be obtained through the Missouri Department of Natural Resources and the U.S. Environmental Protection Agency.
- d. A post-incident analysis and critique shall be the responsibility of the Incident Commander with input solicited from all involved agencies. Copies of all post-incident reports shall be submitted to the MAHEPA LEPD within 30 days of incident stabilization for review, conducting debriefs, plan modifications and future use in training and exercise programs.
- e. Provide staff support to the MAHEPA LEPD if requested and necessary.

10. Clay County Health Department:

- a. May provide nurses and other staff at emergency shelters. They may also provide health services to the Incident Command Post consistent with their hazardous materials training. (Minimum Awareness Level).

11. State and Federal Support

Planning, training, and on-site assistance are available through state and federal agencies. Those are:

- Missouri Emergency Response Commission (MERC)
- Missouri Division of Fire Safety
- State Emergency Management Agency (SEMA)

- Missouri Department of Natural Resources (MDNR)
- Federal Emergency Management Agency (FEMA)
- U.S. Environmental Protection Agency (EPA)
- National Response Center (NRC)

## 12. Private Sector Responsibilities

### a. Fixed Facilities

- 1) Designate Facility Emergency Coordinator responsible for assisting in the preparation of this plan and for the preparation of compatible on-site contingency plans. These plans will include specific responsibilities notification and emergency response procedures and available resources for their facilities.
- 2) Notify the Clay County Communication Center of a HAZMAT incident. Provide the dispatcher with all the appropriate information to complete the Chemical Emergency Notification Report (Appendix 5). Also, provide safe route of entry into the site for emergency response personnel.
- 3) Provide technical support to the Incident Commander at the Command Post during an incident.
- 4) Provide personnel, technical expertise, and equipment support, and participate in chemical hazard exercises and other training activities.
- 5) Provide technical support as required in the development of off- site risk assessments and contingency planning.
- 6) Notify appropriate officials/agencies of a chemical release incident as directed by Federal and State law.

### b. Pipeline operators

- 1) Responsible for a plan that outlines the general actions and establishes policies to be followed in the event of a chemical release incident.
- 2) Provide technical guidance, personnel, and hardware to support the training and exercise program directed by the MAHEPA.

c. Highway carriers, Railway and Waterway:

1. Notify the Clay County Communications Center of a HAZMAT incident. Provide the dispatcher with all appropriate information to complete the Chemical Emergency Notification Report (Appendix 5). Also, provide safe routes of entry into designated staging areas for emergency response personnel.
2. Develop a chemical incident response plan.
3. Maintain a response capability in the event of a hazardous material incident involving their stock.
4. Provide technical assistance, personnel, and resources to the Incident Commander to mitigate incidents involving their stock or property.
5. Provide proper identification of all hazardous materials carried.
6. Provide technical expertise, personnel, and hardware to support the training and exercise program of the MAHEPA.
7. Provide a list of major hazardous materials commodities shipped and periodically update the list.

## **VI. RELATIONSHIP TO OTHER PLANS**

- A. The Clay County Emergency Operations Plan is the underlying document for the protection of health, safety, and property of the public in Clay County and each of the political subdivisions within the county from all natural and manmade disasters.
- B. The Hazardous Materials annex, Annex H, to the Emergency Operations Plan provides procedures to protect the public, from transportation, storage, fixed site, and transfer point hazardous materials incidents.
- C. Each fixed facility having extremely hazardous substances is required to develop an on-site contingency plan that specifies notification, response activities and coordination procedures with outside agencies.
- D. Clay County's governments and emergency response agencies have entered into mutual aid agreements within the county and adjacent counties that increase response capability.
- E. The State of Missouri has developed the Hazardous Substance Emergency Response Plan which outlines the responsibilities of the appropriate state agencies in responding to hazardous substances emergencies that exceed county capability under paragraph 4.
- F. The National Contingency Plan provides for a coordinated federal response to a large-scale hazardous materials incident. This plan is activated by request from the Incident Commander in case of a fixed facility incident, or through the shipper in case of transportation related emergency.

## **VII. RESPONSE FUNCTIONS**

- A. When a hazardous substance spill occurs, notification of the Clay County Communication Center may come from a variety of sources.

The dispatcher receiving this first report must try to obtain as much information as possible from the first source or the first responder. Use Appendix 5 of this Annex as a guide.

The dispatcher then alerts all responding units (Appendix 2).

- B. Depending on the classification of the incident, many emergency functions may be necessary for the appropriate response. Notifications will be made in accordance with procedures found in functional annexes of the Clay County Emergency Operating Plan. If a determination is made that the release exceeds the reportable quantity, the spiller must notify the Missouri Department of Natural Resources and the MAHEPA LEPD.

C. PUBLIC WARNINGS will be issued in accordance with the procedure set forth in Annex B of the Clay County Emergency Operating Plan (EOP).

1. EVACUATION. Evacuation can be completely effective if accomplished prior to the arrival of the toxic cloud. (See Annex J of the Clay County EOP.)
2. IN-PLACE SHELTERING. In some cases, advising people to stay indoors and attempting to reduce air flow into a structure may be the most effective protective action. (See Annex K of the Clay County EOP.)
3. INGESTION ADVISORY. Drinking water and food crops may be contaminated by a chemical release. The public must be warned of a threat to food and water supplies.
4. SEWAGE and RUNOFF. A hazardous chemical release may contaminate sewage systems or area streams and lakes. Such contamination could create a public health threat and serious environmental problems.

## **VIII. DIRECTION AND CONTROL**

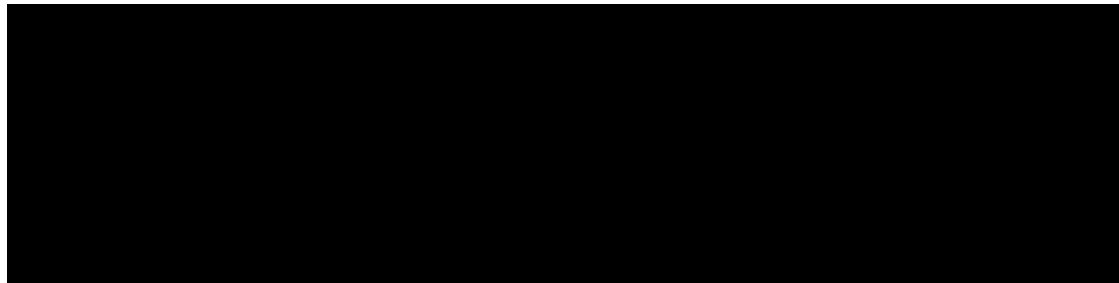
### **A. Incident Management System**

1. Responders to a hazardous materials emergency Level II or III in Clay County and each of the political subdivisions within the county will operate using the National Incident Management System (NIMS). To affect the fastest response, Clay County has been subdivided into response zones by fire departments that will assist in the event of an incident.
2. In the event of a hazardous materials incident, the Fire Chief of the affected jurisdiction will be the Incident Commander. In his absence, the highest-ranking department officer present will assume command. Incident Commanders must be qualified at NIMS level.
3. First responders from the above agencies shall be qualified at hazardous materials operations level at a minimum. The maximum level personal protection available to these responders is structural firefighting protective clothing in combination with positive-pressure self-contained breathing apparatus (SCBA). This protection is limited to a range of chemicals listed in the latest edition of the North American Emergency Response Guidebook (NAERG). Consequently, operations level response from Clay County agencies will be defensive and not compromise the safety of the responders. (See Fire and Rescue).

4. When an incident is classified a Level II or III HAZMAT Emergency (beyond local response control), the Incident Commander shall immediately request appropriate assistance at state and federal levels through the EOC. (See Fire and Rescue)
5. In preparation for logistical support of outside assistance, the Incident Commander should immediately request activation of the Emergency Operating Center (EOC).

#### B. Direction and Control Procedures

1. The Direction and Control function is the combined capability of the Incident Command Post (ICP) and the Emergency Operating Center (EOC) in a larger-scale chemical emergency, Level II or III. The command structure linking the ICP and the EOC is the National Incident Management System (NIMS).
2. The Hazardous Materials Coordinator should coordinate operations from the EOC when activated.



#### C. Communications Among Responders

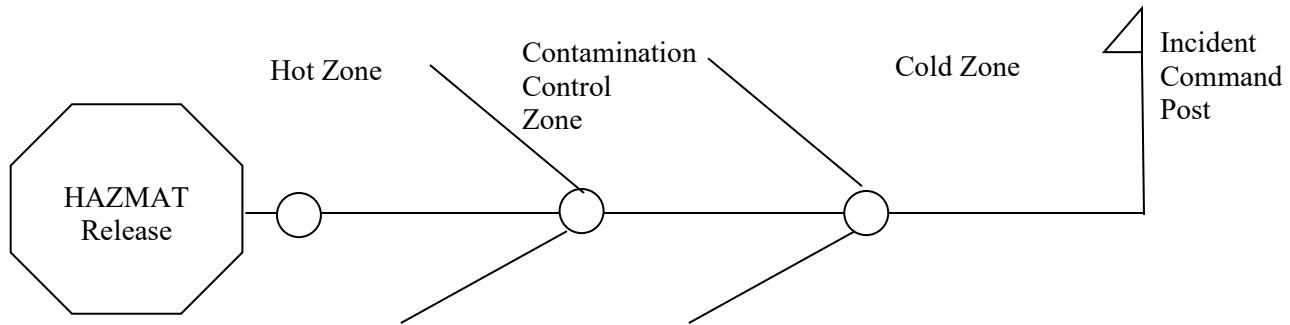
1. During emergency operations, all departments will use their existing equipment and procedures to communicate with their field operations (Annex B, Clay County EOP).

#### D. Response Personnel Safety

1. To reduce the risks to first responders in the event of a hazardous materials incident, health and safety procedures have been developed that include:
  - a. Medical Surveillance in the Cold Zone
  - b. Establishment of Hot Zones

- c. Personal Protective Equipment
- 2. MEDICAL SURVEILLANCE: An EMT (or paramedic) from the Emergency Medical Service or the Rescue Squad should be charged with the responsibility for surveillance of the first response team for any indicators of the effects of toxic exposure.

3. EXCLUSION ZONES: Exclusion zones are the safety perimeters established around a hazardous material release. These are shown schematically in the following figure and are defined as follows:



- a. HOT ZONE: The area of maximum hazard. All personnel entering the hot zone must wear prescribed levels of protective equipment. A single entry and exit checkpoint must be established at the perimeter of the hot zone to regulate and account for the flow of personnel and equipment into and out of the hot zone.
- b. CONTAMINATION CONTROL ZONE: Surrounds the hot zone and is also a restricted area. The level of personnel protection required is less stringent than that of the hot zone. The decontamination unit (if needed) is located here, as is the Safety Office and immediate support and security personnel.
- c. COLD ZONE: The unrestricted area beyond the outer perimeter of the contamination control zone. The command post, the HAZMAT response team and support agencies are located here.

- 1) Exclusion zones must be set up for any HAZMAT incident. For a Level I incident this can be accomplished, at minimum, with a HOT ZONE and an informal command post. The guidebook lists many chemicals where SCBA and structural protective clothing provide some protection to permit control of a small release. Release of chemicals, where the NAERG shows that the above protective equipment is not effective, must be treated as a Level II incident.
- 1) Level II and Level III incidents require establishment of the three- tiered exclusion zones (HOT, CONTAMINATION CONTROL and COLD). The size of each perimeter must be determined by the nature of the material involved, atmospheric conditions and magnitude of the incident.

#### E. Personal Protective Equipment

1. Protective equipment available to Clay County first responders are structural fire fighter's protective clothing together with positive-pressure self-contained breathing apparatus (SCBA). This combination provides only limited protection for a number of chemicals shown in the NAERG.
2. Members of outside HAZMAT teams dispatched to enter exclusion zones of an incident occurring in Clay County will have Level A and Level B protective equipment at their disposal because maximum respiratory protection is required when entering environments containing unknown substances or known substances in unknown concentrations.
  - a. Level A protection will be worn when the highest level of respiratory, skin, eye and mucous membrane protection is needed.
  - b. Level B protection will be selected when the highest level of respiratory protection is needed but with a lower level of skin and eye protection. Level B protection is the minimum level recommended on initial site entries until the hazards have been further identified.

#### F. Fire and Rescue

1. When the Clay County Communications Center has notified the fire department in the appropriate jurisdiction of an incident involving a release of a hazardous material the officer in charge of the first unit at the scene shall implement the Command Structure of the Incident Management System.
2. During the initial phase of the incident, the Incident Commander (IC) shall:

a. Determine the level of the incident and initiate response activities commensurate with the severity of the incident. Resolution of a Level II or III incident in Clay County will always require outside assistance by federal, state, or private agencies. The rules for notifications are summarized as follows:

- 1) **TRANSPORTATION INCIDENTS:** It is the shipper's responsibility to initiate emergency response once notified. The Incident Commander must call the emergency response telephone number given on the shipping papers. If not available or accessible, call CHEMTREC with as much information as can be obtained (placard number, labels on containers, how to contact the ICP or EOC, etc.). CHEMTREC will track down and notify the shipper or the manufacturer of the emergency in progress. At this point responsibility for further action passes to the shipper or manufacturer, who will initiate on-scene assistance, up to notifying the NATIONAL RESPONSE CENTER. In the interim the shipper or CHEMTREC can provide guidance to the IC for mitigation at the scene within local response capabilities.
- 2) **FIXED SITE FACILITY INCIDENTS:** Chemical incidents occurring within a fixed site facility are the responsibility of the facility emergency organization. If control is relinquished by the facility coordinator, or if the incident poses a threat outside the facility, the Fire Department is in charge and proceeds using NIMS. The Incident Commander directs facility personnel to remove any chemicals that may increase or catalyze the fire, cause explosions, create toxic gas releases or cause environmental damage. For outside assistance, the Incident Commander notifies the NATIONAL RESPONSE CENTER directly (CHEMTREC is only for transportation related incidents). The NRC will initiate response through the Federal On-Scene Coordinator (OSC) assigned to Missouri. The OSC determines the federal cause of action together with agency support from the state.
- 3) **FEDERAL ON-SCENE COORDINATOR:** The OSC acts as a consultant to the Incident Commander. The OSC, however, is in control of and directs all federal and state agencies on the scene that are committed as part of the National Contingency Plan. The OSC, if needed, can make available immediate dismissal of Superfund Monies.

b. The following table reviews incident levels and the appropriate response activities:

**RESPONSE LEVEL I - POTENTIAL EMERGENCY CONDITION:**

A potential emergency condition is an incident or threat of a release which can be controlled by first responders and does not require evacuation other than the structure or immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life and property.

**RESPONSE:**

- Active - Fire Department, Law Enforcement
- Standby- EMS, Partial EOC, Clay County Emergency Management Director
- Notify – If required, MDNR (by spiller) If required shipper or CHEMTREC (transportation), NRC (fixed site)

**RESPONSE LEVEL II - LIMITED EMERGENCY SITUATION:**

A limited emergency situation is an incident involving a greater hazard or larger area which poses a potential threat to life or property, and which may require a limited evacuation of the surrounding area.

**RESPONSE:**

- Active - Fire Department, Law Enforcement, EMS, EOC, Clay County Emergency Management Director
- Standby- Mutual Aid, Public Works, Clay County Health Department, Social Services
- Notify- MDNR (by spiller) Shipper or CHEMTREC (transportation), NRC (fixed site)

**RESPONSE LEVEL III - FULL EMERGENCY CONDITION:**

A full emergency condition is an incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large-scale evacuation; or an incident requiring the combined expertise or resources of county, federal and private agencies.

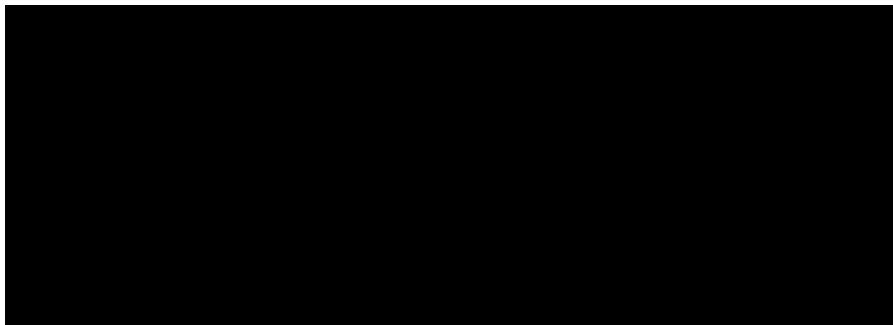
**RESPONSE:**

- Active - All Level I, II and Mutual Aid Agencies, Missouri Department of Health, U.S. EPA, MDNR may not become actively involved in response but should be used as technical consultants, SEMA for large-scale support, i.e., mass evacuations, use of National Guard. The EOC should be fully activated.

- c. Establish Exclusion Zones (see RESPONSE PERSONNEL SAFETY).

Because personal protective equipment, available to Clay County first responders, is limited, operations in the HOT ZONE and CONTAMINATION CONTROL ZONE are restricted. Responders that have been imported via the response chain are either HAZMAT teams that have trained as a unit or contract specialists working together with individual HAZMAT technician.

A typical HAZMAT team is comprised of:



## G. Law Enforcement

1. Law enforcement (Hazardous Materials Awareness Level training is highly recommended) is handled by the Clay County Sheriff's Office or local police department within the boundaries of their jurisdiction. Mutual aid agreements are in force between all law enforcement agencies in the county, and with outside agencies.
2. ON-SCENE CONTROL. Establishes scene perimeters, access control points, and traffic control points. Provide additional resources for traffic and crowd control.
3. EVACUATION. The order to evacuate must come from the Presiding County Commissioner, the Clay County Emergency Management Director, or their designee. If a political subdivision within the county is the only entity affected, then the order to evacuate will be consistent with city or village ordinances and policies. When there are time constraints, limited evacuation can be ordered by the Incident Commander. The Law Enforcement agency designated by the IC or the EOC is in charge and will direct the evacuation effort.
  - a. Isolate affected area and permit only to appropriate response personnel to enter.
  - b. Notify residents in the affected areas.
  - c. Assist residents in relocation and provide direction out of the area and to shelters.
  - d. Provide security for evacuated areas and reroute traffic around the affected area.
  - e. Coordinate all search efforts for missing persons.
  - f. Assist in return of residents, upon "all clear" order.

## H. Emergency Medical Services (minimum hazardous materials awareness level training is recommended)

- a. Assigns priorities of medical treatment on the basis of urgency and for transporting casualties from the incident site to appropriate medical facilities. Only members of the HAZMAT Team under the direction of the Safety Officer can remove victims from the HOT ZONE and supervise appropriate decontamination process.
- b. Provide a liaison between medical personnel and the EOC. Notify area hospitals of what chemicals are involved and what decontamination and exposure situations will be necessary for proper handling and care of victims. The EMS Liaison should be located in the EOC when activated.

- c. Advises the EOC and the IC on signs and symptoms of chemicals involved. Monitor decontamination from the COLD ZONE to ensure victims are properly decontaminated, before accepting victims in a shelter or medical facility.

## I. On-going Incident Assessments

1. During the active period of a continuing major release, resources dispatched by Missouri Department of Natural Resources (MDNR) are responsible to monitor on-site quantity, concentration, and movement of spilled material. Based on their recommendations, the Emergency Management Director shall initiate immediate actions in terms of response personnel safety and citizens' protection.
2. Decisions dealing with citizens' protection on a large scale, particularly those dealing with residual effects such as short or long-term contamination of food and water supplies as well as structure and soil, must rely on input from specialized resources dispatched by state and federal agencies.

## II. Warning and Emergency Public Notification

Procedures to warn the public of any highly probable and immediate danger are found in Annex C of the Clay County Emergency Operations Plan.

## III. Public Information

Procedures to provide the public with accurate and timely information of the progress of a HAZMAT incident are found in Annex C of the Clay County Emergency Operations Plan.

Personal Protection of Citizens:

1. In-Place Sheltering
  - a. When the progression of a HAZMAT incident indicates that segments of the population need to be isolated from a spreading chemical plume, in-place sheltering is the first consideration for protective action (See Annex K).
  - b. In-Place Sheltering is viable when:

- 1) The nature and concentration of the chemical in the plume is not life-threatening (It may, however, be quite noxious.)
- 2) The size of the release and given atmospheric conditions indicates rapid dispersal of the chemical.
- 3) When a toxic plume approaches so rapidly that timely evacuation cannot be carried out.

c. In-Place sheltering gets people out of the open into buildings with doors and windows closed. In older buildings that have relatively high air leakage rates, it is advisable to shut down air circulation systems (heating systems, air conditioning systems, particularly window- mounted units). In modern energy efficient buildings, air circulation systems tend to build up positive pressure inside which counteracts air leakage inside, but only if the fresh air supply is shut off.

## 2. Evacuation Procedures

- a. The Hazardous Material Incident of sufficient magnitude to trigger an evacuation will most probably come from a transportation related accident. For that reason, Clay County is not subdivided into pre- assigned Risk Zones. The area at risk must be determined from the site of the accident, taking into account the toxicity and magnitude of the release and atmospheric conditions. Inputs from the NAERG are invaluable.
- b. Evacuation procedures are found in Annex J, which also contains procedures to guide returning evacuees once the evacuated area is declared safe.

## 3. Other Public Protection Strategies

- a. RELOCATION: Some hazardous materials incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. It may be necessary for people to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduces the hazard.
- b. WATER SUPPLY PROTECTION: Surface and ground water supplies can be contaminated by a hazardous chemical release. Local public works officials must provide quick identification of a threat to the drinking water supply and notification to the public. Officials should also notify the public of alternate sources for safe drinking water.

- c. SEWAGE SYSTEM PROTECTION: A hazardous chemical entering the sewage system can cause serious and long-term damage to a treatment plant. It may be necessary to divert sewage, creating another public health threat and environmental problems.

L. Human Services

- 1. The various aspects of human services are coordinated by the State Emergency Management Agency (SEMA) or the Federal Emergency Management Agency (FEMA). Services on a small scale can be provided by local volunteer organizations. Larger scale requirements must be met by disaster assistance agencies through their state or regional organization (American Red Cross, Salvation Army, and Missouri Division of Family Services).
- 2. Annex L covers the procedures for Human Services in general terms.

M. Health and Medical Services (Hazardous Materials Awareness Level Training Recommended)

- 1. The Clay County Health Department will respond to an incident at the request of the Presiding County Commissioner, The Clay County Emergency Management Director or, if activated, the EOC staff.
  - a. To assist in assessment of an evolving hazard and to initiate contact with the appropriate state and federal agencies dealing with containment of hazardous materials.
  - b. To test or provide for testing of water, air, soil, or food as applicable.
  - c. To advise public works and other agencies to implement procedures for containment and/or disposal of hazardous materials as directed by the Missouri Department of Natural Resources.
  - d. To advise on appropriate cleanup.
  - e. A representative of the Clay County Health Department should be located in the EOC when activated.

N. Public Works(Hazardous Materials Awareness Level Training Recommended)

1. In the event of a hazardous materials incident, the County Road and Bridge Department or the appropriate municipal public works department will assist the Incident Commander or the EOC staff as needed. The Public Works services can extend to all or some of the following activities:
  - a. Debris removal.
  - b. Construction of earthen dikes to contain spills or reroute them around critical areas such as water supplies and sewer inlets.
  - c. Road and bridge repairs.
  - d. Barricade installation.
  - e. Evacuation assistance.
  - f. Ensure evacuation routes are open and accessible.
- ii. Annex I cover procedures for the deployment of Public Works.
- iii. A representative of the appropriate public works department should be located in the EOC when activated.

O. Resource Management

1. Mitigation of problems caused by a HAZMAT incident may require resources found in the public and private sectors.

Annex G covers procedures for Resource Management

**IX. CONTINUITY OF GOVERNMENT:**

A. The lines of succession for Clay County Hazardous Materials Coordinator shall be as follows:

1. Hazardous Materials Coordinator
2. Clay County Emergency Management Director or their designee
3. Clay County Law Enforcement Coordinator

Affected political subdivisions shall follow their ordinances and policies regarding the lines of succession within their jurisdiction.

## **X. CONTAINMENT AND RESTORATION**

### **A. Responsibilities**

1. The responsibility for selecting and implementing the appropriate counter measures is assigned to the Hazardous Materials Coordinator, the on-scene Incident Commander, and the Emergency Management Director in accordance with the EOC and appropriate technical resources.
2. The spiller is responsible by law for the costs of all cleanup and counter measures. The Emergency Management Director and Hazmat Coordinator, together with state and federal resources, are responsible for determining these measures and monitoring the cleanup and disposal of contaminated materials. Federal and state resources have companies on contract to respond to HAZMAT incidents if the responsible parties are unknown, or are, willing or able to respond correctly.
3. The Emergency Management Director and Hazardous Materials Coordinator are responsible for monitoring the response activity to ensure that appropriate containment and control techniques are being initiated. Containment methods may include:
  - Dikes
  - Berms and drains
  - Trenches
  - Booms
  - Barriers in soil
  - Stream diversion
  - Patching and plugging containers and vessels
  - Portable catch basins
  - Over-packed drums or other forms of containerization
  - Reorientation of the container
4. The Incident Commander, in conjunction with the Hazardous Materials Coordinator and the Clay County Emergency Management Director, will secure private contractors for displacement techniques. These may include:
  - Hydraulic and mechanical dredging
  - Excavating
  - Skimming
  - Pumping
  - Dispersion/dilution
  - Vacuuming

5. Treatment of spilled hazardous substances can be physical, chemical, or biological in nature. Treatment operations are the responsibility of the operator. Monitoring responsibility is assigned to Missouri Department of Natural Resources.

**B. Restoration**

1. The spiller, in conjunction with state and federal authorities, is in charge of restoration efforts.
2. Treatment of contaminated soils and sediments is the responsibility of the spiller.
3. When feasible, contaminated soils and sediments will be treated on the site. Technologies available include:
  - Incineration
  - Wet air oxidation
  - Solidification
  - Encapsulation
  - Solution mining (soil washing or soil flushing)
  - Neutralization/detoxification
  - Micro degradation
4. Off-site transportation or storage, treatment, destruction, or secure disposition off-site must be provided by the spiller in cases where State or Federal EPA determines such actions are necessary.

**XI. DOCUMENTATION AND INVESTIGATIVE FOLLOW-UP**

**A. Level I HAZMAT Incident**

1. In case of a Level I HAZMAT incident the Incident Commander shall submit to the Clay County Emergency Management Director a brief description of the incident and response rendered. Where the spill exceeds reporting requirements the Incident Commander shall ascertain that the spiller has notified the appropriate state and federal agencies.
2. The Clay County Emergency Management Director will complete a list of all HAZMAT incidents in Clay County.

**B. Level II and III HAZMAT Incidents**

1. The Incident Commander is responsible for preparation of a report that summarizes the entire incident including cause of incident, damage assessment, actual cost of response activities, incident critique and conclusion.
2. To assist the Incident Commander, the Clay County Communication Center is responsible for documenting the communications between the Incident Command Post and all response agencies summoned. This documentation must contain location, material and quantity released, responsible owner or operator, source of spill, health or physical hazards generated, and response activities.
3. After the response is complete a report must be submitted to the Clay County Emergency Management Director.
4. For incidents in a fixed facility, the owner or operator is required to submit a follow-up report similar to the above to the Clay County Emergency Management Director and the appropriate state and federal agencies.
5. The Northland Regional Hazardous Material Team along with the Hazardous Materials Coordinator is responsible for preparing an investigative report in order to facilitate cost recovery. The completed report should be sent to the Clay County Emergency Management Director at the end of the incident.

**XII. TRAINING AND EXERCISING**

A. Training will be based on the duties and functions to be performed by each responder of an emergency response organization. The skill and knowledge levels required for all new responders, or those hired after the effective date of this standard, shall be conveyed to them through training before they are permitted to take part in an actual emergency operation on an incident. Responders who participate in a chemical emergency shall be given training in accordance with the following paragraphs:

**1. FIRST RESPONDER -AWARENESS LEVEL**

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further actions beyond notifying the authorities (Dispatcher) of the release. First responders at the awareness level shall have sufficient training or had sufficient experiences to objectively demonstrate competency in the following areas:

- a. An understanding of what hazardous chemicals are and the risks associated with them in an incident.
- b. An understanding of the potential outcomes of an emergency where hazardous materials are present.
- c. The ability to identify the hazardous materials, if possible.
- d. An understanding of the role of awareness level first responders in the agency's emergency response plan and NAERG.
- e. The ability to recognize the need for additional resources.

## 2. FIRST RESPONDER- OPERATIONS

First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. First responders at the operational level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas, in addition to those listed for the awareness level and their department shall certify that the responder has:

- a. Knowledge of the basic hazard and risk assessment techniques.
- b. Knowledge of how to select and use proper protective equipment provided to the first responder at the operational level.
- c. An understanding of basic hazardous materials terms.
- d. Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.
- e. Know how to implement basic demonstration procedures.
- f. An understanding of the relevant standard operating procedures.

### 3. NATIONAL INCIDENT MANAGEMENT - NIMS SYSTEM

The Incident Commander, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and their department shall certify that the officer has the training necessary to:

- a. Know and be able to implement the department Incident Management System
- b. Know and be able to implement the Clay County Operations Plan and the department's standard operating procedures.
- c. Know and understand the hazards and the risks associated with responders working in chemical protective clothing.
- d. Know the State Emergency Response Plan and have knowledge of the Federal Regional Response Team.
- e. Know and understand the importance of decontamination procedures.

### 4. TRAINING/REFRESHER TRAINING

Those responders who are trained in accordance with 29 CFR 1910.120 shall receive annual refresher training of sufficient content and duration to maintain their competencies or shall demonstrate competency in those areas at least yearly.

A statement shall be made of the training competency, and if a statement of competency is made, the appropriate department shall keep a record of the methodology used to demonstrate competency.

## **XIII. EXERCISING**

The Northland Hazardous Materials Response Team is responsible for designing, scheduling, and evaluating all exercises and drills. These exercises and drills shall be in compliance with Homeland Security Exercise and Evaluation Program Guidelines (HSEEP).

Each exercise will be followed by a critique to review the effectiveness of this annex and its support systems. This annex will be revised on the basis of the exercise After Action Report.

#### **XIV. ANNEX MAINTENANCE**

##### **A. Updating the plan**

1. Recommended changes to this annex will be made by the Clay County Emergency Management Director and submitted to the Clay County Commission for approval.

##### **B. Record of Revisions**

1. All revisions will be dated and recorded and provided to all holders on record. Revised pages will show date of change.

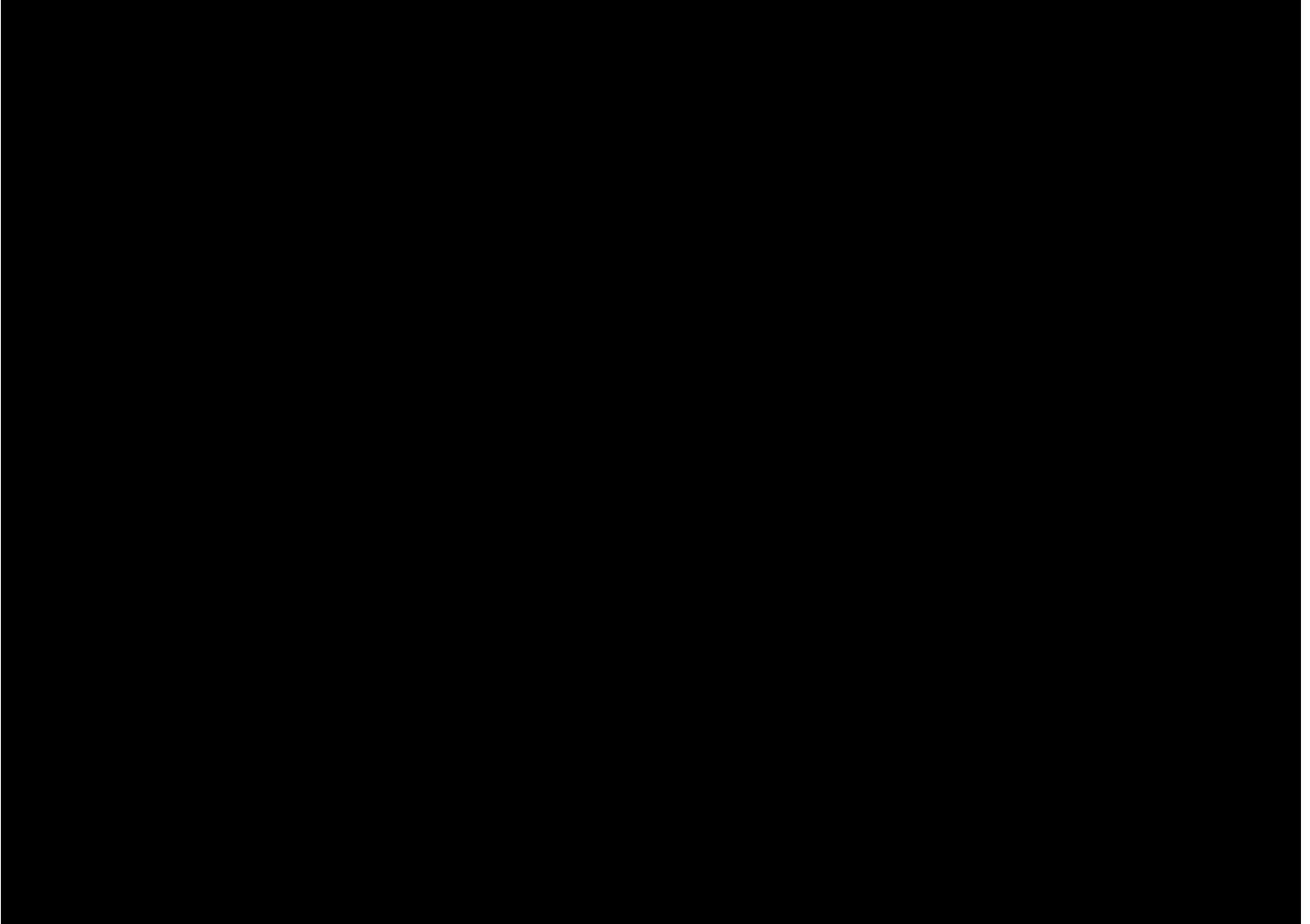
## **APPENDICES**

1. Organizational Chart
2. HAZMAT Response Agencies
3. Response Agencies for HAZMAT Incidents
4. Chemical Emergency Notification Report
5. Checklist of Actions by Operating Time Frames
6. Proposed Exercise Schedule
7. Proposed Training Schedule

### **Appendices Kept under Separate Cover**

- The MARC MAHEPA Hazardous Materials Plan (Appendix 1-C to this plan lists the Tier II Reporting Facilities)
- Fixed Facilities with Hazardous Substances
- Fixed Facilities with Extremely Hazardous Substances (EHS)

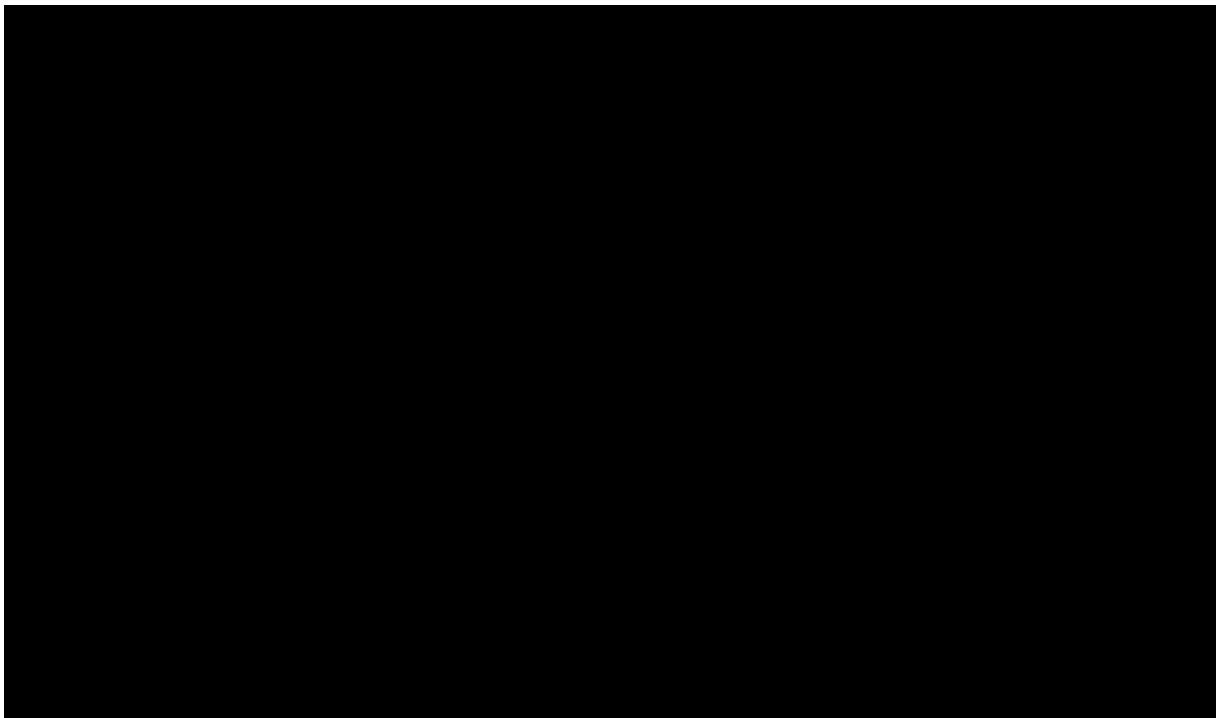
**HAZARDOUS MATERIALS RESPONSE ORGANIZATION CHART**



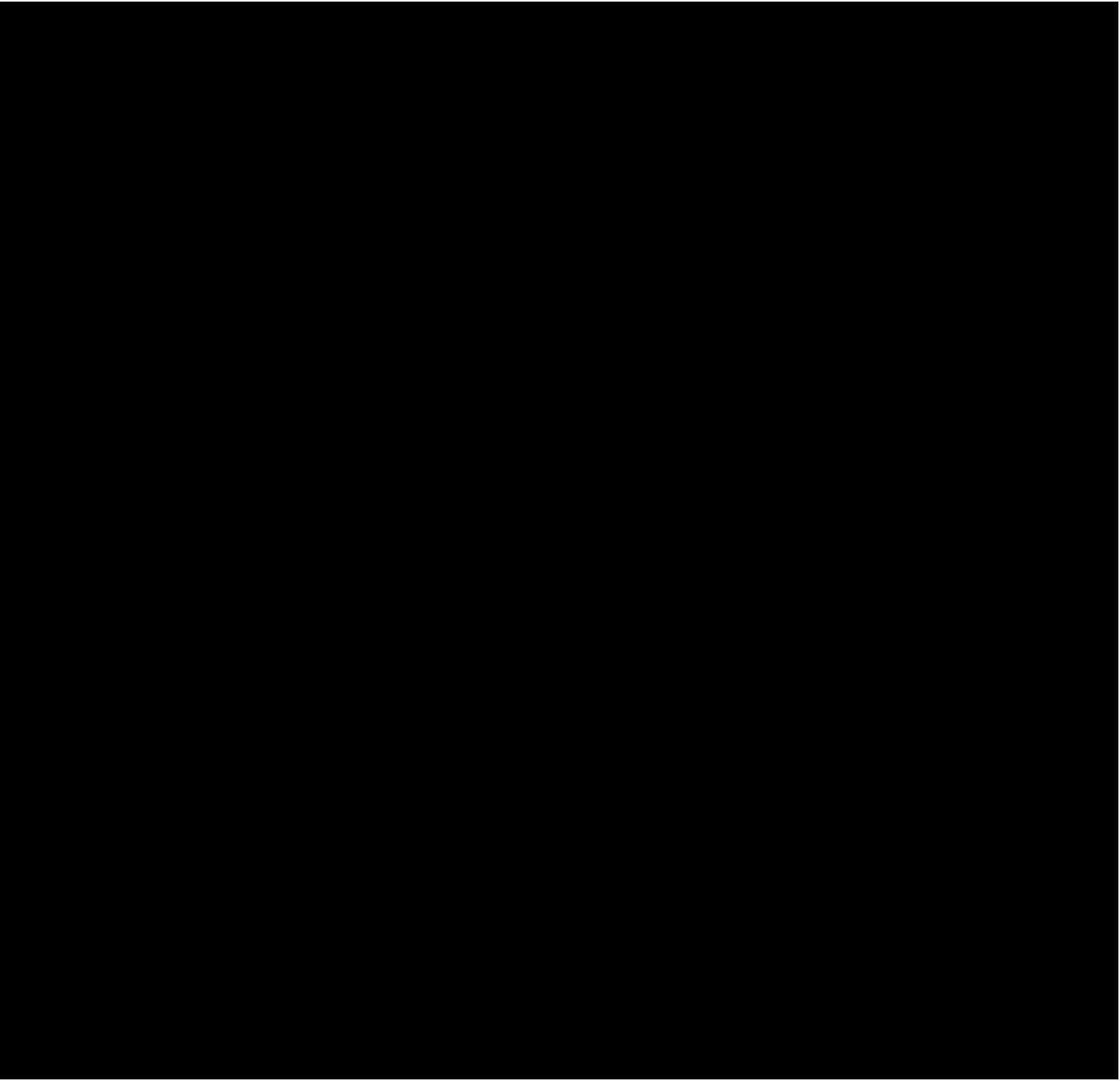
## **HAZARDOUS MATERIAL RESPONSE AGENCIES**

Whenever a call is received concerning a possible hazardous material, the fire department covering that area will also be notified to respond or will be contacted upon request of the on-scene law enforcement officer.

At that time the responding fire department will take over the on-scene incident command and law enforcement will act as a support agency for traffic control, evacuation, etc. The on-scene fire department should handle any further mutual aid request required. The following are the names and numbers of the Class A Technical Responders for Hazmat in the Kansas City area.



**RESPONSE AGENCIES FOR HAZARDOUS MATERIALS INCIDENTS**



**CHEMICAL EMERGENCY NOTIFICATION REPORT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

1. Caller Name \_\_\_\_\_ Representing \_\_\_\_\_
2. CallBack Nos. \_\_\_\_\_ Emergency Contact(Name) \_\_\_\_\_
3. Materials Released(Spell) \_\_\_\_\_ EHS yes/no
4. Amount Released: \_\_\_\_\_ lbs./gals. Potential Release \_\_\_\_\_
5. Date of Release. \_\_\_\_\_ Time \_\_\_\_\_ Duration \_\_\_\_\_ hour \_\_\_\_\_ minute \_\_\_\_\_
6. Release Medium: Air \_\_\_\_\_ Water \_\_\_\_\_ Soil \_\_\_\_\_ Sewer \_\_\_\_\_ Drains \_\_\_\_\_
7. Location: City or County \_\_\_\_\_  
Facility: (name) \_\_\_\_\_  
(address) \_\_\_\_\_
8. Health Risks \_\_\_\_\_
9. Precautions (Public Safety Concern) \_\_\_\_\_
  

---

10. Incident Description: Fire \_\_\_\_\_ Gas \_\_\_\_\_ Vapor \_\_\_\_\_ Spill \_\_\_\_\_ Explosion \_\_\_\_\_  
Other: \_\_\_\_\_
  

---

11. Type of Container: Truck \_\_\_\_\_ Railroad Car \_\_\_\_\_ Drum \_\_\_\_\_ Storage Tank \_\_\_\_\_
12. 4-Digit I.D. No. \_\_\_\_\_ Placard/Label info. \_\_\_\_\_
  

---

13. Weather Conditions \_\_\_\_\_ Wind Direction \_\_\_\_\_ Temperature \_\_\_\_\_
14. Agencies notified:  
Local Fire \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ time  
Local Emergency Director \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ time  
Missouri Department of Natural Resources-  
[REDACTED] \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ time  
National Response Center -  
[REDACTED] \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ time  
CHEMTREC-  
[REDACTED] \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ time  
Other \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ time
  

---

15. Remarks, etc. (Injuries) \_\_\_\_\_
  

---

**CHECKLIST OF ACTIONS BY OPERATING TIME FRAMES**

**Mitigation**

1. Review plans and procedures with key personnel and make revisions and changes.
2. Develop training programs for local fire departments and emergency medical services.
3. Identify facilities such as hospitals, nursing homes and adult congregate living facilities (ACLF) that could create special problems before or during evacuation.
4. Participate in tests, exercises, and drills.
5. Establish liaison with private area resources that could be useful in the event of a HAZMAT incident.
6. Review and update the annex and SOG at least annually. Call-up lists should be reviewed twice a year.
7. Initiate and conduct training programs.

## **Preparedness**

1. Alert key personnel according to the procedures established in departmental call- up lists.
2. Determine the status of equipment and resources.
3. Develop safety programs that include disaster situations for presentation to the public.
4. Develop SOG to meet anticipated needs.

## **Response**

1. Initiate the hazardous materials annex or plans to include possible evacuation, area control and clean-up.
2. Alert or activate off-duty and auxiliary personnel as the emergency requires.
3. [REDACTED]
4. Coordinate activities with other agencies.
5. Coordinate the response of those responding from outside the incident area.
6. Activate mutual aid agreements if needed.
7. Relay the damage reports. Advance warning of all potential problem areas should be included in the report to the SEOC.
8. Maintain records of actions, problems, and costs.

## **Recovery**

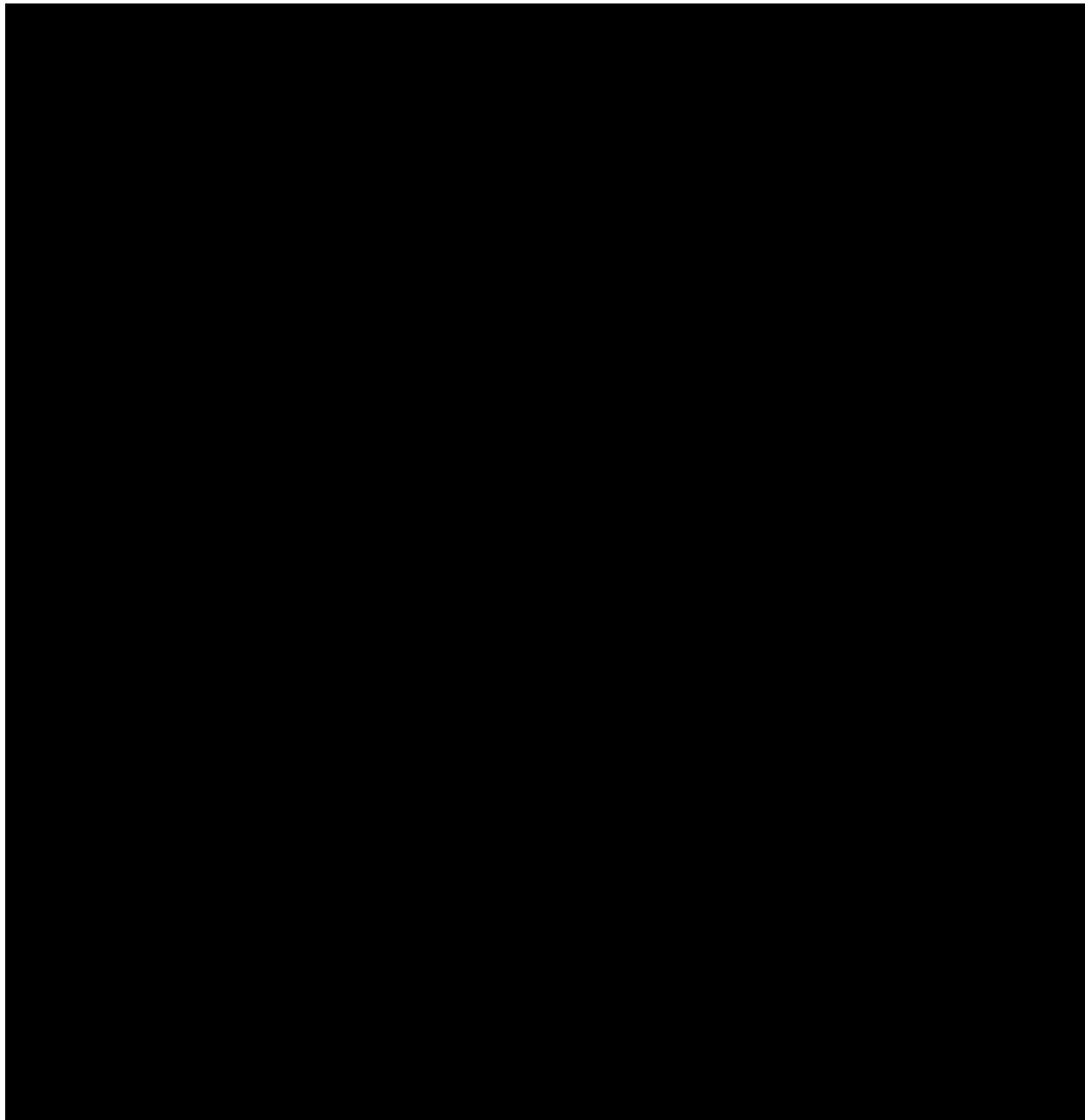
1. Continue to participate in clean-up. Assist in damage assessment.
2. Report on all activities to direction and control.
3. Submit expense reports on personnel, resources and supplies expended.
4. Replenish supplies and repair damaged equipment.
5. Develop after-action reports to include actions taken, personnel costs and materials expended, assistance received from and given to other agencies, and

problem areas that need to be addressed. After Action Reports shall be sent to the Clay County Emergency Management Director.

6. Develop a program to implement corrective actions determined during the After Action Review.

Appendix 7 to Annex H

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## **ANNEX I (ESF # 3)**

### **PUBLIC WORKS**

---

#### **I. PURPOSE**

The ability of local government to protect life and property in Clay County and each of the political subdivisions within the county following or during a disaster could well depend on how fast any utilities are restored or how soon debris can be removed from the streets. The purpose of this annex is to organize local public works resources required to perform needed tasks effectively and efficiently (i.e., utility service restoration, debris clearance, inspections, and opening of roadways, etc.) as part of an integrated emergency response.

Clay County Road and Bridge serves as their public works department.

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

##### **A. Situation**

1. Clay County and each of the political subdivisions within the county is subject to many types of hazards in which Public Works could be involved (See Basic Plan, II Situation and Assumptions A-3). The Public Works section could be asked to perform any of a large number of assignments.
2. The residents of Clay County and each of the political subdivisions within the county are served by several different utility companies municipal and private. See Appendix 3 to this Annex for a list of these companies.
3. Private and non-county resources may be available to assist in Public Works activities should all local resources become committed or exhausted.
4. The critical systems that generally comprise public works are potential targets for terrorists (i.e., electrical systems, power stations, reservoirs, water plants, etc.). For further information regarding targets and other terrorism information, see Annex N.

##### **B. Assumptions**

1. All public works personnel and equipment should be available to respond to an emergency/disaster. However, should a major disaster occur, the local public works department may not have adequate resources to deal with all potential problems immediately, and will have to assign tasks on a priority basis.
2. Private and non-county resources should be available to assist in public works activity. These resources should provide necessary cooperation with the Public Works Coordinator as required.
3. State and Federal resources will respond if available when called upon but their ability to react may be limited.

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

#### **A. General**

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

#### **B. Actions to be taken by Operational Period:**

The Public Works Coordinator shall:

1. Mitigation
  - a. Participate in hazard identification process and identify:
    - 1) Special procedures that need to be developed to deal with an emergency/disaster.
    - 2) Vulnerabilities in the public works system.
  - b. Ensure that public works personnel and volunteer support personnel receive adequate training in emergency procedures (radiological and hazardous materials incidents, etc.). All public works personnel should have training to the Hazardous Materials Awareness Level at a minimum.
  - c. Review all other annexes of this plan to ensure proper coordination of public works activities.
  - d. Develop emergency procedures to include, but not limited to, the following:
    - 1) Debris removal consistent with the Clay County Debris Removal Plan.
    - 2) Call-up lists and procedures
    - 3) Road and bridge repairs
    - 4) Damage assessment
    - 5) Flood control and snow removal
    - 6) Garbage disposal
    - 7) Evacuation
    - 8) Support to other agencies
    - 9) Sheltering of personnel and equipment
  - e. Develop and maintain mutual aid agreements with private resources that could provide support for public works activities during an emergency.

- f. Participate in drills, tests, and exercises to include critiques and follow-up actions.
- g. Provide emergency power backup for EOC and Sheriff's Office

2. Preparedness

- a. When advised of potential hazards, check status of personnel, equipment, supplies, and facilities, especially those required to deal with the approaching hazard.
- b. Activate call-up plans.
- c. Check status of Public Works communications system.
- d. Establish contact with the EOC or the incident commander at the scene.
- e. Ensure protection of all Public Works personnel and equipment.
- f. Maintain preparedness status until the situation escalates or the order to discontinue operations is given by the Incident Commander or the Emergency Management Director.

3. Response

- a. Provide support on a priority basis as determined by the Emergency Management Director or the Incident Commander.
- b. Clear roads of debris (consistent with the Clay County Debris Management Plan) to provide access for emergency responders and damage assessment teams.
- c. Survey Public Works damage and report to the Emergency Management Director in the EOC.
- d. Close roads and construct barricades as directed or necessary.
- e. Make recommendations to the Emergency Management Director on:
  - 1) Priority of repairs
  - 2) Outside assistance required

C. Assist in search and rescue operations as required under direction of the Fire and Rescue Coordinator.

D. In the event of a hazardous materials incident, county and city public works departments will assist the Incident Commander or the Emergency Management Director as needed (i.e., provide barricades, construct dikes). It is recommended that key public works personnel receive, at a minimum, awareness level hazardous materials training. See Annex H, Hazardous Materials Response, for additional information.

4. Recovery
  - a. Participate in cleanup and recovery operations
  - b. Inspect, designate, and provide for demolition of hazardous structures.
  - c. Following an earthquake or flood, determine the safety of roads and bridges.
  - d. Support decontamination if necessary.
  - e. Participate in after-action reports and critiques.
  - f. Make necessary changes in plans and procedures after consultation with the Emergency Management Director.
  - g. In order to begin the recovery process while preserving evidence following a terrorist incident, debris at the disaster site may have to be transported and analyzed at another secured location. Response and recovery operations may be complicated and delayed if debris is contaminated. If the event is a terrorist incident the FBI will direct the removal and handling of all evidence including debris that may be evidence.

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

### **A. Organization**

The organization chart for the Public Works function is shown in Appendix I to this annex.

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

1. The Clay County Road and Bridge Supervisor shall serve as the Public Works Coordinator for the County. Each of the political subdivisions within the county shall appoint their own Public Works Coordinator according to their ordinances and policies.
2. The Public Works Coordinator will coordinate the Public Works activities from the EOC when it is activated. The Public Works Coordinator will coordinate all public works activities both public and private as required by an emergency/disaster. The Public Works Coordinator will advise the Emergency Management Director and the Incident Commander on-scene on all public works activities.
3. Each municipal public works coordinator will be responsible for such operations in their respective jurisdiction if the incident is confined to their jurisdiction. If multiple jurisdictions are affected, then the affected jurisdictions shall have their public works coordinators report to the Clay County Public Works Coordinator in the EOC for coordination and assignment.

4. The private utility companies are responsible for the direction and control of the services they provide to their customers. These companies are not under the day-to-day control of the county and city governments. However, during a disaster/emergency the Public Works Coordinator will coordinate their activities as appropriate from the EOC.
5. The Public Works Coordinator will ensure that mutual aid agreements, plans and/or procedures with other public or private public works services or providers are in place prior to an emergency/disaster affecting Clay County and each of the political subdivisions within the county.
6. The Public Works Coordinator will maintain a current listing of personnel and resources that would be needed in an emergency/disaster.
7. The Public Works Coordinator will assist in damage assessments during and after an emergency/disaster.
8. The Public Works Coordinator will develop and maintain debris clearance equipment/procedures consistent with the Clay County Debris Management Plan for use during or following an emergency/disaster.
9. The Public Works Coordinator will coordinate inspection, designation, and demolition of hazardous structures during or following an emergency/disaster.
10. The Public Works Coordinator will inspect evacuation routes designated by the Emergency Management Director to ensure that they are open.
11. The Public Works Coordinator will coordinate the restoration of utility services to the community during or following an emergency/disaster.
12. The Public Works Coordinator will take measures to protect the water and sewage systems to the extent possible during or following an emergency/disaster.
13. The Public Works Coordinator will coordinate sanitation services during or following an emergency/disaster.
14. The Public Works Coordinator will coordinate the drainage of flooded areas if possible, during or following an emergency/disaster.
15. The Public Works Coordinator will take measures to protect vital public works records before, during and following an emergency/disaster.
16. The Public Works Coordinator will coordinate cleanup and recovery operations consistent with the Clay County Debris Management Plan.
17. The Public Works Coordinator will annually review and update this Annex and its appendices in consultation with the Emergency Management Director.

- C. Any department/organization involved in this function should provide adequate training to their respective personnel regarding public works.
- D. The National Incident Management System and the Incident Command System (NIMS/ICS) shall be used on all emergency/disaster incidents in Clay County and each of the political subdivisions within the county.

## **V. DIRECTION AND CONTROL**

- A. All Public Works operations will be coordinated from the EOC when activated.
- B. Public works department heads will operate from their normal day-to-day offices but will send a representative to the EOC if needed or requested. Public works personnel in the field will keep the Public Works Coordinator in the EOC informed of their activities.
- C. Outside resources will be under the direct control of their own supervisors but will be deployed by the Public Works Coordinator in the EOC and assigned missions by the on-site Incident Commander.

## **VI. CONTINUITY AND GOVERNMENT**

- A. Line of Succession
  - 1. The line of succession for the Clay County public works function will be from the Clay County Commissioners through the Supervisor of the County Road and Bridge.
  - 2. The line of succession for each municipal public works department will be according to their ordinances and established standard operating procedures.
- B. The Emergency Operation Center for Clay County is located in the Clay County Detention Center Building. If the designated EOC becomes inoperable or unusable, an alternate EOC would be utilized. (See Situation and Assumption, Annex A, and the Clay County Continuity of Operations Plan COOP for further guidance)

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. Overall administration of the Public Works service for Clay County will be the responsibility of the Clay County Road and Bridge Supervisor.
2. Additional resources for this function will be requested through Direction and Control (Resources and Supply, Annex G).

### **B. Logistics**

1. Normal hiring procedures for hiring outside contractors can be circumvented, but only when authorized in writing by the chief elected official present. **To be eligible for reimbursement from FEMA pursuant to a presidentially declared disaster, bidding procedures for debris removal must be followed.**
2. Public works services shall provide necessary logistical support for food, emergency power, fuel, etc., for response personnel during emergency operations. In most situations, however, the Resource and Supply Section (Annex G) will be available to assist with supply matters.

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

- A. It is the responsibility of the Public Works Coordinator and the County Emergency Management Director to maintain this functional annex.
- B. They will participate in regularly conducted drills and exercises and incorporate any improvements into this annex.
- C. The SOG will be maintained by department heads as required.

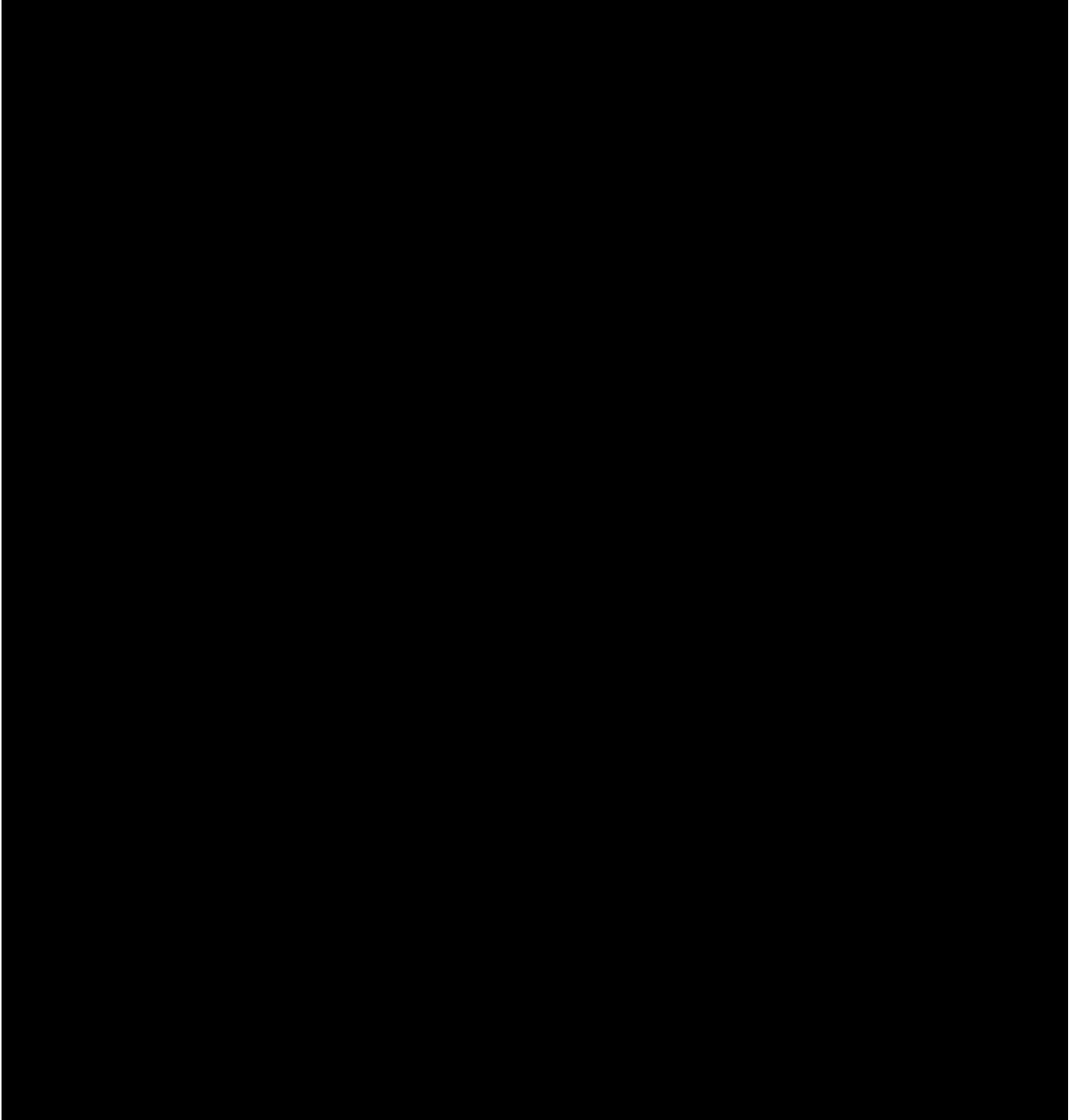
### **Appendices**

1. Public Works Organizational Chart
2. Clay County Road and Bridge
3. Utility Companies Serving Clay County
4. Clay County Public Water Supply Districts

**Appendices Kept under Separate Cover by the Coordinator**

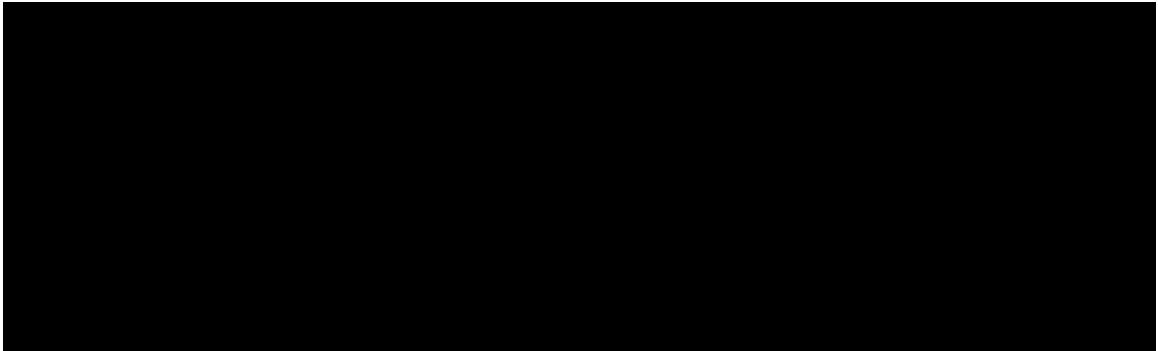
1. Call-up lists by division
2. Local private resource lists and contacts
3. SOG's for:
  - a. Debris removal
  - b. Road and bridge repair, etc.
  - c. Emergency Repairs

**PUBLIC WORKS ORGANIZATIONAL CHART**

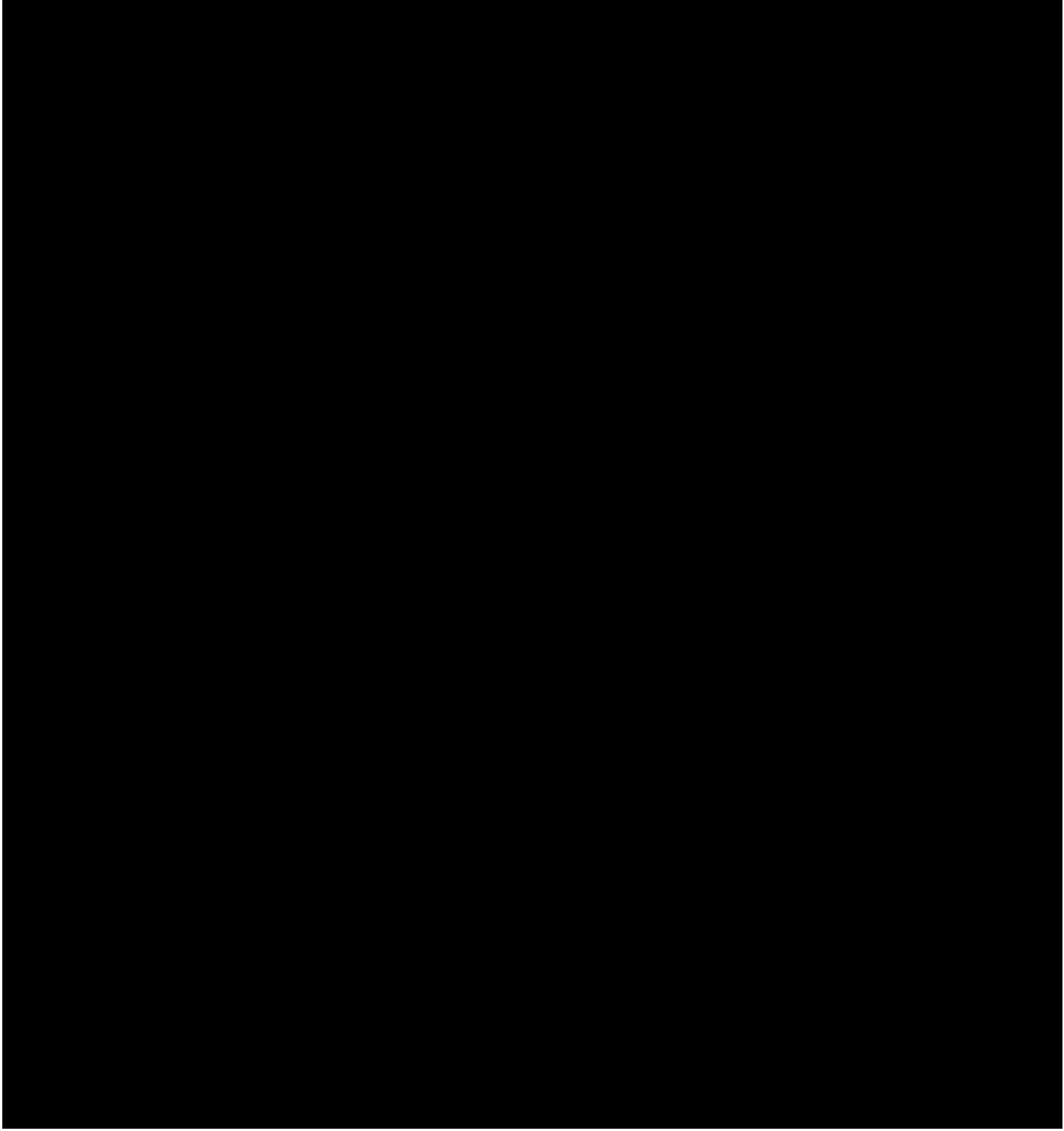


**CLAY COUNTY ROAD AND BRIDGE**

The Clay County Road and Bridge is located at the following address:

A large black rectangular redaction box covers the address information for the Clay County Road and Bridge.

**UTILITY COMPANIES SERVING CLAY COUNTY**





**WATER DISTRICT CONTACT LIST**



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## **ANNEX J (ESF # 1, ESF # 6)**

### **EVACUATION**

---

#### **I. PURPOSE**

The purpose of this annex is to establish an organization and procedures for evacuation operations in Clay County and each of the political subdivisions within the county. This function must be applicable to small, localized situations as well as for a county-wide movement should the need arise.

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

##### **A. Situation**

1. Clay County and each of the political subdivisions within the county is subject to several hazards that could threaten the lives and property of the citizens and require evacuation operations. The County has identified facilities which store, use, or produce hazardous materials. This listing is kept on file with the local fire department and the Mid-America Hazmat and Emergency Preparedness Alliance (MAHEPA) Local Emergency Planning District (LEPD). Natural and man-made hazards include flooding, dam failure, and hazardous materials incidents.
2. Clay County has a very good transportation network that will facilitate any evacuation of the general population. (See Appendix 7 to this Annex)
3. Hospitals, nursing homes, schools, and other facilities such as day care centers and facilities serving functional needs populations may require special consideration if an evacuation is ordered. A listing of some of these facilities can be found in Appendix 2 to this Annex.

##### **B. Assumptions**

1. In almost every emergency situation requiring evacuation a number of people will evacuate on their own volition.
2. It can be anticipated that the majority of persons will receive and follow the evacuation instructions. However, a certain portion of the population will not get the information, (2) will not understand it or (3) purposely not follow directions.

3. All personnel trained in facilitating an evacuation from an impacted area or potentially impacted area should be available to respond during a disaster/emergency.
4. Panic by evacuees should not be a problem as long as adequate and accurate information is furnished by government.
5. Evacuation will be primarily by family groups using privately owned vehicles with transportation being provided for those persons without automobiles and those with functional needs. Evacuation within the municipalities will be the responsibility of the affected municipality. Clay County will provide assistance upon request, including assistance in planning for and conducting actual evacuations.
6. Looting of evacuated areas is possible but will be contained by the Clay County Sheriff and municipal police departments.
7. Response and recovery efforts will more than likely include questioning of evacuees following a terrorist event. Evacuation facilities and routes will likely incur additional burden because of this type of incident.

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

#### **C. General**

1. The ultimate responsibility for ordering an evacuation rests with local government. The Emergency Management Director or a designee should approve any evacuation order.
2. The Emergency Management Director will determine the duration of the evacuation based upon technical information provided by local, state and federal agencies.
3. During any evacuation, close coordination will be required with the following functions:
  - a. Reception & Care - The evacuees must have some place to go even if it is in another county. (See Annex L for identified shelters.)
  - b. Law Enforcement - Traffic control along movement routes and security for evacuated areas are an absolute necessity.
  - c. Resource & Supply - Transportation for persons without automobiles, food, clothing, and fuel will be required.

- d. Other support agencies - Constant interface will be required with the state and federal government and private agencies such as the American Red Cross and Salvation Army.
- 4. Certain day-to-day governmental activities may be curtailed during evacuations. The degree to which this is necessary will, of course, depend upon the amount of local resources that are committed.
- 5. Transportation will be provided for patients/ residents of various institutions requiring special care or attention (i.e., hospitals, nursing homes, etc.). Appendix 2 to this Annex lists these facilities.
- 6. During the evacuation, staging areas and pickup points will be identified to provide transportation for those people without private automobiles or other means. (See Appendix 3 to this Annex)

D. Tasks to be accomplished by Operating Time Frame: These tasks are assigned to the Evacuation Coordinator.

- 1. Mitigation
  - a. Identify the known risk areas to be evacuated and the rationale for their evacuation (see Appendices to this Annex)
  - b. Identify population groups or facilities requiring special assistance in an evacuation and the methods to evacuate them (such as nursing homes, senior citizens, persons who are visually or mobility impaired or medically dependent, etc.).
  - c. Identify and make agreements with private organizations that can facilitate evacuations (i.e., service stations, garages, fuel distributors, bus companies, etc.). This should be done in conjunction with the Resource and Supply Coordinator (Annex G).
  - d. Coordinate with the Public Information Coordinator to develop public information packets to detail evacuation routes, what evacuees should take with them, where they should go, etc. (See Annex C).
  - e. Develop contingency plans that address potential impediments to evacuation (physical barrier, time, lack of transportation resources, etc.).
  - f. Develop plans to deal with vehicles with mechanical problems.

- g. Coordinate all evacuation plans with the State Emergency Management Agency.

2. Preparedness

- a. Analyze all developing emergencies for potential evacuation situations to include the number of potential evacuees.
- b. Alert reception and care of possible evacuation and obtain location of available reception centers.
- c. Identify necessary evacuation routes and check the status and conditions of each one (coordinate with Law Enforcement).
- d. If appropriate, contact road service groups (wreckers, service stations, etc.).
- e. Coordinate with the Resource and Supply Coordinator to locate transportation for all persons in threatened area.
- f. Through the Direction and Control section, alert all other emergency sections that an evacuation may be required.
- g. Coordinate with the Law Enforcement Coordinator to provide for security and parking in the reception area.
- h. Along with the Public Information Coordinator inform the public of the potential evacuation to include the nature of the problem, the movement route to use, and the reception area to go to.

1. If necessary, make plans to evacuate government and critical workers following the Clay County Continuity of Operations Plan (COOP) for the affected jurisdictions.

3. Emergency Response

- a. Order an evacuation, when necessary, with the approval of the Emergency Management Director.
- b. Notify all appropriate agencies including state and federal.
- c. Monitor the following actions to ensure the evacuation functions smoothly:
  - 1) Traffic flow
  - 2) Reception areas

3) Security for evacuated area

- d. Broadcast accurate public information continuously during the evacuation to minimize confusion. This information should also include the location of staging areas and pick-up points for persons without transportation.
- e. Coordinate with, and furnish information on the situation to, the other emergency services.
- f. Assist in the transfer of necessary supplies and personnel to reception areas, especially if these areas are outside the affected jurisdiction.
- g. As the evacuation winds down, begin planning for the return of evacuees.
- h. Designate rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities. (This would apply to evacuations that require a long distance of travel away from the affected area.)
- i. Coordinate with the Resource and Supply Coordinator to provide for transportation for essential workers who might have to work in or near the hazardous areas.
- j. Make provisions for the evacuation of handicapped, elderly, and institutionalized persons.

4. Recovery

- a. Initiate return soon after local state and/or federal emergency management officials have declared that the conditions will allow this to be done safely. This will include advising evacuees on what to do to reenter the evacuated area (i.e., what return routes to use, instructing public to boil water, procedures for turning utilities back on, etc.).
- b. Monitor all return activities until the return is completed.
- c. Participate in the preparation of after action reports as directed by the Emergency Management Director.

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

### **E. Organization**

The organizational chart for the evacuation function is shown in Appendix I to this Annex.

### **F. Assignment of Responsibilities**

1. Clay County and each of the political subdivisions within the county shall follow their own ordinances and policies when deciding to order an evacuation. Once the order is given the Evacuation Coordinator shall coordinate the evacuation from the EOC.
2. Coordination and control of evacuation operations in Clay County will be the responsibility of the Clay County Sheriff or his/her designee and may be supported by the Fire Departments in the county, as needed. The Emergency Management Director will advise the chief elected official of the affected jurisdictions on all evacuation activities.
3. Traffic control and site security will be the responsibility of the Law Enforcement Coordinator (Annex E). The Sheriff or his/her designee will control these activities in the County, while the Police Chiefs or their designees will do the same in the municipalities. The Clay County Sheriff and the local Police Chief will also be responsible for the relocation of prisoners from the county and city jails to nearby jail facilities.
4. In some instances, when time is of the utmost importance, the chief law enforcement or fire official at the scene can initiate an evacuation. (An example here is a hazardous materials incident.) The Emergency Management Director shall be notified of the evacuation order as soon as possible.
5. Any department/organization involved in the evacuation function should provide adequate training to their respective personnel regarding evacuation procedures.
6. Coordination of all public transportation resources for use in an evacuation will be the responsibility of the Resource and Supply Coordinator (see Annex G).
7. The dissemination of information and instructions to inform and motivate residents to comply with evacuation plans will be the responsibility of the Public Information Coordinator (Annex C).

8. Determination of evacuation route viability will be the responsibility of the Public Works Coordinator (Annex I).
9. The Evacuation Coordinator and the Reception and Care Coordinator should coordinate the opening and closing of shelters.
10. Other sections will provide support as necessary to meet the needs of the emergency.
11. The Evacuation Coordinator will in consultation with the Emergency Management Director annually review and update this Annex and its appendices.

## **V. DIRECTION AND CONTROL**

- G. All evacuation operations will be coordinated through the EOC of the affected jurisdiction(s), which will serve as the source of all Direction and Control.
- H. Should the order come to evacuate the entire county, operations will be controlled from a nearby safe location. The Clay County Continuity of Operations Plan (COOP) should be followed whenever possible.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Line of Succession for Clay County: Evacuation Coordinator, the County Sheriff, and down the established Clay County Sheriff's Department chain of command.
- B. Lines of succession for the each of the political subdivisions within the county shall be in accordance with their ordinances, policies and procedures.
- C. If populations are evacuated to a neighboring jurisdiction, a local official from the evacuated area will be designated as liaison between the hazard and reception area. The evacuees will be subject to the laws of the reception area for the duration of their stay.
- D. Preservation of records will be a major priority during a major evacuation. Resources will be allowed to move vital government records as necessary.

## **VII. ADMINISTRATION AND LOGISTICS**

- I. Each jurisdiction is responsible for the procurement of its own essential supplies needed for evacuation operations, through normal procurement channels.
- J. Requisition of privately owned property will be in accordance with the provisions of Chapter 44, RSMo.
- K. All county-owned and/or city-owned transportation should be utilized to evacuate people and relocate essential resources to the reception area if available prior to using outside transportation resources. Formal arrangements for outside resources should be made. A copy of the MOU should be on file with the Clay County Emergency Management Director. Transportation resources available for evacuation may include:
  1. Public Works vehicles
  2. School buses
  3. Church buses
  4. Trucking firms
  5. Bus Lines

Refer to the Resource and Supply Annex for resource lists.

## **VIII. PLAN DEVELOPMENT & MAINTENANCE**

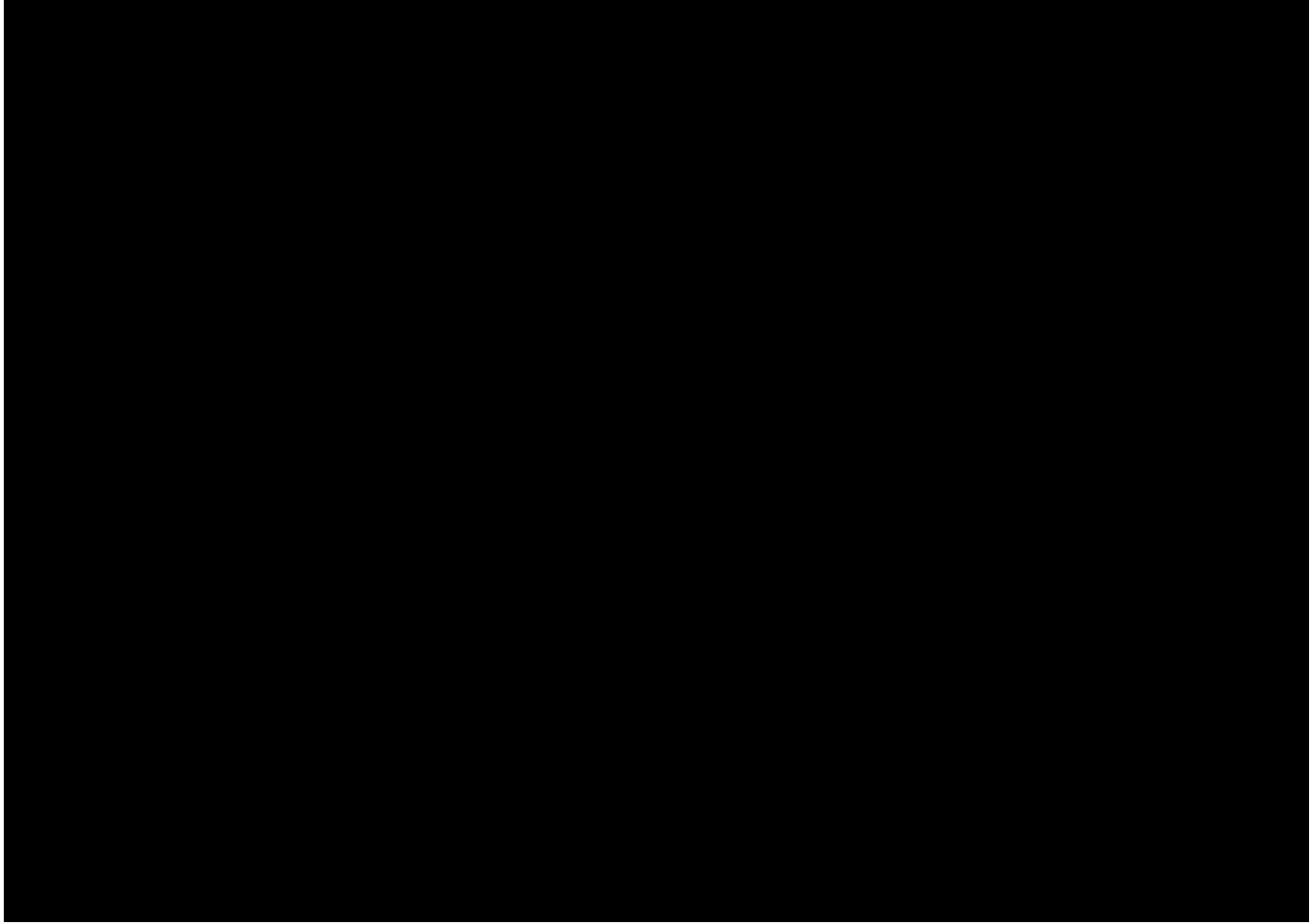
The Clay County Sheriff in consultation with the Emergency Management Director will complete a review and update of this Annex annually.

### **Appendices**

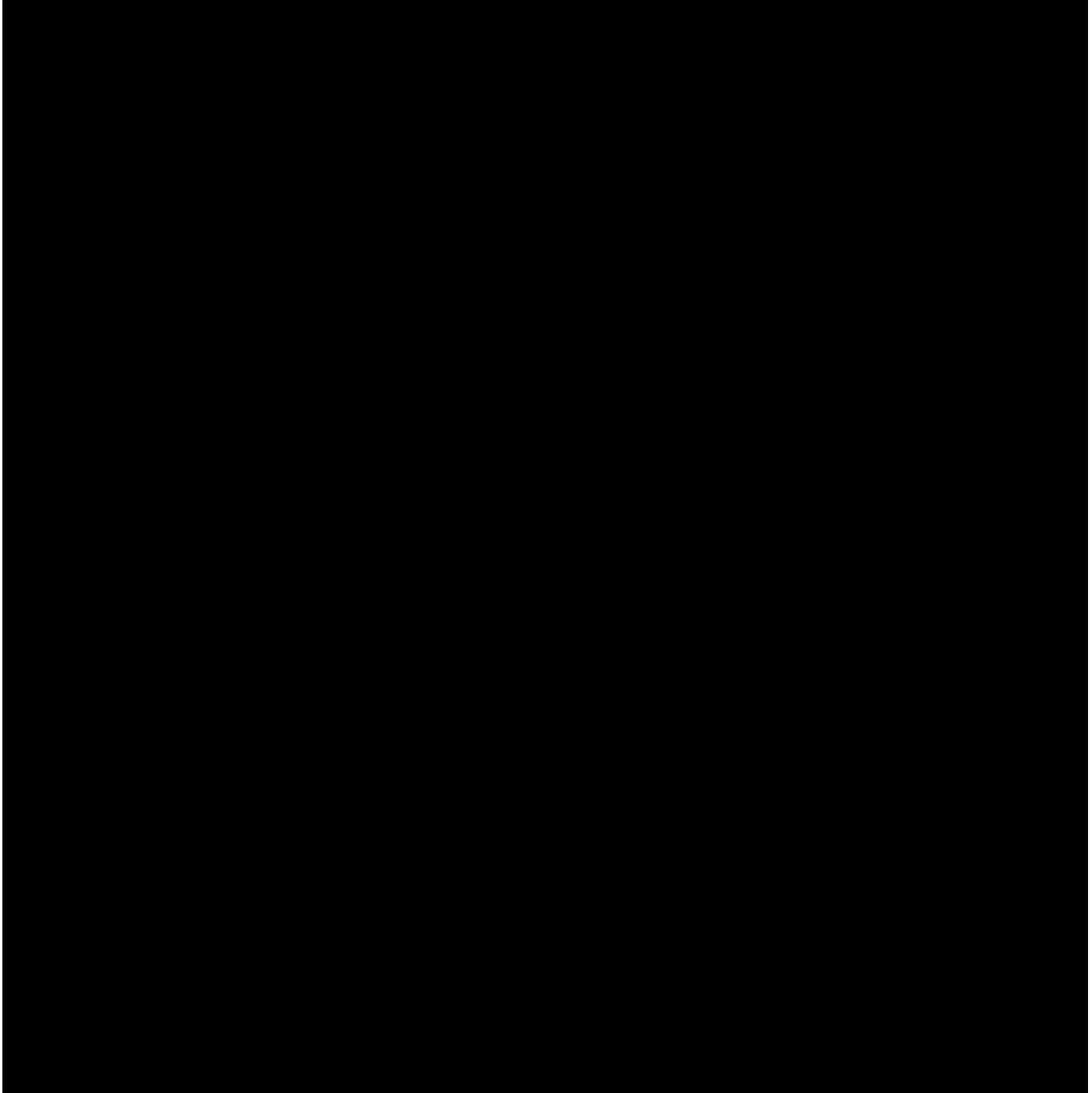
1. Evacuation Organizational Chart
2. Facilities Requiring Special Consideration If Evacuated
3. Staging Areas for Evacuation

4. Record of Evacuation (form)
5. Hazardous Materials Incident Evacuation
6. Flood Evacuation
7. Routes of Evacuation

**EVACUATION FUNCTIONAL DIAGRAM**



**FACILITIES REQUIRING SPECIAL CONSIDERATION IF EVACUATED**



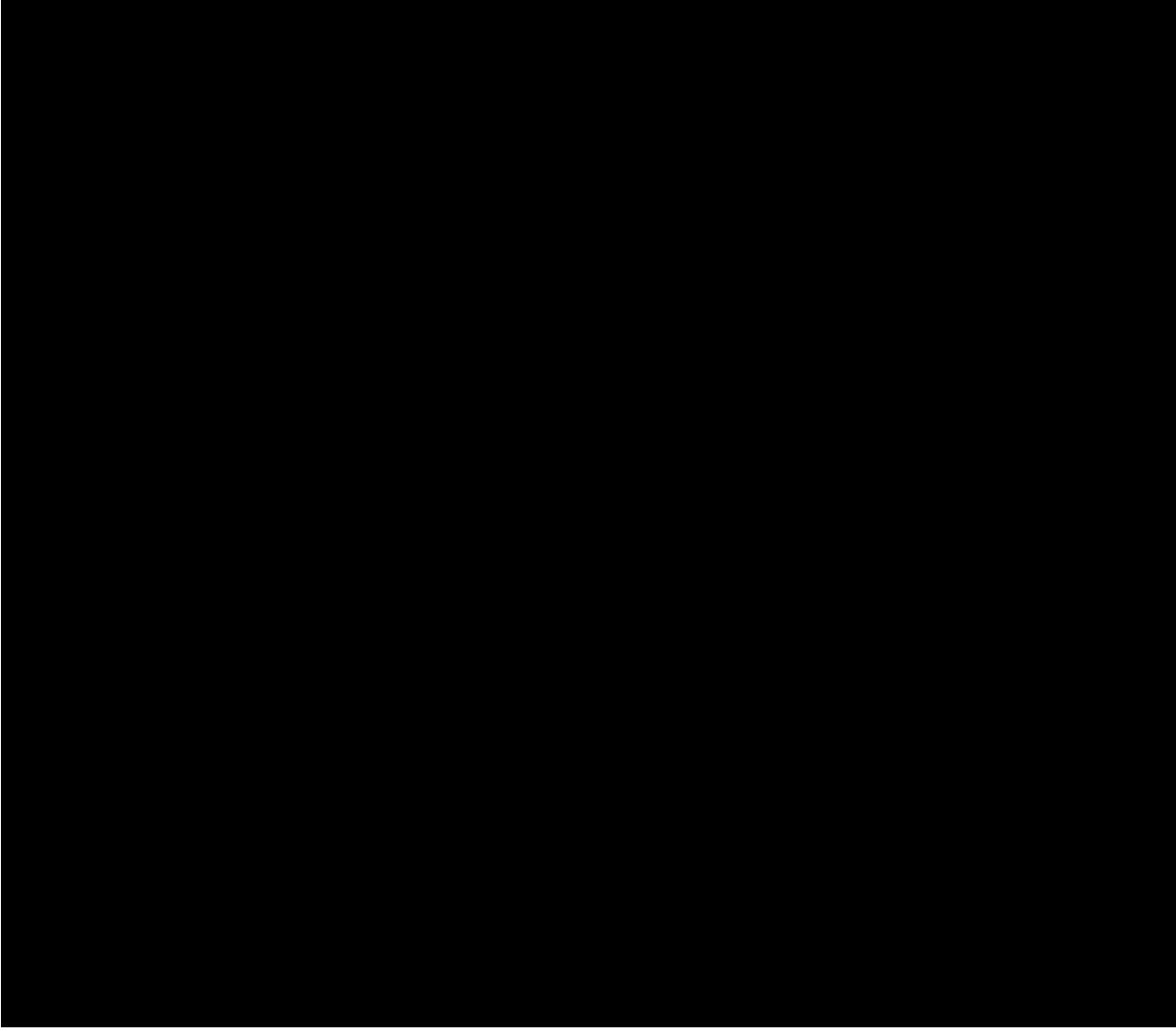
### **STAGING AREAS FOR EVACUATION**

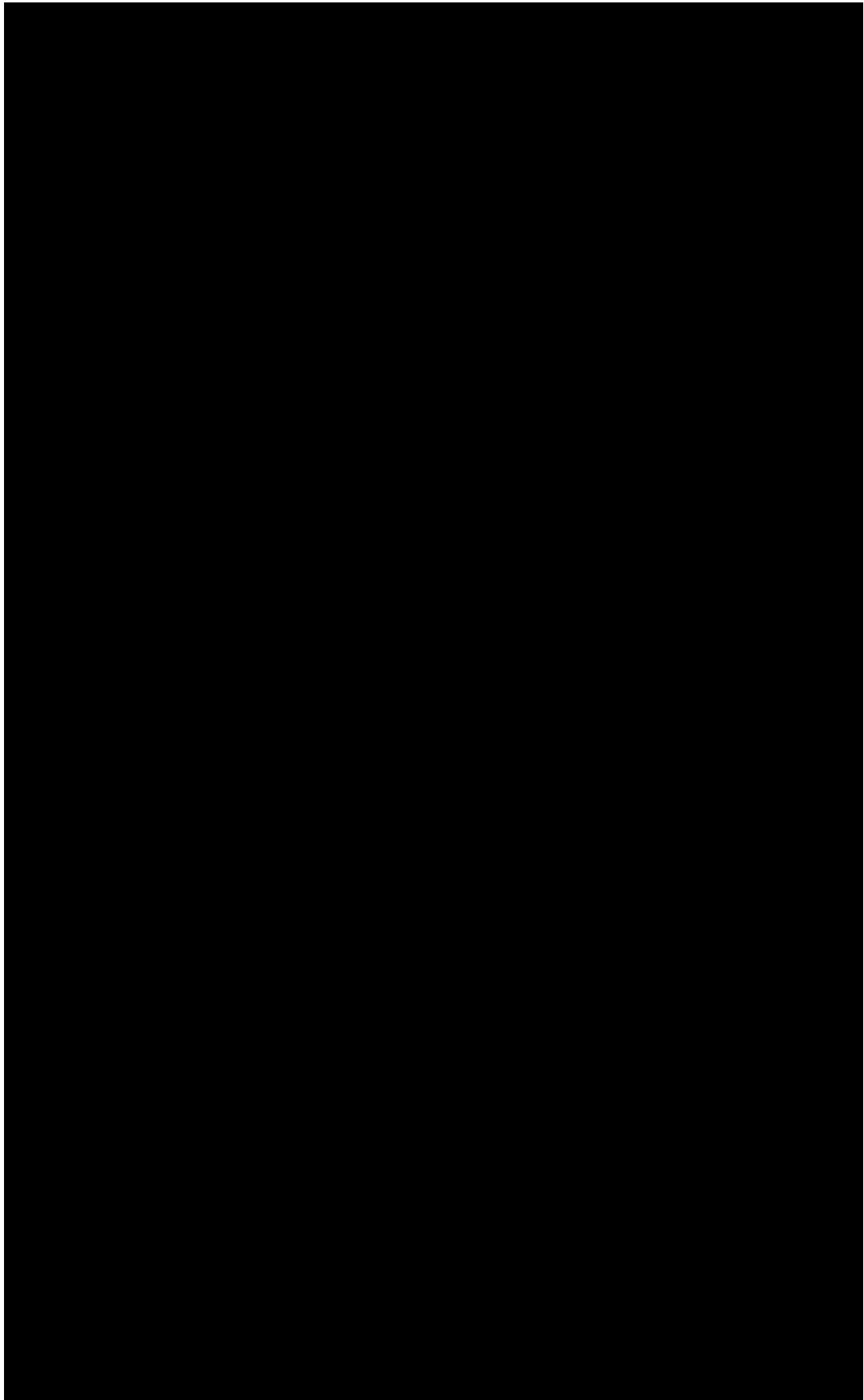
Staging areas are locations used in the event of an issued evacuation order which may require evacuees to relocate to a safe area, possibly outside their community. Those evacuees who do not have transportation should go to these staging areas where transportation is available to move them to a designated safe area.

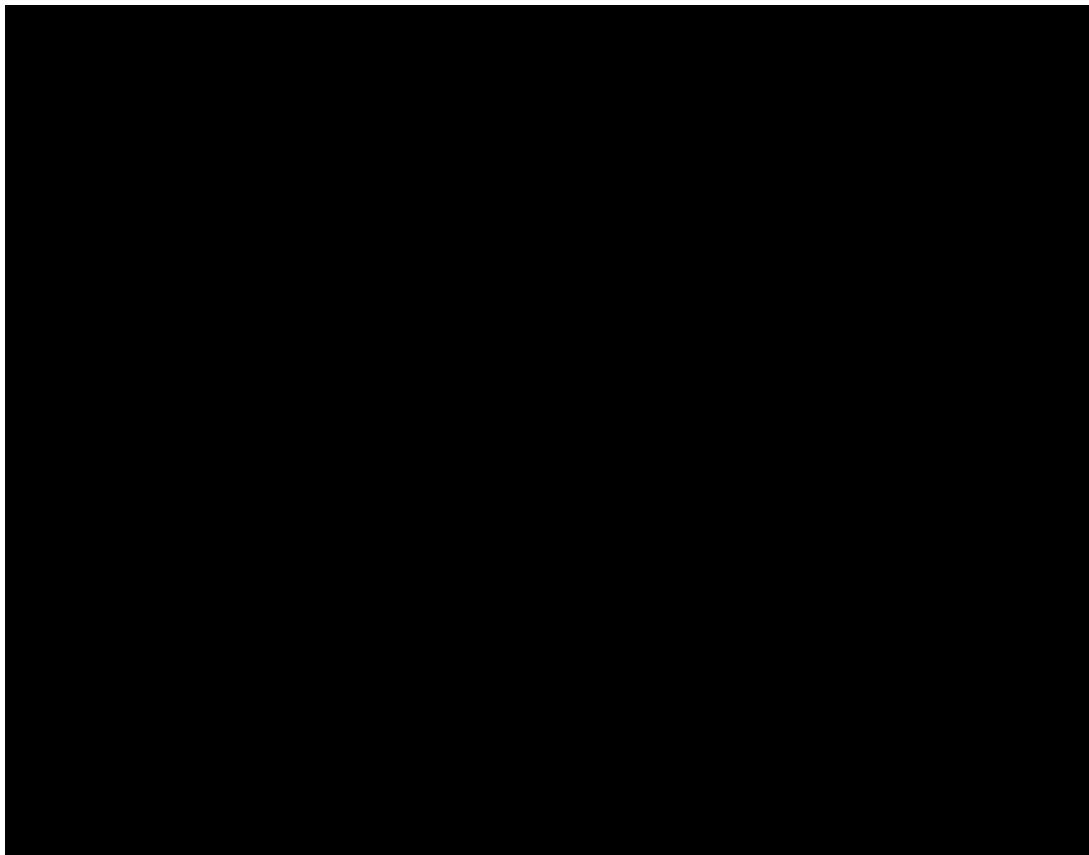
These staging areas can also be used as pick-up and drop-off points for resources and supplies into the affected area.

The following facilities represent centrally located, easily accessible, collection points for county and city residents. Sites used would be determined by the situation and prior agreement between the school districts and local government.

Schools (Public & Parochial)







## **RECORD OF EVACUATION**

Date: \_\_\_\_\_

## Notification

## Personnel

Area: \_\_\_\_\_

Time

Started/Ended: \_\_\_\_\_ / \_\_\_\_\_

## **HAZARDOUS MATERIALS INCIDENT EVACUATION**

### **I. PURPOSE**

To provide for the orderly and coordinated evacuation of those people who are exposed to hazardous materials incident and those people who may be endangered by fixed site hazardous materials incident.

### **II. EVACUATION RESPONSE PROCEDURES:**

#### **A. If no evacuation is required:**

1. Secure the area. The first public safety officer on scene will cordon-off the affected area.
2. The responding fire department should determine the type, extent, and applicable area of the incident.
3. The responding fire department should confirm that no evacuation is needed.
4. The responding fire department should utilize available resources, particularly law enforcement, to establish a perimeter area for the incident, and should also determine if additional outside resources are required to assist in the incident response.
5. The responding fire department should notify the Clay County Emergency Management Director of the size and scope of the incident and if emergency management resources are required.
6. Requests for outside agency resources or other agency support should be coordinated through the Clay County Communications Center.
7. The Public Information Coordinator should support this activity as required.

**B. If evacuation is required and an order is made to evacuate:**

1. Designate the area to be evacuated based upon information provided in the latest edition of the Emergency Response Guide. This information should be as clear and concise as possible in order to aid those who are assisting in the evacuation and for those who are being evacuated.
2. Establish a perimeter security. The purpose is to limit or prohibit entry into the affected area.
3. The Reception and Care Coordinator should implement an emergency shelter plan, if necessary. Many evacuees will stay with friends or neighbors for short periods of time. If the duration is longer, the affected community may need to relocate and prepare areas for long-term occupancy.
4. All persons within the affected area must be contacted if safety permits. This is best accomplished on a door-to-door basis, loudspeakers, or government-manned telephones, depending on the situation. Records should be kept of location of visits, times and dates, and results of attempted visits.
5. Return of affected persons. Once the area is declared safe, the Public Information Coordinator should conduct a public information program to inform the evacuees when to return, what to expect upon return (i.e., how to turn utilities back on), and how to request additional information. Also, the local government should warn of other related hazards so persons would be alerted to changes in their environment.

## **FLOOD EVACUATION**

To provide for the orderly and coordinated evacuation of people from those areas which are vulnerable to flash flooding, slow-developing flooding, and levee or dam failure.

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Clay County and each of the political subdivisions within the county are vulnerable to a wide range of atmospheric conditions that produce weather which is variable and subject to rapid change.

#### **C. Assumptions**

1. Clay County and each of the political subdivisions within the county are vulnerable to damage and loss of life resulting from flooding.
2. Floods are generally caused by rainstorms lasting several days and moving northeastward across the area and occur frequently from January to May.
3. Floods may occur as two distinct types of flooding or they may occur singularly or in combination. The types are commonly referred to as backwater and headwater flooding.
4. Local authorities should take immediate steps to warn and evacuate citizens, alleviate suffering, protect life and property, and commit available resources before requesting assistance from the next higher level of government.

### **III. INITIAL EVACUATION RESPONSE**

#### **A. Receive Warning**

The National Weather Service, through a monitoring and warning system, is able to give advanced notice of gradual flooding hours, and even days, before it results in serious loss of life and property.

The National Weather Service also may issue a **FLASH FLOOD WATCH**, which means:

Heavy rains may result in flash flooding in a specified area. Residents should be alert and prepared for the possibility of a flood emergency which may require immediate action.

The National Weather Service may also issue a **FLASH FLOOD WARNING** which means:

Flash flooding is occurring or is imminent in a specified area. Residents should move to safe ground immediately.

#### **B. Notify Public**

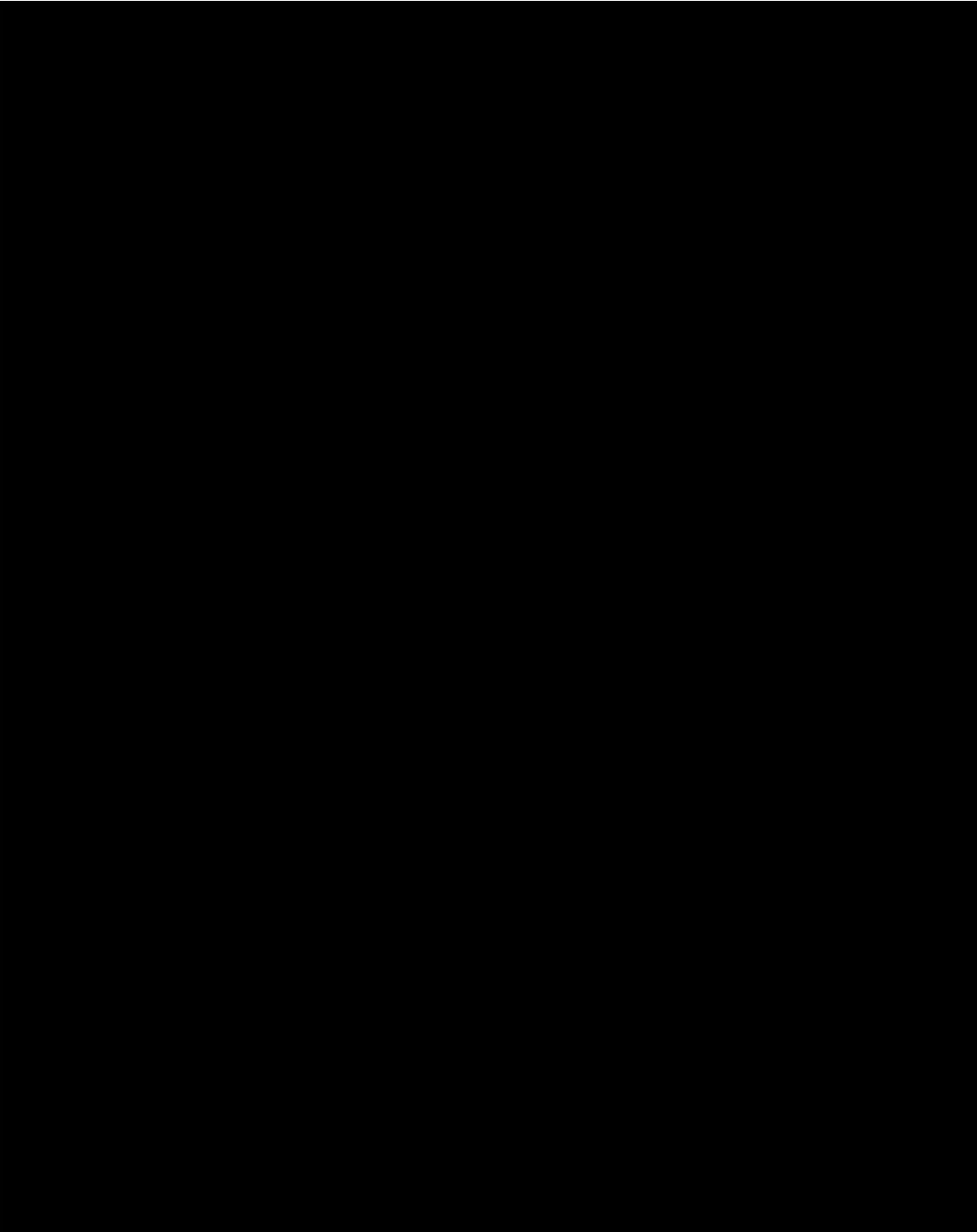
It is the joint responsibility of the National Weather Service and/or the local government entity to issue a warning via radio, television, Weather Alert Radio, social media, etc. Early warning, if possible, would enable those in flood hazard areas to move or safeguard their property, thus, simplifying evacuation should it become eminent.

### **IV. EVACUATION**

- A. Designate the flood hazard area to be evacuated. Use the flood hazard maps for street description and determine areas to be evacuated.**
- B. Establish a perimeter security. The purpose is to limit access to looters and sightseers, but to allow egress by victims. Ingress by victims will be permitted only under safe conditions.**
- C. Establish shelter/relief services for victims. The Reception and Care Coordinator along with the Emergency Management Director should decide when to open such facilities and where they should be located. Location of shelter areas and assistance in the form of food and clothing could be supplied by the local American Red Cross, Salvation Army and other relief agencies.**

- D. Notify potentially affected persons. If early warning is not effective, all remaining persons within the designated flood area must be contacted. This is best accomplished on a door-to-door basis, loudspeakers on patrol cars, or government-manned telephones. A method to record location of visits, times, dates, and results of attempted visits should be devised.
- E. Return of flood victims. Once the flood waters recede, the Public Information Coordinator should conduct a public information program to inform the evacuees when to return, what to expect upon return (i.e., how to turn the utilities back on, how to purify water, etc.), and of services being offered by local government, such as pumping basements and debris removal. Also, local government would warn of other related hazards so persons would be alerted to changes in their environment.

**Routes of Evacuation**



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## **ANNEX K (ESF #6)**

### **IN-PLACE SHELTER**

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#### **I. PURPOSE**

The purpose of this annex is to establish an organization and procedures for In-Place Shelter operations in Clay County and each of the political subdivisions within the county and to protect its residents in or near their homes when an incident has occurred with little or no warning and/or it would **not** be safe for residents to leave their current locations.

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

##### **A. Situation**

1. Clay County and each of the political subdivisions within the county are subject to several hazards that could threaten the lives and property of its citizens and require In-Place Shelters. Natural and man-made hazards are outlined in the Hazard Analysis in the Basic Plan Appendix 5 section of this document.
2. In-Place Shelters are used in situations requiring protection for residents from the effects of an incident such as hazardous material release, terrorist attack, earthquake, or a tornado when evacuation is not a safe alternative.
3. In some disaster situations such as earthquakes and tornados, local government has a limited ability to provide protection to residents. In such cases proper warning and immediate sheltering instructions are essential.

##### **B. Assumptions:**

1. Most homes have at least a one week-supply of food available.
2. Those persons with specific personal requirements such as medications, special food items, diapers etc. should have a limited supply of these items.

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

- A. General distribution of in-place shelter information to all residents of Clay County and each of the political subdivisions within the county should be done prior to an emergency or disaster. (See Appendix 2 to this annex.)
- B. The In-Place Shelter Coordinator will operate from the EOC. The decision to evacuate or shelter in-place will be made by the Emergency Management Director, the on-scene Incident Commander or their designee. Additional guidance on reception and care operations for in-place sheltering and evacuations can be found in Annex L and Annex J respectively.
- C. The public will be warned to seek appropriate protective shelter and to follow the information from the previously distributed brochures, as well as to stay tuned to their EAS station for further instructions.
- D. Presenting accurate information to residents in protective shelter is one of the most important tasks local government will perform in this function. Therefore, residents will be encouraged to have a radio or television available to receive this information while in protective shelter. A radio capable of functioning on battery power should be available in the event the disaster or emergency involves a power outage.

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

#### **A. Organization**

The organization chart for the In-Place Shelter and functions is shown in Appendix I to this Annex.

#### **B. Assignment and Responsibilities**

The Emergency Management Director or the on-scene Incident Commander or their designee will make the decision to shelter in-place.

- C. The Emergency Management Director will be the In-Place Shelter Coordinator for Clay County. This Coordinator will operate from the EOC and will coordinate with other EOC Direction and Control Staff. In hazardous materials situations, the Incident Commander will provide advice to the In-Place Shelter Coordinator. Political subdivisions within the county should follow their ordinances and policies regarding an In-Place Shelter Coordinator.
- D. The Public Information Coordinator is responsible for ensuring the public receives timely and accurate in-place shelter information.
- E. Any department or organization involved in this function should provide adequate training to their respective personnel regarding sheltering in-place.

## **V. DIRECTION AND CONTROL**

- A. All in-place shelter operations will be controlled from the EOC when possible.

## **VI. CONTINUITY OF GOVERNMENT**

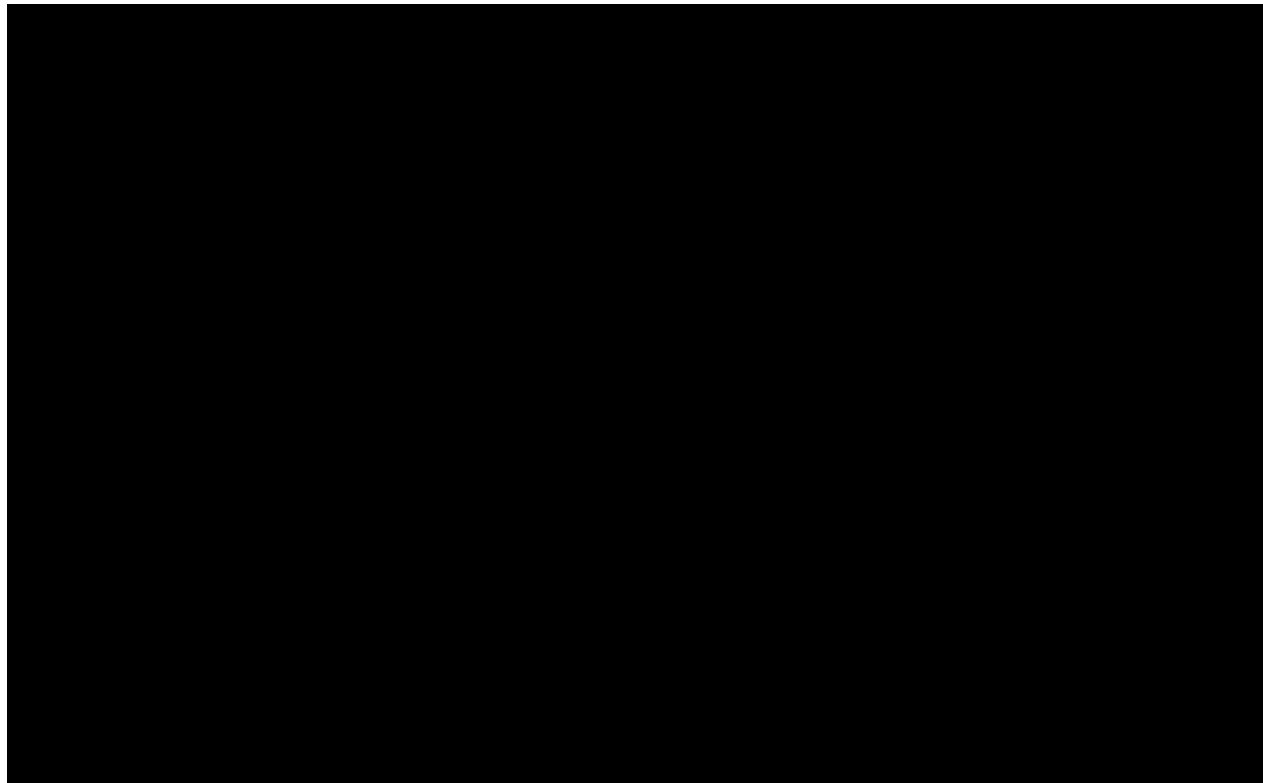
The line of succession for the In-Place Shelter Coordinator is:

1. Emergency Management Director
2. Fire Chiefs

## **Appendices**

1. In-Place Shelter Organizational Chart
2. In-Place Shelter Guidance

**IN-PLACE SHELTER FUNCTIONAL DIAGRAM**



### **ALL-HAZARD IN-PLACE SHELTER GUIDANCE**

The following information should be formulated into public information brochures and distributed to all residents prior to an emergency requiring in-place shelter.

Warning for these hazards should be accomplished in accordance with Annex B.

Information should be provided to the local media for broadcast during an emergency and a public awareness program should be developed to encourage residents to keep emergency supplies on hand and develop a family disaster plan. Persons with access and functional needs as well as pets and animals also need to be considered.

#### **TORNADO**

If a tornado WARNING is issued and time does not permit resident to travel to public shelters, the best protection during a tornado is to quickly go to the lowest level in the building away from windows. The following protective actions should be relayed to the public:

**DURING A TORNADO, THE SAFEST PLACE TO BE IS IN THE BASEMENT UNDER SOMETHING STURDY.**

**IF THERE IS NO BASEMENT, SEEK SHELTER IN A SMALL INTERIOR ROOM IN THE MIDDLE OF THE BUILDING, SUCH AS A CLOSET OR BATHROOM.**

**STAY AWAY FROM OUTSIDE DOORS AND WINDOWS.**

**REMAIN IN SHELTER UNTIL THE ALL CLEAR IS GIVEN FROM AUTHORITIES.**

**If you are outdoors or driving in a motor vehicle, stop your vehicle and:**

Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.

**Do not get under an overpass or bridge.** You are safer in a low, flat location.

Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.

Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

## **EARTHQUAKES**

Since earthquakes happen with no warning, residents should be prepared to take in-place shelter in their homes for the first 72 hours following a seismic event (See Attachment to Appendix 5 of the Basic Plan). These in-place protective actions should be relayed to the public:

**WHEN THE SHAKING STARTS, STAY WHERE YOU ARE - IF INDOORS, STAY INDOORS; IF OUTSIDE, STAY OUTSIDE.**

**IF YOU ARE INDOORS, GET UNDER A DESK, BED OR OTHER PIECE OF FURNITURE. STAY AWAY FROM GLASS AND WINDOWS.**

**IF YOU ARE OUTSIDE, GETAWAY FROM BUILDINGS AND UTILITY WIRES UNTIL THE SHAKING STOPS.**

## **HAZARDOUS MATERIALS INCIDENT**

If evacuation cannot be accomplished prior to the formation/arrival of a toxic cloud, advising residents to stay indoors and reduce the air flow into these building may be the most effective protective action. The following protective action instructions should be relayed to the public:

### ***TO REDUCE THE POSSIBILITY OF TOXIC VAPORS ENTERING YOUR HOME:***

Turn off all ventilation systems including furnaces, air conditioners, fans and vents.

Seal all entry routes as efficiently as possible. Close and lock windows and doors. Seal gaps under doors and windows with wet towels or thick tape such as duct tape.

Seal gaps around air conditioning units, bathroom, and kitchen exhaust fans, stove and grill vents, and dryer vents with duct tape and plastic sheeting.

Close all fireplace dampers.

Close as many interior doors as possible.

If authorities warn of explosion possibilities, close all draperies, curtains, and shades and **STAY AWAY FROM WINDOWS.**

Building superintendents should set all ventilation systems at 100% recirculation so that **NO OUTSIDE AIR** is drawn into the structure.

If you suspect that gas or other vapors have entered your building, take shallow breaths through a piece of cloth or towel.

**REMAIN IN PROTECTED, INTERIOR AREAS OF THE BUILDING WHERE TOXIC VAPORS ARE REDUCED UNTIL YOU ARE INSTRUCTED TO DO OTHERWISE.**

## **OTHER**

Additional hazards which may require in-place shelter include flooding and winter storms. For more information on these hazards, as well as in-place sheltering, see "*Are You Ready? Your Guide to Citizen Preparedness*" ([IS-22, August 2004](#)), published by the Federal Emergency Management Agency.

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## **ANNEX L (ESF # 6)**

### **RECEPTION AND CARE**

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#### **I. PURPOSE:**

This annex will establish an organization and procedures to provide for the temporary reception and care of people displaced or evacuated from their residence because of an emergency or disaster situation. Additionally, this Annex will establish organization and procedures to provide for the temporary reception and care of pets and other companion and service animals. Finally, this Annex will incorporate organization and procedures for sheltering those with access and functional needs.

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

##### **A. Situation**

1. Localized temporary evacuation within Clay County and each of the political subdivisions within the county is possible because of the various hazards that could confront the population, thus requiring the implementation of Reception and Care operations and the use of public shelters. These hazards include flooding, hazardous materials incidents, severe weather, etc.
2. Facilities are available in Clay County and each of the political subdivisions within the county to temporarily shelter and feed those persons evacuated or displaced by an emergency or disaster. The Greater Kansas City Chapter of the Reception and Care Coordinator has agreements for congregate shelters with various facilities in Clay County and will open shelters in coordination with Clay County Emergency Management when requested. (See Appendix 2 to this Annex).
3. Outside assistance may be available from both private and governmental sources however this assistance may be limited.

##### **B. Assumptions**

1. Affected persons will respond as directed by local government officials.
2. A percentage of the evacuees will stay with friends or relatives.
3. All persons or groups who control or own potential shelters will cooperate and make their facilities available.
4. Assistance by relief agencies along with assistance from outside the county will be available if required and/or requested. All health and medical personnel and equipment should be available to respond to an emergency or disaster requiring the opening of a shelter.

5. Private and non-county resources should be available to assist with health and medical activity. The Medical Reserve Corps of Kansas City (MRCKC) is a good source of additional personnel. These resources should provide the necessary cooperation with the Health and Medical Coordinator as required.
6. Federal and State laws require that children and adults with disabilities have equal opportunity to access emergency programs and services including emergency sheltering. Therefore, all facilities designated as emergency shelters shall meet ADA requirements.

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

#### **A. General**

1. Clay County and each of the political subdivisions within the county has the responsibility for ensuring reception and care services.
2. The Clay County Emergency Management Director will serve as the Reception and Care Coordinator unless another person is named to that position by the Clay County. Operations will be directed and coordinated from the primary EOC, or a facility designated at the time reception and care becomes necessary.
3. Support to Reception and Care operations will be provided by Clay County and each of the political subdivisions within the county as required and private relief organizations as available. Such support would include law enforcement, public information, communication between shelters and the EOC, mass feeding, temporary housing, and handlers for pets and service animals as well as staffing for access and functional needs populations etc.
4. The role of Clay County and each of the political subdivisions within the county will be to:
  - a. Monitor Reception and Care operations and provide coordination within their jurisdiction.
  - b. Assist in locating and opening approved shelters within their jurisdiction.
  - c. Provide resource assistance in accordance with Annex G.
  - d. Open animal shelters for non-service animals as necessary. It is preferable that the animal shelter be in close proximity to the mass care shelter. Service animals will be allowed in the general population/functional needs shelters.

- e. Access and Functional Needs populations will be integrated into general population shelters whenever possible. See Appendix 4 for more specific information regarding functional needs populations.
- 5. The Emergency Management Director of each political subdivision in which a shelter is located and open will support the Reception and Care Coordinator in:
  - a. Emergency mass feeding operations.
  - b. In cooperation with the county Public Information Coordinator and Reception and Care Coordinator Liaison will ensure the public receives timely and accurate shelter information.
  - c. Assigning and managing trained reception and care center teams.

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

### **1. Mitigation:**

- a. Identify suitable shelter to protect people from the risk conditions assumed. Keep current records on facility locations, capacity, feeding capabilities, ownership, contact person, etc. (see Appendix 2 to this Annex).
- b. Work with supporting county/city departments and private relief agencies to develop a Reception and Care SOG that establishes registration procedures, develop necessary registration forms, etc.
- c. Identify facilities appropriate for mass feeding.
- d. Identify population groups that would require special assistance (i.e., institutionalized, or individuals with functional needs, etc.) and make special plans for them, including identifying appropriate lodging/shelter facilities. Functional needs populations will be integrated into general population shelters.
- e. Recruit and enlist other organized groups (religious, civic, fraternal, etc.) to assist in Reception and Care operations.
- f. Provide necessary training for Reception and Care personnel.
- g. Maintain list of potential sources of supplies such as cots, blankets, food (including food for service animals), eating utensils, consumable medical supplies, durable medical equipment, etc.
- h. Develop procedures to allocate people to lodging and feeding facilities.
- i. Develop methods for managing reception and care activities (registration, staffing, lodging, feeding, pertinent evacuee information, etc.).

- j. Identify shelter facilities for pets and animals following Clay County pet plan. (See Appendix 5 to this Annex.)

## **2. Preparedness:**

- a. Analyze pending emergency and alert appropriate Reception and Care personnel and/or groups and organizations.
- b. The Reception and Care Coordinator will establish contact with shelter owners/operators to determine the availability of identified shelters.
- c. The Reception and Care Coordinator will check on status of available supplies.
- d. Ensure forms are ready for registration.
- e. Report to Direction and Control on the situation status of Reception and Care operations.
- f. Participate in tests, exercises, and drills regarding Reception and Care.
- g. Identify facilities within commuting distance of the hazardous area for essential workers and their families if appropriate. Also consider sheltering of essential workers pets if necessary.
- h. Identify facilities appropriate for sheltering pets/service animals and agencies capable of providing assistance.
- i. Identify access and functional needs support services and animal care functions that may be necessary at mass care facilities.

## **3. Response:**

- a. Open shelters and activate personnel to staff them as required by the situation. Upgrade shelters if necessary and where appropriate.
- b. Provide listing of shelters that have been activated to the EOC, Direction and Control and the Public Information Coordinator for release to the news media.

*(Note: shelters shall have authorization from the Clay County EOC and the Reception and Care Coordinator before they open. This authorization is received at the time of the disaster after the need for shelters has been determined. Shelters opening spontaneously may not be supported by Clay County or the political subdivisions locate, within the county or by the Reception and Care Coordinator because of limited resources and to avoid duplication of services. A list of facilities designated as a possible shelter in an emergency is located in Appendix 2 of this Annex. Even though a facility appears on this list authorization is still necessary before opening if the facility expects support from Clay County and each of the political subdivisions within the county and the Reception and Care Coordinator.)*

- c. Register evacuees, assign shelters, and maintain listing of shelter population.
- d. The Reception and Care Coordinator and the Salvation Army will conduct feeding operations at shelters authorized by the Clay County EOC and the Reception and Care Coordinator. (This may include just assisting private agencies).
- e. The Clay County EOC and the Reception and Care Coordinator will monitor sheltering operations to ensure an even distribution of victims to all shelters.
- f. The Reception and Care Coordinator will provide an information service for victims needing additional services (i.e., locating and reuniting them with their families/relatives).
- g. The Reception and Care Coordinator will compile records for use in Damage Assessment and recovery (i.e., statements of charges for supplies, damage to shelter, problems encountered with victims, etc.).
- h. Maintain contact and coordination with the EOC.
- i. Provide for the rescue, care, shelter and essential needs of household pets and service animals owned by disaster victims. Provide these services prior to, during and following a disaster.
- j. Monitor sheltering operations to ensure an even distribution of victims to all shelters.

#### **4. Recovery:**

- a. Maintain level of Reception and Care operations as required by the situation.
- b. Continue to assist in locating and reuniting victims and their relatives. This also includes reuniting children separated from their families as well as pets that may have become lost or sheltered during the emergency or disaster.
- c. Assist as required in the administering of federal and state disaster assistance.
- d. Continue operations until situation returns to normal

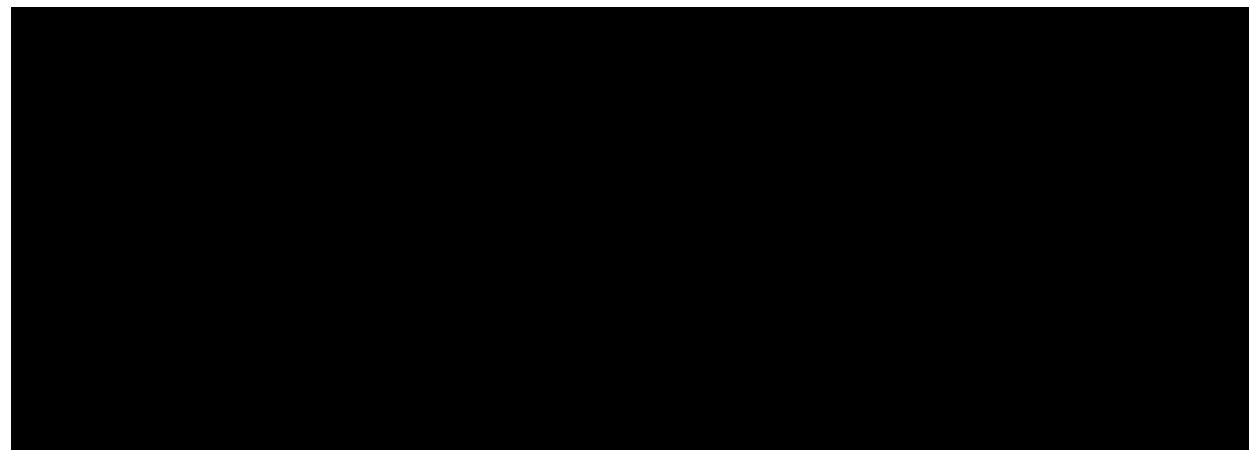
## **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

### **A. Organization**

The organizational chart for the reception and care function is shown in Appendix I to this annex.

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

1. Overall responsibility for reception and care operations rests with Clay County and each of the political subdivisions within the county. The Greater Kansas City Chapter of the Reception and Care Coordinator is the primary resource from the voluntary agency sector for congregate sheltering. The Salvation Army has agreed to coordinate and open their existing facilities for congregate shelters if needed.
2. The Reception and Care coordinator is responsible for developing the necessary plans and procedures to ensure a capability for Reception and Care operations which will include shelter and feeding operations.
3. Supplies and other resources will be the responsibility of the Reception and Care Coordinator and the Salvation Army and supported by the Resource and Supply section.  
(See Annex G.)
4. Medical care and public health measures in the shelters will be provided by the Health and Medical section. (See Annex M.)
5. Communications will be provided by the Clay County Sheriff's Department and the various police departments in the county. They may be supported by Northland ARES Amateur Radio when necessary.
6. Clerical support for compiling data will be provided by the Clay County Emergency Management Office. Some of the records maintained by the EOC could include locations of shelters, number of beds available at each shelter, requests for food and other supplies, and number of meals served at each shelter.



**V. DIRECTION AND CONTROL:**

- A. Direction and control of Reception and Care operations will vary according to the extent of the disaster or emergency situation. In a large-scale disaster, operations will be coordinated from the Clay County EOC.
- B. In a limited disaster or emergency situation, Reception and Care operations will be controlled from normal day-to-day office locations if possible, or at a site designated by the Emergency Management Director.
- C. All requests for outside assistance will be made through the Clay County EOC.

**VI. CONTINUITY OF GOVERNMENT:**

- A. The line of succession for each operating reception and care organization/agency will be as explained in the standard operating guidelines established by each.
- B. Records of actions taken, and resources expended will be maintained in the EOC and will be transferred with the EOC should it be moved.

**VII. ADMINISTRATION AND LOGISTICS:**

**A. Administration**

- 1. Reception and Care personnel will complete the necessary forms and compile essential information to include:
  - a. A record of shelters used (including name of owner/operator)
  - b. Number of people sheltered
  - c. Number of meals served
  - d. Public information releases
  - e. Supplies ordered and receipts for all goods obtained
  - f. Any damage to shelters
  - g. Shelter registration form (see sample in Appendix 3 to this Annex.)
- 2. Procedures should be developed for using all forms, compiling information, and providing data to the EOC.

3. Shelter management training should be instituted to train a small cadre of managers and volunteers.
4. All completed forms shall be sent to the Clay County Emergency Management Director.

#### **B. Logistics**

1. If possible, procurement of necessary supplies will be accomplished through normal acquisition channels.
2. During unusual or life-threatening situations, normal purchasing procedures may be set aside, and emergency procedures as set forth in County Court orders and/or City ordinances will be implemented.
3. Local firms will be given preference when contracting for resources to cope with an emergency situation.

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

A review and update of this annex will be completed annually by the Clay County Emergency Management Director.

## **Appendices**

1. Reception and Care Organizational Chart
2. Reception and Care Resources
3. Shelter registration Form
4. Access and Functional Needs Sheltering
5. Clay County Pet Sheltering Plan
6. Pets in Disaster Standard Operating Guide

## **Attachment**

*"Operating Guidelines for Animal Rescue Volunteers in Clay County"*

## **Appendices Kept by the Greater Kansas City Chapter of the Reception and Care Coordinator and the Emergency Management Director**

Salvation Army and Red Cross Disaster SOGs

Shelter Management Handbook

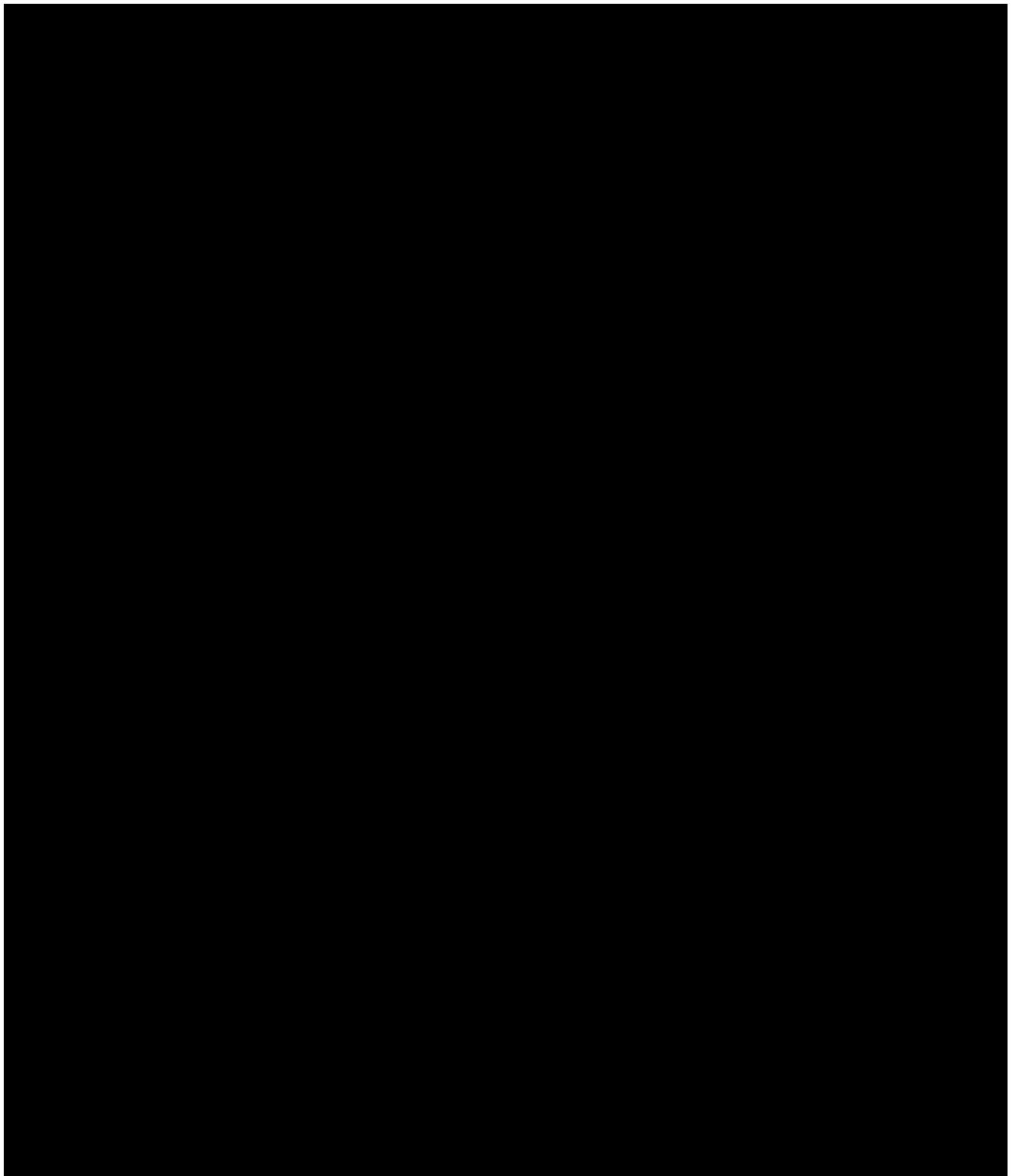
SOGs for compiling shelter information

Call-up lists

Shelter inspection and inventory forms

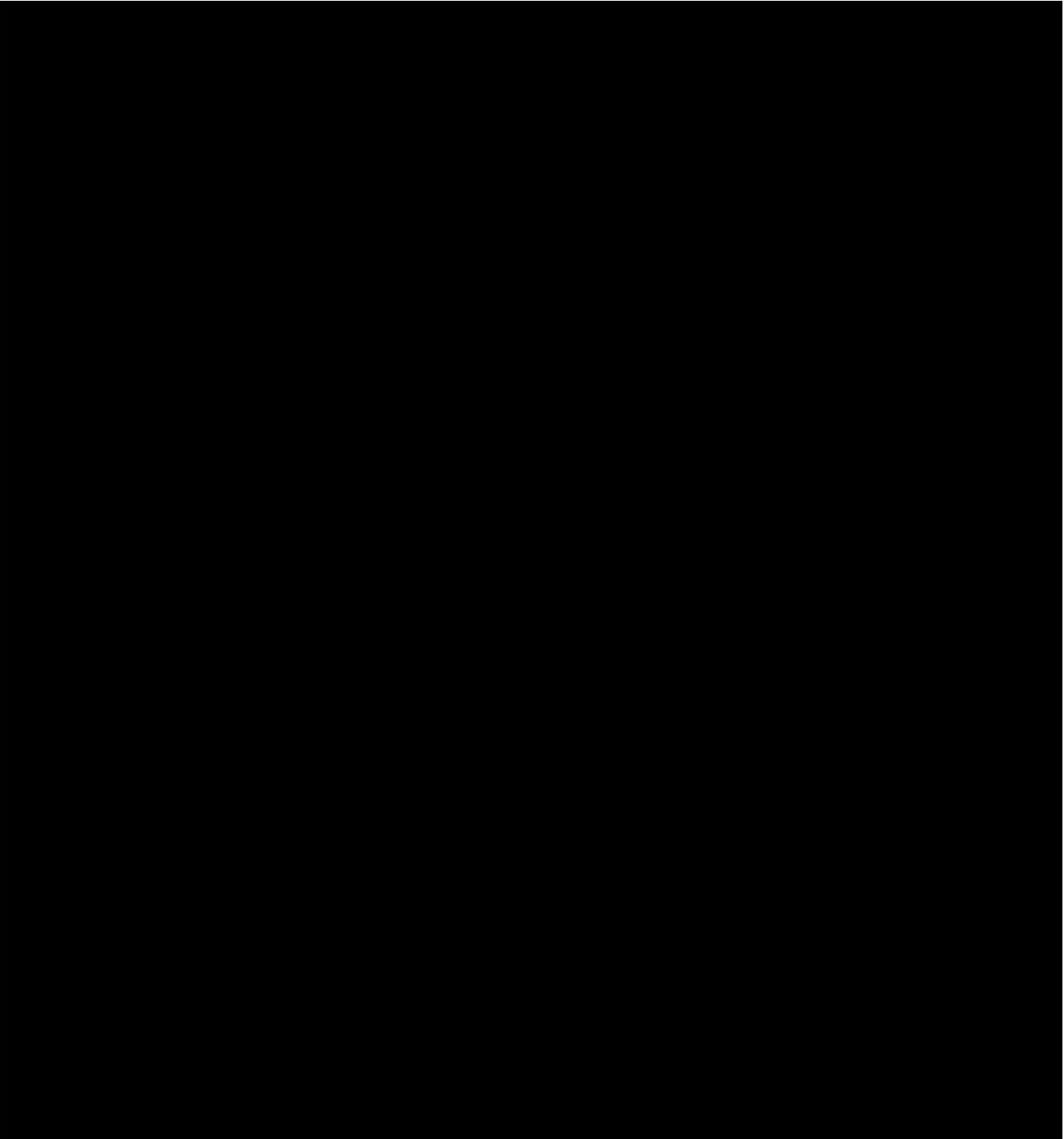
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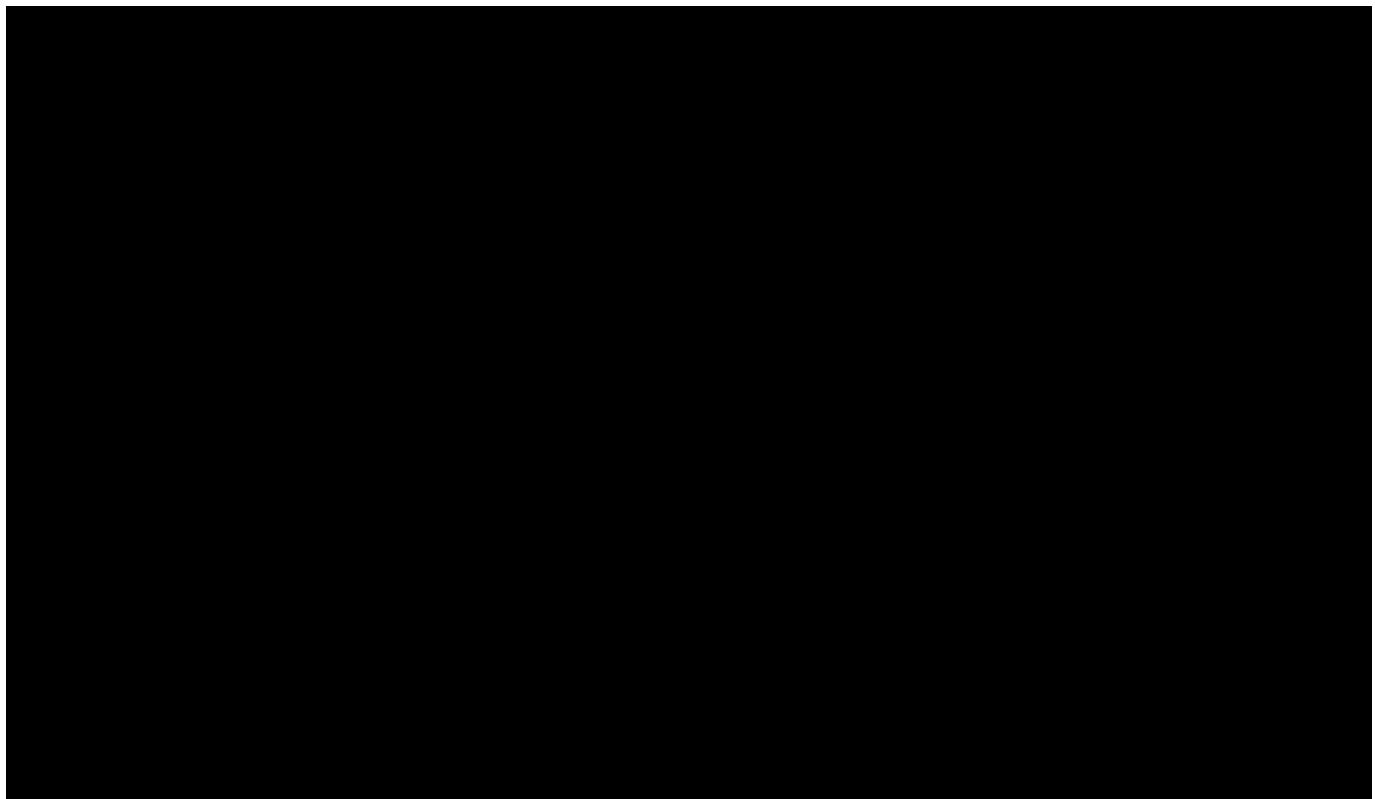
**RECEPTION AND CARE RESOURCES**

In an emergency, which results in a limited amount of people being evacuated, the Red Cross and Salvation Army have identified the following facilities as potential lodging and mass feeding sites in Clay County.





List of Shelter capacities is kept by the Red Cross and the EOC.



**Shelter Registration Form**

FAMILY NAME _____					
HOME ADDRESS _____					
FIRST NAMES	AGE	SEX	OCCUPATION	OTHER SKILLS	DISABILITIES
1. Head of family					
2. Others					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
ASSIGNED SHELTER _____					

## **Access and Functional Needs Sheltering**

This Appendix only deals with the sheltering of access and functional needs populations. Other emergency measures regarding persons identified as members of a functional needs' population will be found elsewhere in the LEOP as they are developed.

***NOTE: Where the term "integrated shelter" is used, it is referring to a shelter housing both individuals with access and functional needs as well as individuals without access or functional needs. Whenever possible, the shelter should be integrated. Those individuals with access or functional needs are no longer assigned to specific-needs shelter separate from the general population.***

### **I. PURPOSE:**

The purpose of this appendix will establish an organization and procedures to provide for the temporary reception and care of access and functional needs populations displaced or evacuated from their residences because of an emergency or disaster.

### **II. DEFINITION AND CRITERIA:**

#### **A. Definition**

The National Response Framework (NRF) defines access and functional needs populations as those who may have additional needs before, during or after an incident in functional areas including, but not limited to:

- Maintaining independence
- Communication
- Transportation
- Supervision
- Medical care

#### **B. Criteria**

Criteria for a Functional Needs Shelter client may include, but not limited to:

1. A person with a stable medical condition that requires periodic observation, assessment, and maintenance (i.e., glucose readings, vital signs, ostomy care, urinary catheter). Special care should be taken with people who need ostomy care or who have urinary catheters because the exposure to possible Methicillin-resistant Staphylococcus (MRSA) virus is greater in these populations. Whenever possible, persons with risk of MRSA should go to the hospital.

2. A person requiring periodic wound care assistance (i.e., dressing changes);
3. A person with limitations who requires assistance with activities of daily living;
4. A person requiring and needing assistance with oral, subcutaneous, or intramuscular injectable, or topical medication;
5. A person requiring minimal assistance with ambulation, position change and transfer (i.e., able to move more than 100 feet with or without an assistive device);
6. A person requiring oxygen that can be manually supplied;
7. Any person medically dependent on uninterrupted electricity for therapies including but not limited to oxygen, nebulizer, and feeding tubes. Ventilator-dependent persons and persons with multiple access/functional needs requiring a higher level of care, may need to be referred to a skilled medical facility;
8. A person with mental or cognitive limitations requiring assistance who is accompanied by an appropriate fulltime caregiver for the duration of their stay in the shelter;
9. A person requiring full-time care who is accompanied by an appropriate full-time caregiver for the duration of their stay in the shelter;
10. A person whose weight does not exceed the safety weight restrictions of provided cots, or specialized beds when available. Every effort should be made to provide a bariatric bed or cot whenever possible and necessary.
11. It may be necessary to refer registered sex offenders to a separate site specifically designed for that population.

### **III. SITUATION AND ASSUMPTIONS:**

#### **A. Situation**

1. Localized temporary evacuation could occur within Clay County and any of the political subdivisions within the county because of the various hazards that may confront the access and functional needs population, thus requiring the implementation of integrated Functional Needs/General Population Shelter operations and the use of public shelters. These hazards include, but are not limited to flooding, hazardous materials incidents, tornadoes, blizzards, power outages, catastrophic events, and other natural or man-made disasters.
2. Facilities are available in Clay County and each political subdivision within the county to temporarily shelter, feed, and provide some limited care to functional needs populations who evacuated or are otherwise displaced by an emergency.
3. Outside assistance in providing and staffing an integrated shelter may be available from both private and governmental sources.

## **B. Assumptions**

1. Affected functional needs persons may be unable to respond to the shelter without assistance.
2. A percentage of the evacuees will stay with friends or relatives.
3. All persons or groups who own shelters suitable for functional needs populations will cooperate and make their facilities available.
4. Assistance from social service agencies, relief agencies, Medical Reserve Corps of Kansas City, and other governmental and non-governmental entities both within and outside the county, will be available if requested. All medical personnel and equipment should be available to respond to an integrated shelter if requested.
5. Some functional needs individuals will arrive with their own caregivers.
6. Not all individuals with functional needs will arrive with their medications. Arrange to get medications for these individuals whenever possible.

## **IV. CONCEPT OF OPERATIONS:**

### **A. General**

1. Clay County Health Department, Clay County government and each of the political subdivisions within the county has the responsibility for providing functional needs sheltering services when shelters are open. These services should be integrated in general population shelters whenever possible.
2. Operations of the functional needs portion of an emergency shelter will be under the direction and control of the Clay County Health Department. Operations will be directed and coordinated from the EOC, or a facility designated by the emergency manager of the affected jurisdiction.
3. Clay County and each of the political subdivisions, as required, will provide support to functional needs individuals within integrated shelters by private relief organizations as available. Such support would include law enforcement, public information, communication between shelters and the EOC, and mass feeding.
4. Allow Service animals into the integrated shelter. If the functional needs person has a service animal, allow the service animal to enter the shelter. Exclude service animals from a shelter only if the animal's behavior is a direct threat to the health and safety of people. Under the ADA a service animal is any animal that is individually trained to provide assistance to a person with a disability. Shelter staff can only ask two questions to determine if an animal is a service animal.
  - (1) "Is this a service animal required because of a disability?"
  - (2) "What work, or tasks has the animal been trained to perform?" If the answers to these questions reveal that this animal has been trained to perform services for a person with a disability, it qualifies as a service animal and must be allowed to accompany its owner anywhere other members of the public are allowed to go.

**NOTE: The ADA does not allow the shelter staff to question a person's need for a service animal on the grounds that the staff can provide the same services as the animal in the shelter. Also under ADA, shelter staff may not require a license, certification, ID tag, medical certificate, or any other type of documentation for a service animal.**

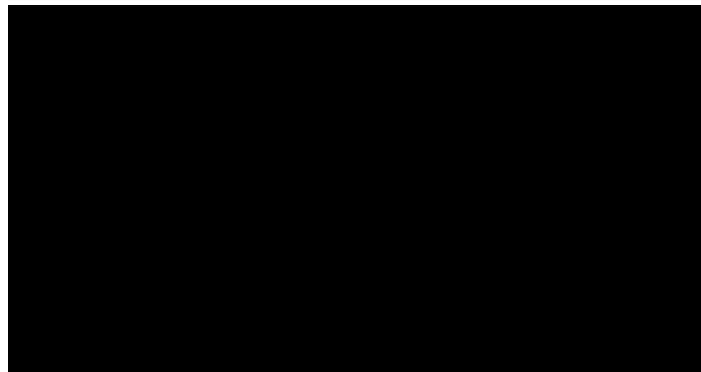
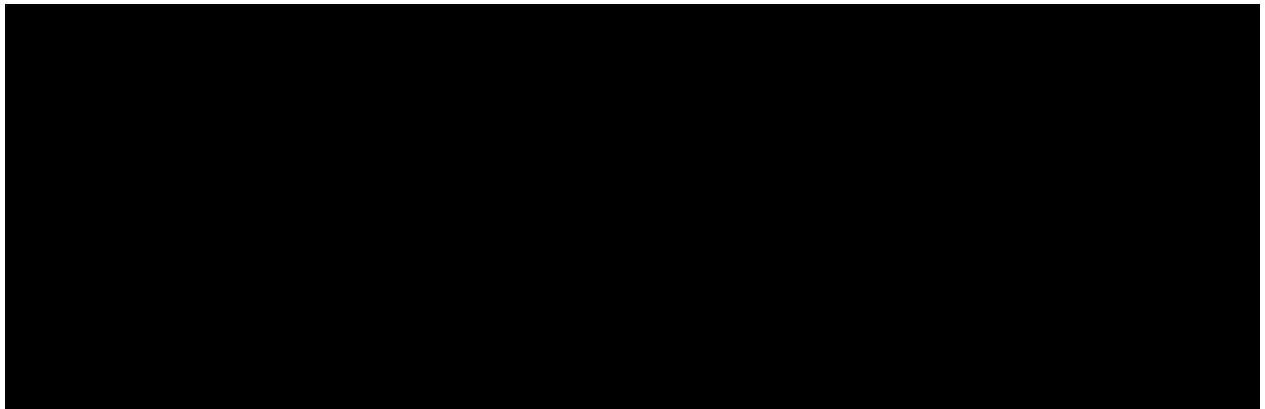
The role of Clay County and each of the political subdivisions within the county will be to:

- a. Monitor the functional needs populations within the shelter and provide coordination within their jurisdiction.
- b. Assist the Clay County Health Department in integrating functional needs populations in general population shelters within their jurisdiction.
- c. Identify caregivers to support functional needs populations within their jurisdiction.

- d. Along with the Reception and Care Coordinator, provide resource assistance to integrated shelters.

The emergency management director of each political subdivision in which a shelter with an integrated population is located and open will assist the Clay County Health Department and the Reception and Care Coordinator in emergency mass feeding.

Additional services are available from the Missouri Department of Social Services (DSS). DSS can provide the following services:



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

### **1. Mitigation:**

- a. The Clay County Emergency Management Director, along with the Clay County Health Department, should work together to pre-identify suitable shelters to house functional needs populations who have evacuated or otherwise been displaced during an emergency or declared disaster. These shelters must be ADA-compliant and should be in an integrated setting.
- b. Work with supporting county/city departments and private relief agencies to develop SOGs that establish registration procedures, including triage for those persons arriving at shelters with functional needs. Develop necessary forms for registration and care recordkeeping.
- c. Identify population groups that would require special assistance and make special plans for them including locating and identifying appropriate lodging and shelter for them.
- d. Recruit and enlist other organized groups that have skills necessary to provide services to functional needs individuals in an integrated shelter. These skills include but are not limited to emergency medical technicians (EMT) paramedics, nurses, physicians, translators (for both language- and hearing-impaired), and a hospice generalist.
- e. Provide necessary training for shelter staff particularly in the area of dealing with individuals with functional needs.
- f. Maintain a list of potential sources of supplies such as cots, blankets, food, eating utensils, adult diapers, wheelchairs, "sippy straws," toilet paper, denture adhesive, etc.
- g. Develop methods for managing reception and care activities at integrated shelters.
- h. Appropriate agencies such as the Clay County Health Department, Clay County, and local emergency management directors, should identify medical and mental health needs that may be necessary at integrated needs shelters.

### **2. Preparedness:**

- a. Analyze pending emergency and alert appropriate personnel regarding integrated sheltering.
- b. Ensure forms are ready for registration.
- c. Report to direction and control on the situation status of integrated sheltering operations.
- d. Participate in tests, drills, and exercises at least annually.

### **3. Response:**

- a. Open integrated shelters and activate personnel to staff them as required by the situation.

- b. Provide a listing of integrated shelters that have been activated to Direction and Control staff and the Clay County Public Information Coordinator for release to the news media.

*(Note: Integrated shelters shall have authorization from the Clay County Health Department, the Reception and Care Coordinator, and the Clay County EOC before they open. Neither the Clay County Health Department nor the Clay County EOC will support integrated shelters that spontaneously open due to limited resources and to avoid unnecessary, duplication of service. This authorization is given at the time of the disaster after the need for shelters has been determined. A list of designated facilities as possible shelters appears in Appendix 4 of Annex L. Even though a facility appears on this list, authorization is still needed before opening if the facility expects to be supported by Clay County and each of the political subdivisions located within the county.)*

- c. Register evacuees, assign shelters, and maintain listing of access and functional needs populations.
- d. Clay County Health Department and the Clay County EOC, along with the Reception and Care Coordinator, will monitor sheltering operations to ensure an even distribution of survivors to all shelters.
- e. Maintain contact and coordination with the local and Clay County EOC.

### **4. Recovery:**

- a. Maintain level of reception and care at integrated shelters as required by the situation.
- b. Continue assisting in locating and reuniting survivors and their relatives.
- c. Assist as required in the administration of state and federal disaster assistance.
- d. Continue operation of integrated shelters until consolidated, an alternate care facility is located, or the order to close the shelters is given.

## **V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

### **A. Assignment of Responsibilities**

1. Overall responsibility for reception and care operations rests with local government.
2. The Reception and Care Coordinator is responsible for working with the Clay County Health Department in developing the necessary plans and procedures to ensure a capability to operate an integrated shelter with particular attention to those individuals with access and functional needs.
3. Supplies and other resources will be the responsibility of the Resource and Supply Section. (See Annex G).
4. Medical care and public health measures in integrated shelters will be provided by the Clay County Health Department, consistent with their protocols, training, and skill level with assistance from other health professionals such as EMTs, paramedics, and nurse practitioners, when necessary. Some of the resources for these professionals include local fire and EMS units, Medical Reserve Corps of Kansas City, Park University School of Nursing, William Jewell College School of Nursing, and physicians' offices.
5. The Clay County Sheriff's Department, Northland A.R.E.S., and various first- responder agencies in the county will provide communications.
6. Clerical support for compiling data will be provided by the Clay County Emergency Management office, and if necessary trained CERT volunteers. Some of the records maintained by the EOC could include locations of integrated shelters, number of beds available at each shelter, requests for food, medical and other supplies, and number of meals fed at each shelter.

## **VI. DIRECTION AND CONTROL:**

- A. Direction and control of reception and care operations for integrated sheltering will vary according to the extent of the disaster or emergency. If possible, operations should be coordinated from the affected local jurisdiction's EOC. In a large-scale operation, the operation will be coordinated from the Clay County EOC.
- B. All requests for outside assistance must be made through the Clay County EOC so that they can keep SEMA advised of the situation. Some of the resources for an integrated shelter may have to be requested by SEMA especially if federal resources are being requested.

## **VII. CONTINUITY OF GOVERNMENT:**

- A. The line of succession for each operating reception and care organization or agencies dealing with sheltering will be as explained in the standard operating guidelines established by each of those organizations or agencies.

## **VIII. ADMINISTRATION AND LOGISTICS:**

### **A. Administration**

1. Reception and care personnel will complete the necessary forms and compile essential information to include:
  - A record of shelters used to include name of owner/operator
  - Number of people sheltered
  - Number of meals served
  - Public information releases
  - Supplies ordered and used and receipts for all goods obtained
  - Any damage to shelters
  - Shelter registration forms
  - Additional forms pertaining to access and functional needs populations.
2. Procedures should be developed for using all forms. Compiling information and providing data to the EOC.
3. Shelter management training should be instituted to train a small cadre of managers. This includes training to accommodate individuals with access and functional needs as well as those individuals without functional needs.
4. All completed forms shall be sent to the Clay County EOC.

## B. Logistics

1. If possible, procurement of necessary supplies will be accomplished through normal acquisition channels.
2. During unusual or life-threatening situations, normal purchasing procedures may be set aside, and emergency procedures as set forth by county ordinance and or local city ordinances will be implemented.

## IX. **SHELTER OPERATION:**

### A. Shelter Management

1. The functional needs portion of the shelter shall be managed under the direction of the Clay County Health Department. Medical staffing for the functional needs portion of the shelter shall be 24/7 as long as the need for the shelter exists, and there are patients at the shelter. A registered nurse (RN) should be in charge on each shift. Additional staffing may be accomplished using emergency medical technicians, paramedics, licensed practical nurses (LPN) nurse practitioners or other medically trained individuals including members of the Medical Reserve Corps of Kansas City.
2. The services provided to the functional needs portion of the shelter shall be limited by the training and skill level of the staff. For example, if no one on staff is qualified to perform dialysis, then that service would not be performed in the shelter. If a patient requires dialysis, the staff will forward the requests to the EOC which, in-turn, will try to make arrangements with a dialysis provider to perform those services.
3. While the shelter is open 24/7, shifts should be no longer than 12 consecutive hours for any staff member.
4. Triage stations should be established at each shelter to determine if an individual needs more definitive care than can be provided in an integrated shelter. If more care is required, every effort should be made to assist the individual find and access the more definitive care.
5. If possible, every effort should be made to keep families together, especially if a family member is a caregiver.
6. Consideration should be given to adding additional specialized staff to the integrated shelter if a significant number of individuals needing care arrive at the shelter. The specialized staff should include, but not be limited to a hospice liaison, sign language interpreter, a trained lactation consultant, staff trained to work with young children, (especially if the child has been separated from his/her parents), readers for the blind, language interpreters (these may be available from

the Rosetta Society at the Department of Public Safety at Park University, 816-584-6444). A mental health professional should also be on staff, as should persons trained in CPR and in using an Automatic External Defibrillator (AED). An AED should be on the premises at all times.

7. Individuals with access and functional needs may arrive at the facility without their medications. Arrangements should be made to ensure that an individual receives the needed medication. This may be particularly necessary in the case of someone who has a severe mental condition that is controlled by medication.
8. If a functional need patient arrives at the shelter with a caregiver, the caregiver should be allowed to stay with the patient.

This plan should be reviewed annually by the Clay County Emergency Management Director, Reception and Care Coordinator, and the Clay County Health Department. The plan also should be tested annually using Homeland Security Exercise Evaluation Program Guidelines (HSEEP).

## **Animal Response Plan**

### **INTRODUCTION:**

Clay County recognizes a need for pro-active disaster planning for its agencies, businesses, and individual citizens. This animal disaster plan has been developed:

- To assist emergency management staff and first responders in addressing emergencies and disasters affecting animals.
- To promote responsible animal care and companionship and reduces harmful interaction between humans and domestic animals in the event of a disaster.
- To organize a system to allocate proper and pertinent resources. (For emergencies, involving livestock see Annex P.)

Failure to plan for the animal population will affect the viability of disaster plans for people. For instance, if the disaster warrants an evacuation, many people will not evacuate without their animals or will delay their own evacuation to first make preparations for animals they must leave behind. These refusals or delays begin a chain reaction that can seriously jeopardize the overall disaster plan.

Furthermore, failure to plan for animals prior to an emergency may lead to serious public health concerns during an incident. Injured, ill, or dead animals can pose disease and injury hazards to the public, which may add strain to an already overtaxed emergency medical system.

**Note:** Under U.S. Department of Homeland Security guidelines, members of the local animal response group who have a direct and active role in the response process likely will need to meet NIMS requirements.

The Clay County Emergency Management staff can answer questions regarding local plans or NIMS compliancy issues.

Incident Command System classes can be taken online for free from FEMA. At a minimum, everyone working on a disaster should take the following course: IS-100b an *Introduction to the Incident Command System*. It can be found at <http://training.fema.gov/IS/>

## **I. PURPOSE:**

To protect the public health, domesticated animal resources, the environment, and to ensure the humane care and treatment of animals in case of an emergency, including floods, severe storms, tornadoes, drought, fire, explosion, building collapse, commercial transportation accidents, chemical spills, winter storms, power outages, or other situations that can cause animal suffering.

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

### **A. Situation**

1. Clay County and each of the political subdivisions within the county could be affected by several types of disasters requiring the sheltering of domestic animals.
2. Domestic animals may be left unattended during an emergency evacuation and may need care-in-place.
3. Domestic animals may have been injured during the disaster and need veterinary Care.

### **B. Assumptions**

1. In the event of an emergency, care and control measures outlined herein will apply to all domestic animals regardless of ownership.
2. Domestic animals: are defined as a domesticated animal such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.
3. Veterinarians and other individuals trained in the handling, care and sheltering of animals will be available during a disaster.
4. Individuals and companies with facilities suitable for animal shelters will make them available in a disaster.
5. If Clay County or any of the political subdivisions find themselves with insufficient manpower or special expertise to properly run an emergency animal rescue and shelter operation, a request for assistance from the State may be made through the Clay County EOC.

6. Private and non-county resources such as Northland CERT and Northland ARES etc. should be available to assist in conducting animal rescue and shelter operations provided, they have proper training.
7. The owners of household pets, and exotics, when notified of an impending emergency or disaster, will take reasonable steps to shelter and provide for animals under their care and/or control. Owners of animals should make every effort to have all animals identified and to maintain records of this identification.
8. Animal protection planning should ensure the proper care and recovery of animals affected during an emergency. This should include measures to identify housing and shelter for animals, establish methods of communicating information to the public, collect stray or lost animals, procure necessary supplies for the care of the animals, and plan for animal release and return to owners.
9. During emergencies, public information statements, including locations accepting animals, are available through the Clay County Public Information Coordinator (PIC) via various media outlets.
10. A large-scale emergency or disaster in Clay County may warrant an immediate response from state and local personnel, agencies, and organizations. However, the emergency or disaster and may require activation of additional specialized agencies.

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

#### **A. General**

- I. The Clay County Emergency Management Director shall appoint an individual to serve as Pet Coordinator for the county. Political subdivisions within the county may appoint their own Pet Coordinator. If a political subdivision chooses not to appoint a Pet Coordinator, then the Clay County Pet Coordinator shall serve as the Pet Coordinator for that political subdivision if that subdivision is the only entity affected by a disaster. If more than one subdivision is affected by a disaster, then the Clay County Pet Coordinator shall serve as the lead Pet Coordinator for the disaster.
2. The Clay County Emergency Management Director may appoint several members to a Clay County Animal Control Group (ACG). Members appointed to this group shall have training and expertise in the handling, care, rescue and sheltering of animals in a disaster. Group members could represent organizations or professions such as veterinarians, veterinary technicians, recognized disaster animal response teams (DART), animal control officers, animal shelters, animal boarding facilities, animal welfare societies, individuals with trained search dogs etc. The Clay County Animal Control Group will act as an advisory group to the Clay County Emergency Management Director on all matters relating to the

rescue, care and sheltering of animals in a disaster. Members of this group may also be tasked with the actual rescue and sheltering of animals in a disaster.

Members of this Group shall serve at the pleasure of the Clay County Emergency Management Director.

3. Members of the ACG will respond upon request of the Clay County Pet Coordinator or the Clay County Emergency Manager. Members of the ACG will not self-deploy.
4. It is important to note that animals should be classified broadly into two categories: privately owned and publicly owned. Companion animals are private property; they belong to individuals or entities. Wildlife, both game and non-game species, belong to the people of the State of Missouri, and separate laws govern them.
5. Determining the number and type of animals in Clay County is an important component of planning for an emergency. Estimating the number of companion animals in the area is crucial for resource planning.

Nationally, approximately 60% of households own companion animals, with most owning more than one animal. The American Veterinary Medical Association provides estimation formulas for dogs, cats, and birds at [www.avma.org/membshp/marketstats/formulas.asp](http://www.avma.org/membshp/marketstats/formulas.asp). Another helpful Web site is the U.S. Census Bureau at [www.census.gov](http://www.census.gov).

6. The American Pet Products Manufacturer's Association can be accessed at [www.apprna.org](http://www.apprna.org). The sheltering, protection, and identification of domestic animals (not including livestock) are the responsibility of their owners. In times of extreme necessity, public interest may take precedence.

Owners that are unable to care for domestic animals that are lost, stray or a danger to themselves or the public will be the responsibility of the ACG. These animals will be sheltered, fed, and, if possible, returned to their owners. If the owner does not return to pick up the animal, the pet may be disposed of in accordance with established State of Missouri animal control statutes. Extension of the animal control statutes regarding holding periods will provide time to locate owners during a time of disaster.

Non-domestic animals should be left to their own survival instincts. Non-domestic (wild) animals out of their natural habitats that are a danger either to themselves or to the public will be the responsibility of the Missouri Department of Conservation. If possible, these animals should be returned to their natural habitat.

## **B. Checklist of Actions During Operational Time Frames**

### **1. Mitigation:**

- a. The Clay County Pet Coordinator will manage and/or assist each of the political subdivisions within the county in coordinating local animal protection activities from the County EOC. Each of the political subdivisions within the county may appoint their own Pet Coordinator if they so desire. The Clay County Pet Coordinator will use established animal protection and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs in the event of a large-scale emergency lies primarily with Clay County and each of the subdivisions within the county, and the Clay County Animal Control, or the designated lead member of the ACG. Depending upon the nature of the emergency, other partners may assist.
- b. Requests should be made to the State of Missouri by the Clay County EOC, when county and city resources are insufficient and animal protection assistance and resources such as food, medicine, shelter material, specialized personnel, and additional veterinary medical professionals are needed. Should the need for State or Federal resources arise, the State Emergency Operations Center will coordinate the requests for assistance.
- c. Animal protection operations will be managed using the Clay County Basic Emergency Plan and NIMS - the National Incident Management System. Public health concerns are managed in accordance with appropriate Clay County Health Department plans and procedures.
- d. For shelter facilities established by the ACG, the ACG will be responsible for pre-identifying sources for critical supplies, i.e., potable water, food, medical, cleaning, and other shelter supplies. In the event of an emergency, suppliers should be asked to transport needed items to a delivery point, which will serve as a storage center and a distribution center for the shelter.
- e. Private boarding kennels, animal shelters, and veterinary hospitals are encouraged to pre-identify sources for critical supplies.
- f. If the need arises, resource agencies (e.g., humane groups, pet stores, pet food companies, etc.) may be asked to donate cages and other various shelter supplies.

## **2. Preparedness:**

- a. The Clay County Public Information Coordinator (PIC) will be responsible for the coordination of all media activities and press releases associated with the protection of animals. The PIC will work with the Clay County Pet Coordinator and the ACG prior to an animal incident to develop press release templates for anticipated animal emergencies.
- b. The PIC should notify the public of appropriate shelters at which to leave lost/stray animals, animals that citizens cannot care for, or animals that need immediate medical assistance
- c. The PIC should deliver instructions to the public to prepare their pets for an impending emergency.
- d. The PIC should develop materials to promote public awareness and instruct animal owners on how to prepare and react to all types of disasters. These materials could include literature, community relations programs, and/or seminars.

## **3. Response:**

- a. The PIC should, after consultation with the Clay County Pet Coordinator and Clay County Emergency Management Director, disseminate public messages for recruiting volunteers to assist with pet rescue and sheltering operations.
- b. The Clay County Pet Coordinator will provide continued updates to the Clay County PIC on the animal response effort. This will include general information on the response and special instructions for the public, as well as for pet owners, local veterinarians, and other animal interest groups as applicable.
- c. The PIC will provide information to the media, public and key audiences as appropriate throughout the disaster.
- d. Domestic pets loose or in need of assistance during a declared disaster will be the responsibility of the owner. In the event of the separation from their owners, pets will become the responsibility of the Animal Control Group (ACG). All reasonable steps will be taken by ACG to provide assistance under these circumstances. Prior to an incident, ACG will identify key people who have animal handling training and equipment and understand the basic emergency management concepts (ICS training) to assist rescue efforts.

- e. Non-domestic animals out of their natural habitat that are endangering either themselves or the human population will be handled in accordance with Missouri Department of Conservation guidelines. If possible, non-domestic animals outside of their natural habitat will be transported back to their natural habitat. Licensed wildlife rehabilitators may be able to provide care and handling of wildlife that need to be relocated or are injured.
- f. If the need arises, the Animal Control Group may open a temporary emergency shelter. The shelter will be at a location that can provide effective confinement and provision of basic animal care needs such as food, water, and bedding, and will be located as close as possible to the evacuated citizen integrated shelter. An area at the citizens' evacuation center should be available to provide directions to the pet shelter. This shelter should provide housing and care for common household pets, including dogs, cats, rabbits, birds, rodents, and turtles. For exotic species, which require specialized housing or care, the ACG may refer owners of these animals to shelters specializing in the care of these species, if such shelters are available. Owners of exotic animals requiring specialized care should be encouraged to plan for evacuation and sheltering of their animals prior to a disaster.
- g. Domestic pets of evacuated citizens may be sheltered at private boarding kennels and veterinary hospitals, at the owner's expense.
- h. Owners are encouraged to have a means of proving identification and ownership of pets. This may include microchips, photographs of the owner with the pet, licensing information, medical records, etc. Each of the citizens' evacuation shelters will have an animal caretaker on the premises. This caretaker will be experienced in or otherwise qualified to evaluate the medical and temperament needs of animals brought to the facility. Recommendations will be made for treatment and/or sheltering provisions, possibly on a case-by- case basis. Pets with significant injuries or illnesses will be transported to a designated animal hospital or provided with medical treatment on-site by veterinary professionals. The cost of such medical care, if any, shall be the responsibility of the pet owner.
- i. A representative of the Animal Control Group and support organizations may provide assistance in the transportation of the evacuated pets to either the shelter facility or pet hospital and ensure that a tracking system is in place to reunite sheltered pets with their rightful owners. Preventing the spread of communicable diseases during the transportation/sheltering period by preventing the co-mingling of animals through appropriate isolation, cleaning, and disinfecting protocols. A pet shelter based upon their health conditions may turn a petaway.

- j. Citizens with functional needs (individuals with mental or physical challenges who require evacuation assistance) may also require assistance in evacuating their pets. In the interest of public safety, assistance to help animal owners find shelter and care for their animals during a declared disaster will be provided. Upon arrival at the shelter, pets not trained specifically to assist the individual with access or functional needs (e.g., seeing-eye dogs) will transport to a private boarding facility or other animal evacuation shelter. **However, if the evacuee states that the animal is a service animal then the animal must be allowed to accompany the evacuee into the integrated shelter.**
- k. The ACG will be responsible for prearranged staffing of any animal sheltering facilities that they establish. Members of the Community Emergency Response Team (CERT) may assist in staffing if properly trained.
- l. Private boarding kennels and veterinary hospitals, if utilized, will be responsible for staffing their own boarding facilities and compensation by the animal owners is according to established policies of said facility.
- m. In the event of a bite or scratch to a person by an animal with unknown rabies status, measures will be in place to quarantine the animal according to the Clay County Health Department guidelines, Missouri State Statutes, or appropriate local ordinances. People who have been bitten or scratched are directed to their private physicians for treatment or in a temporary shelter situation, be cared for by medical personnel at the site.

#### **4. Recovery:**

- a. Clay County and each political subdivision within the county will support efforts to identify owners of stray/lost animals. If the owners are not located, the disposition of animals that cannot be placed in adoptive care or sold; will be handled in accordance with established animal control ordinances. The animal control ordinances regarding holding periods may need to have an extension to provide time to locate owners during a time of disaster. Every effort shall be made to reunite the animal with their owner after a disaster.

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

##### **Animal Control Group (ACG)**

This is a group of individuals appointed by the Clay County Emergency Management Director to serve as an oversight group. While members of this group serve in an advisory capacity to the Clay County Emergency Management Director, they may also be tasked with the actual rescue and sheltering of animals. Activation of the ACG will be only upon the request and authorization of the Clay County Emergency Management Director or the Clay County Pet Coordinator. **ACG members will not self-deploy.** Members of the ACG serve at the pleasure of the Clay County Emergency Management Director.

##### **Clay County Emergency Management**

Responsibilities: To coordinate support agencies to manage animal protection in emergencies, activate the Emergency Operations Center, if necessary, and provide overall direction and control of the emergency incident. The Clay County Emergency Management Director shall appoint the Clay County Pet Coordinator and members of the Clay County Animal Control Group

##### **Clay County Health Department**

Responsibilities: Provide services that address injuries/bites/diseases related to the protection of humans and animals. Assist in the disposal of dead animals that may affect public health, and in minimizing zoonotic disease outbreaks during an emergency.

##### **Clay County Pet Coordinator**

Responsibilities: Provide and coordinate personnel and equipment during a declared disaster to collect, rescue and shelter domestic animals. Assist in identifying, surveying, and maintaining a list of small animal sheltering facilities and transportation as part of the Animal Control Group. *(This individual is a volunteer reporting to Clay County Emergency Management Director.)*

##### **Clay County Private Veterinarian**

Responsibilities: Assist in providing information and direction with regard to the general health of animals within their expertise. Provide assistance with identifying needs of animals in shelter situations.

##### **Missouri Humane Society**

Responsibilities: Provide trained personnel (staff or volunteers) and equipment to assist in the protection of animals during an emergency or declared disaster, working in cooperation with the Clay County Pet Coordinator.

### **Private Veterinarians and Veterinary Clinics**

In accordance with clinic policies, provide trained personnel, equipment, and shelter as required to care for pets from evacuated citizens and in cases when established animal shelters are full or destroyed. Provide medical care within their area of expertise when requested.

### **Local Animal Rescue Organizations**

Provide trained volunteers and equipment to assist in the rescue and sheltering of animals during a declared disaster and upon request of the Clay County Pet Coordinator or the Clay County Emergency Management Director.

### **Law Enforcement**

Provide security to the animal shelters if necessary and requested.

## **V. DIRECTION AND CONTROL**

- A. All animal rescue and sheltering operations will be controlled from the EOC when activated to ensure official concurrence for any actions taken during the disaster.
- B. The Pet Coordinator shall operate using the National Incident Management System (NIMS) and the Incident Command System (ICS).
  1. The status of field operations during or after a disaster should be known by the Pet Coordinator and be available to the Emergency Management Director upon request.
  2. Animal rescue and sheltering resources not normally under the direction or control of the Pet Coordinator should remain under the direct control of their sponsors. The Pet Coordinator should direct task assignment and coordination of these resources.

## **VI. CONTINUITY OF GOVERNMENT**

### **A. Line of Succession - Animal Rescue and Sheltering**

1. Clay County Pet Coordinator
2. Clay County Emergency Management Director
3. Animal Control Group Leader

## **B. Vital Documents**

1. Records of purchases, animal intake and return, animal treatment and disposition, supplies used, manpower hours expended including volunteers, and hours and types of vehicles used will be duplicated whenever possible and kept on file for use in determining the final cost of the emergency/disaster.
2. Transfer of these documents will occur by decision of the Emergency Management Director.

## **VII. ADMINISTRATION AND LOGISTICS:**

### **A. Administration**

1. When normal purchasing procedures are bypassed, official approval must be given by the chief elected official of the jurisdiction.
2. All such purchases must be kept in accordance with state law and local ordinances.

### **B. Logistics**

1. In the event of a disaster requiring the operation of a pet shelter and or rescue plan, the EOC should be activated. The Pet Coordinator will implement the plan and begin contacting the individuals necessary to carry out the provisions of the plan.
2. Communications will be the responsibility of law enforcement and ARES.
3. Transportation of supplies and animals will be accomplished by County or City government resources, i.e., Public Works or by private transportation either hired or volunteer.

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

- A. All updates and revisions of this annex will be completed by the Clay County Pet Coordinator in consultation with the Clay County Emergency Management Director.
- B. This annex shall be reviewed by the Clay County Pet Coordinator and the Clay County Emergency Management Director annually.
- C. This annex should be tested annually using the Homeland Security Exercise and Evaluation Program Guidelines (HSEEP).

## APPROVALS

### CLAY COUNTY EMERGENCY MANAGEMENT DIRECTOR

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CLAY COUNTY PET COORDINATOR

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CLAY COUNTY HEALTH DEPARTMENT

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PRIVATE VETERINARIAN

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ANIMAL CONTROL GROUP MEMBER\*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ANIMAL CONTROL GROUP MEMBER\*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ANIMAL CONTROL GROUP MEMBER\*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ANIMAL CONTROL GROUP MEMBER\*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Approval list should include all members of the Animal Control Group

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## **Clay County Animal Disaster Management Standard Operating Guidelines**

The purpose of this attachment is to provide guidance to volunteers who respond to, rescue, and shelter pets in a declared disaster. Everyone who responds should have training in the Incident Command System.

Incident Command System classes can be taken online for free from FEMA. The course that everyone who is working on the disaster should take at a minimum is IS-100b an Introduction to the Incident Command System. It can be found at <http://training.fema.gov/IS/>

### **I. Mission Statement:**

In the event of a disaster or emergency in Clay County or any of the political subdivisions within the county, the Clay County Pet Coordinator is committed to help ensure that as many household pets and service animals survive as possible. As capabilities permit, the County may exceed the state and federal requirements to address the needs of other animals following a disaster. To achieve this goal, the Clay County Animal Control Group under the direction of the Clay County Pet Coordinator will assist with animal evacuation before and after a disaster, establish emergency animal shelters, provide transport, immediate care and rescue for household pets/service animals affected by a disaster.

#### **Priorities include:**

- Animal survival
- Returning household pets, service animals, and other animals to their owner if possible.
- Placing unclaimed and relinquished pets with animal welfare agencies outside the disaster area for possible adoption.

## **II. Concept of Operations:**

### **A. Animals Impacted by Disaster**

1. Potential hazards such as flooding and hazardous materials incidents may require the evacuation of citizens from a selected area. Typically, pets are not permitted in human shelters, except for service animals that accompany citizens with access and functional needs. Clay County, and each of the political subdivisions within the county, are committed to minimizing animal suffering and human anguish by providing temporary shelter for household pets/service animals before and during an evacuation, provide rescue, transport, and immediate care for animals in an affected area, and to provide a system for returning animals to their owners after a disaster or emergency is over.
2. Clay County, and each of the political subdivisions within the county, recognizes that household pets and larger animals are victims of emergencies and disasters and that oftentimes, a strong bond exists between people and their animals. Frequently, elderly citizens express extreme reluctance to evacuate a disaster area unless arrangements have been made for the care of their companion animals. Such refusals or delays begin a chain reaction that can seriously jeopardize or cause a total breakdown of the overall evacuation plan. The animals are their lifeline. Therefore, helping animals is helping people. The staff and volunteers will perform disaster rescue in a lawful manner at all times.
3. In an attempt to save animals' lives and reduce human anguish during these events, the *Northland Animal Welfare Society*, in conjunction with the State Emergency Management Agency (SEMA), will organize and maintain a manual to identify local resources for animal shelters, emergency sources of animal foods, medicines, pet cages, and other necessary supplies as well as work with local Emergency Management Agencies to develop evacuation shelter procedures for temporary housing for pets. A copy of this manual, along with any updates, will be provided to the Clay County Emergency Management Director.
4. Clay County and each of the political subdivisions within the county, in conjunction with SEMA, will continue to educate the public on animal disaster planning and preparedness.

### **B. Pre-Disaster Readiness Levels**

#### **Normal Operations - Condition Green**

1. Clay County, and each of the political subdivisions within the county, is responsible for developing plans and procedures to provide rescue, care, and shelter for an indeterminate number of household pets/service animals in a disaster.

2. In cooperation with SEMA and local Emergency Operations Center personnel in each jurisdiction within Clay County, the Animal Control Group (ACG) will:
  - a. Identify potential pet and animal shelter(s) within each jurisdiction;
  - b. Recruit volunteer assistance from other animal welfare agencies and volunteer groups and assign key staff personnel to assist with operations at the temporary emergency shelter;
  - c. Identify resources for animal medical supplies, vaccines, pet and animal food, cages, and other supplies for use at the emergency pet shelter;
  - d. Maintain resources for a minimum of 500 animals at all times;
  - e. Maintain a team of trained and experienced animal rescue and disaster response personnel;
  - f. Verify or request sufficient electric, water and sanitation requirements at the fixed facility as well as at any additional temporary pet shelter constructed during times of disaster; and
  - g. After consultation with the Clay County Public Information Coordinator, the Clay County Pet Coordinator, and the Clay County Emergency Management Director, prepare brochures and other handout materials on animal disaster planning for public distribution to promote personal readiness.

### **Increased Readiness - Condition Yellow**

(A natural or man-made disaster is threatening Missouri)

1. The Clay County Animal Control Group will:
  - a. Review animal shelter operations and rescue plans and procedures;
  - b. Confirm task assignments and upon request of the Clay County Pet Coordinator or the Clay County Emergency Management Director place rescue response teams and volunteer support groups on alert status;
  - c. Confirm the availability of potential animal shelters;
  - d. Begin public service announcements when appropriate in coordination with the Clay County Emergency Management Director and the Clay County Public Information Coordinator on the care of animals during an emergency.

2. As conditions worsen, and upon request of the Clay County Pet Coordinator or the Clay County Emergency Management Director, the ACG will begin to mobilize and stage equipment outside the target impact area when it is safe to do so. The ACG will begin record keeping in accordance with FEMA requirements of disaster-related expenses and continue to do so for the duration of the emergency. Documentation must include hours worked by staff and volunteers, equipment purchased or used for response and supplies purchased or used for response.

**Completed paperwork should be sent to the Clay County Emergency Management Director at the end of the disaster so that proper requests can be made to SEMA and FEMA for possible reimbursement.**

### **Emergency Operations - Condition Red**

1. Under the direction of the Clay County Pet Coordinator, the Clay County Animal Control Group (ACG) will be the lead animal welfare volunteer agency for animals impacted by a disaster and in cases where there is a need for response. The activation of the ACG for an emergency situation will be confirmed by a request from the Clay County Emergency Management Director. At the request of the Clay County Emergency Management Director or the Clay County Pet Coordinator, a representative of the ACG will be dispatched to serve as Animal Services Liaison in the EOC.

## **B. Response**

### **Evacuation before a disaster**

1. In the event of a disaster there should be a coordinated effort to rescue and capture animals, including relocation, before the disaster. In the event of an impending disaster that will displace people, the Clay County Animal Control Group (ACG) will assist local emergency personnel with the evacuation and emergency sheltering of animals. The same procedures and standards apply as in a post disaster response:
  - a. Coordinate with local Animal Control, Humane Society, and other animal rescue groups to develop a plan for transport and emergency sheltering. This plan should be developed in consultation with the Clay County Emergency Management Director.
  - b. If available the animal rescue trailer, animal control vehicles, van and horse trailers used in the rescue and transportation of animals should be used during a disaster.
  - c. Identify any emergency animal shelter sites, animal welfare agencies, or warehouse type buildings. If possible and safe these facilities should be located in Clay County or any of the political subdivisions within the county and as close as possible to mass care shelters.
  - d. Field teams will keep a daily log of animals that have been removed from a community. This log should, at a minimum, contain the following:
    - The address or location the animal was removed from
    - A complete description of the animal
    - Physical condition of the animal if known.
    - Additionally, animal rescue personnel will leave notification at the property where any animal has been removed. This notice will have a description of the animal, date that the animal was removed, name of the person who removed the animal, and the location where the animal has been taken.

A copy of this log shall be sent to the Clay County Emergency Management Director each day that the rescue and shelter operations are in effect.

## **Post Disaster**

1. When a disaster strikes Clay County or any of the political subdivisions within the county, Clay County's Animal Control Group (ACG) will, upon request from the Clay County Pet Coordinator, respond to rescue and shelter animals affected by the disaster. **ACG members will not self-deploy.**
2. An ACG member will respond to the EOC when activated and upon request of the Clay County Pet Coordinator or the Emergency Management Director and coordinate ACG response with Emergency Management. This coordination will include working with local authorities, animal control, animal shelters, and veterinarians to:
  - a. Assess the level of need
  - b. Identify the severity of the impact this event has had on the local animal population, animal welfare agencies, veterinarians, and the ability to obtain animal food and supplies.
  - c. Identify the types of animals affected and what equipment and personnel will be required to conduct an effective rescue mission.

## **C. Evacuation and Emergency Response**

When advised that an evacuation order has been issued, and a decision has been made to open a pet shelter, a Shelter Director will be designated by the Clay County Pet Coordinator or the Clay County Emergency Management Director to begin temporary shelter operations.

## **D. Disaster Search and Rescue**

1. Clay County is networked with local, state, and national animal welfare organizations that can send experienced personnel at Clay County's request. Clay County will work with local animal control, Humane Society, and volunteer groups when available to organize animal transport, sheltering staff and rescue personnel.
2. Personnel and volunteers will work within the National Incident Command Structure (NIMS). All rescue operations will be conducted in a safe and ethical manner and in compliance with all state laws and county and local ordinances. Clay County personnel and animal rescue volunteers will treat animals humanely at all times. Any individual or group violating these principles or who seek to deprive a rightful owner of their animal will be asked to cease operations in the disaster response and leave the area.

#### **D. Field and Tactical Animal Response:**

1. The Clay County Pet Coordinator will coordinate rescue efforts through the EOC.
2. Pet rescue and sheltering operations in Clay County, or any of the political subdivisions within the county, must be documented in accordance with FEMA requirements to include man hours worked, including volunteer hours; type of vehicle and the number of hours that the vehicle was used, and the type of any additional equipment purchased or used for response. The EOC will provide the names, contact information, type of vehicle and equipment of all search and rescue personnel after receiving it from the Volunteer Coordinator.
3. The Shelter Director will check in with the Clay County Pet Coordinator in the EOC several times daily to provide status updates.
4. Clay County will respond to calls from the EOC, local citizens and phone calls to our dispatch center. All information obtained through sources other than the EOC will be given to the EOC for informational tracking purposes.
5. Animal search-and-rescue teams will be deployed with communication devices, when available, a plan of action and instructions of their roles and responsibility. Radio communications may be provided by members of ARES if available.
6. All animal rescue personnel will report to Clay County Pet Coordinator at assigned intervals.
7. At a minimum, animal rescue personnel will be sent in teams of two and will provide the Clay County Pet Coordinator with a list of locations in which they are working. When the team changes location, they must notify the Pet Coordinator in the EOC.
8. Animal rescue personnel should be trained and experienced animal handlers and have some basic knowledge of disaster response including NIMS and the Incident Command System.
9. If available animal rescue vehicles should be appropriate for the environment, they will be driving in and visibly marked "Clay County Disaster Animal Rescue."
10. Animal rescue personnel should be equipped with the appropriate tools for the mission; leashes, muzzles, catch poles, net, bolt cutters, transport cages, dog and cat food, and water.

#### **E. Care for Animals in Place**

1. In the event of a disaster that has displaced people, and it is not advisable or possible to evacuate animals, Clay County will assist local emergency workers with the care of animals-in-place. Clay County will work with local animal control, humane society, and volunteers to coordinate the care and/or evacuation effort.

- a. If necessary, Clay County will provide food and water for animals that are healthy and in a stable environment.
- b. This care will be documented utilizing a tracking system that will ensure that the animals are cared for, at a minimum, every 72 hours.
- c. The care-in-place system will continue until the owners can return home or the animal is removed.

#### **F. Evacuation Before or After a Disaster**

1. In the event of a disaster that has or will displace people, Clay County will assist local emergency workers with the evacuation and emergency sheltering of animals. Clay County Pet Coordinator will deploy an animal disaster rescue team equipped with a large rescue trailer for transport and emergency sheltering, four-wheel drive trucks, transport vans and horse trailers to aid in the transport of animals. Clay County Pet Coordinator will work with local animal control, humane society, and volunteers to coordinate the evacuation effort. The Humane Society of Missouri (HSM) may be able to provide the necessary transportation vehicles, if requested.

#### **G. Owner Notification of Removal of Animals**

1. Clay County Pet Coordinator will make every reasonable attempt to alert the community through local media of the location of an emergency animal shelter.
2. The Clay County Public Information Coordinator will contact local media to inform the public where the emergency animal shelter is located and who to contact to make a report of an animal in need of assistance or to obtain additional information regarding the temporary sheltering of animals.
3. Clay County will post the property where the animals are removed from in an obvious location. The notification will have contact information for Clay County, the location where the animals are being housed and a description of any animals removed from the property.

## **H. Keyless Entry**

1. In the event that a community has been evacuated and residents will not be allowed to return home for an extended period of time it may become necessary to remove surviving animals without the owner being present. When requested by the Incident Commander, property owner or resident, Clay County will enter private property to remove household pets and service animals.
  - a. The Clay County contact will enter private property in the least conspicuous location if keyless entry (forced entry) is necessary.
  - b. The property will be secured to the degree possible prior to leaving.
  - c. Clay County will post the property when the animals are removed in an obvious location. The notification will have contact information for Clay County, the location where the animals are being housed and a description of any animals removed from the property.

## **I. Emergency Sheltering**

1. Clay County will establish a temporary animal shelter or work with established shelters to receive and provide care for pets during a disaster or emergency. Pet shelters should be located near human shelters when possible. This will allow owners to help with the care of their pets and will help reduce the stress level of the animals and their owners. Clay County will coordinate with local Animal Control, Humane Society and Animal Rescue Groups to develop a plan for emergency sheltering. Clay County will identify an emergency animal shelter site, animal welfare agencies or warehouse type buildings should be considered. Intake teams will keep the following information with the animals that have been received by the shelter:
  - a. The address or location the animal was removed from.
  - b. A complete description of the animal
  - c. Physical condition of the animal if known

## **J. Emergency Veterinary Care**

1. Clay County will notify the Missouri Veterinary Medical Association (MVMA) when local veterinarian service is disrupted by the disaster and there is a need to establish medical assistance for pets who are able to remain with their owners. Clay County will assist, where it can, MVMA and local veterinarians providing emergency vet care in the disaster area.

- a. Clay County may deploy veterinarians who volunteer their services as needed.
- b. Clay County will document requests for assistance through the local EOC utilizing standard request forms developed by the EOC or forms provided by Clay County and forward these requests to the MVMA.

## **K. Catalog Deceased Animals**

- I. Clay County field rescue and shelter personnel will catalog deceased animals they encounter by utilizing forms provided by the EOC.
2. Animal rescue personnel will list the deceased animal, a complete description, any tags or collars and the location where it was found.
3. When possible, a picture with a case board listing location, date, sex, and age of deceased animal will be documented and placed into the animal database.
4. All information obtained will be forwarded to the Missouri Department of Agriculture (MDA) and the EOC.
5. Clay County animal rescue teams **will not** pick up deceased animals.

## **L. Capture Free Roaming Pets**

1. Animal rescue personnel will rescue free roaming pets when the resources are available. Animal rescues of this nature will be documented in the same manner as animals removed from a residence. Confined animals will be the first priority. In some cases, the placement of food and water may be the best option.
2. When food and water is left for free roaming animals, this will be described as a feeding station. Feeding stations should be documented and tracked in the same manner as care for animals-in-place. Feeding stations should be checked frequently throughout the day because multiple animals, both domestic and wild, may take advantage of this site throughout the day.

## **M. Clay County Information Tracking System**

1. The Clay County Pet Coordinator will track all animal rescue activity during a disaster. This information will be turned over to the EOC when Clay County shuts down emergency disaster operations.
2. Animal rescue personnel will keep a daily log sheet that will have the address, time and a description of any animals removed from a property.

3. When possible, all information will be entered into the Clay County database. If a computerized database is not available paper records will be maintained.

## **N. Credentials and Health Recommendations for Animal Rescue Volunteers**

### **Credentialing Requirements:**

1. When possible, animal rescue personnel will be pre-credentialed for the purpose of gaining access to secured disaster zones in a timely manner. Animal rescue personnel wishing to be credentialed in Clay County must provide the following:
  - a. Two copies of a driver's license or other government issued photo ID (front and back)
  - b. Two 2"x 2" (passport size) head shot photos
  - c. A Curriculum Vita of training and experience applicable to animal search and rescue, animal handling, and knowledge of disaster response procedures.
2. All field personnel and volunteers will be credentialed when possible. In the event of a catastrophic disaster credentialing may not be possible. Clay County will obtain at minimum: a. A copy or documentation of a driver's license, b. Documentation of training and experience applicable to animal search and rescue, animal handling and knowledge of disaster response procedures.
3. Other forms of ID and training documentation may be accepted at the discretion of the Clay County Emergency Management Director. The Clay County Emergency Management Director may also waive the credentialing requirements during an emergency or disaster.

## **O. Health Recommendations**

1. Staff and volunteers working with animals in the disaster area are encouraged to obtain Hepatitis A and B, Tetanus and Rabies pre-exposure vaccinations prior to disaster response.

## **Animal Disaster Shelter Checklist**

To stand up an emergency animal shelter, follow the checklist below:

1. Confirm Shelter Director Assignment with the Clay County Pet Coordinator.
2. Confirm shelter location
  - a. Existing shelter facility with expansion room for an indeterminate number of animals within the confines of existing building or outside area, or a building which can be modified for use as an emergency animal shelter.
  - b. Must have access to existing cages or use of crates or the ability to build animal holding area for animals of different species, age, size, and temperament.
  - c. Shelter area should have access to utilities electrical power, ventilation, heat or cooling water, wastewater system and trash removal at a minimum.
  - d. Shelter facility and grounds must be able to be secured as much as possible.
  - e. Shelter facility must be accessible to the public and rescue teams.
  - f. Shelter must have secure and vector-free storage space available to store animal equipment, feed, and supplies.
  - g. Shelter must have access to vaccines and medicines, a working copier for records, water hoses, chemical sanitizing agents, and have the capacity to enter animal-tracking information.
  - h. Shelter must have animal handling, medical and cleaning supplies.
  - i. Veterinary medical staff for the shelter should be identified and confirmed. Staff must have access to a secure storage area for controlled drugs to treat injured and sick animals.
  - j. Shelter operations must be documented in accordance with FEMA requirements to include man hours worked, including volunteer hours, vehicle type and hours used, and supplies used or purchased for the response.

## **Animal Disaster Shelter SOGs**

### **A. Intake Procedures and Animal Care**

In a disaster Clay County Animal Control Group (ACG) recognizes that altered standards of care may be necessary. However, whenever possible, the ACG will strive to meet or exceed Missouri A.C.F.A. Standards of Care. The ACG will provide care at a level so that as many animals as possible survive the disaster and recovery process.

### **B. Animal Inventory**

**Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners. Track activities of animal shelter and confinement facilities.** The Shelter Director will keep computer and/or paper records on all animals received and their disposition, if any. These records will include the following: a registration number, date, and time of receipt of animal in the shelter, species, breed, sex, and whether altered, color and any description and other markings, who brought the animal in, owner information if known, age of animal if known, any collars, microchip, tags or other type of identification, and the condition of the animal upon arrival at the shelter. The goal will be to keep records electronically, but if that is not possible, records may be kept manually on paper forms.

A copy of the registration record in some sort of "kennel card" format, including the registration number and other general information on the animal, will be kept with each animal at all times.

### **C. Animal Identification**

In addition to the registration number assigned upon intake there will also be an attempt to collar and tag each animal and to keep track of the number. If there is an existing microchip, attempts will be made to verify the person(s) to whom the animal is registered. When possible, each animal will be photographed with its owner and case board upon receipt.

### **D. Animal Caging**

Animal caging may include, but is not limited to crates, either wire or Vari-Kennel plastic types, other pre-made pens or pens that are designed from fencing or other materials. Emergency Shelters will be evaluated on their accessibility to rescue workers and the public, access to utilities, space provisions, and security. These might include but are not limited to; other animal welfare or control agencies, boarding kennels, veterinary facilities, barns, or stables, including those for exhibits or shows, existing large buildings such as factories or warehouses, school or libraries with large open rooms, airplane hangars, if necessary, supplies are available. As a last resort it may be necessary to set up sheltering in tents.

## **E. Animal Feeding**

Every attempt will be made to provide quality food to the animals at least twice each day the shelter is in operation.

## **F. Animal Watering**

All animals will be provided with fresh water daily and kept available to them at all times. Although stainless steel containers are ideal, we will use whatever containers are available, disinfecting them, as needed, and between animals. (NOTE: Rabbits and other small animals are watered using small crockery-type dishes or watering bottles.)

## **G. Animal Exercise**

Ideally, dogs should be walked two to three times per day. However, in an emergency facility it may not be possible or safe to do so. We do not want to risk any animals escaping and must take into consideration the number of properly trained staff and volunteers available to perform this duty. Scheduled walks and or exercise decisions will be made on an individual or situational basis.

## **H. Cleaning**

Every effort will be made to thoroughly clean all animals' pens on a daily basis. This process includes:

- Removing the animal (exception is cats to minimize stress);
- Removing loose materials including feces soiled litter, bedding or toys;
- Cleaning with an all-purpose cleaner or degreaser depending upon the condition of the pen;
- Following up with disinfectant, if possible (particularly important in cases of animal illness or the animal is permanently leaving the pen), that is left to soak on a clean surface for 10 minutes;
- Drying the pen either by air or with paper towels;
- Restocking the pen with clean bedding, toys, newspaper, shredded paper, and other supplies.

## **I. Disinfection**

To disinfect pens, dishes, and other items, we primarily use two disinfectants:

- Bleach (6oz. of regular and 5 oz of Ultra or approximately% cup to 1 gallon of water for regular, or 2/3 cup for Ultra) and,
- Quaternary Ammonia products such as Mint Quat (8 oz. per gallon water). These both kill Parvo and many other infectious agents. These products should be used on clean surfaces, and they must be allowed to sit for a 10-minute contact time.

## **J. Animal Decontamination**

If it is necessary to perform decontamination baths on any animals, we will use a Chlorhexidine Gluconate solution such as Nolvasan. This needs to also have a contact time of 10 minutes on the animal.

## **K. Animal Examination**

Every animal that is received in a shelter will be given a routine, general examination as soon as possible after arrival at the shelter if a licensed veterinarian or veterinary technician is available. This exam should include determining the age and sex of the animal and checking for any injuries or signs of illness. Ears are routinely cleaned, and nails trimmed if possible. The assessment is documented, and routine vaccinations and de-worming will be administered if available. (See vaccination/medical care protocol). Any animals that have signs of illness or injury are assessed by a veterinary technician and referred for a veterinary exam if available. Some animals may be frightened or fractious upon receipt and may need to be allowed some time to adjust before the examination and routine treatment is attempted again. All assessments should be documented and sent to the Clay County Pet Coordinator in the EOC at the end of each day.

## **L. Animal Treatments**

**Coordinate animal medical service needed for animal shelter and confinement areas.**

Any veterinary care that animals may require will be given at the level we are able to provide in a temporary emergency shelter. The goal will always be to provide a minimum of palliative care, so animals are stabilized, comfortable, and not suffering. Euthanasia decisions will be determined by a licensed veterinarian in consultation with the Clay County Pet Coordinator and the Clay County Emergency Management Director. There will be no elective surgeries or other procedures that are not considered necessary immediately to save the life of an animal.

## **M. Animal Intake Types**

### **1. Stray**

All stray (free roaming) animals will be held a minimum of five days prior to disposition unless seriously ill or injured. After the five days, every effort will be made to transfer these animals to a no-kill shelter to be placed for adoption. Euthanasia for animals that are not able to be kept comfortable must be directed by a veterinarian after consultation with the Clay County Pet Coordinator and the Clay County Emergency Management Director. If a stray has some kind of identification, such as a tag or microchip, every attempt to locate and notify the owners of the animal will be made as soon as possible. A record of the disposition of stray animals will be made showing where they were transferred and the date of the transfer. This record shall be sent to the Clay County Emergency Management Director at the end of the day during which the transfer was made.

## 2. Owner-Surrender

Animals that are surrendered to one of our shelters by owners/caretakers and are permanently relinquished to Clay County or a political subdivision that is running the temporary emergency shelter will be subject to immediate transfer to a no-kill shelter for adoption. If an animal seems particularly frightened or fractious, and space and conditions permit, it may be given another day or so to allow for time to adjust before a disposition is determined. Proper documentation in writing must be received from the owner/caretaker who is surrendering the animal before Clay County, or the political subdivision takes possession.

## 3. Rescue

These holding periods vary based upon circumstances of the case and the directions given the shelter by the rescue team. If an animal is picked up running loose, it will be subject to the minimum five days when possible. When animals have been taken from a residence, with or without the owner present, we will attempt to hold 10 days. The holding periods may be modified by the Clay County Pet Coordinator or the Clay County Emergency Management Director.

## **N. Temporary Emergency Shelter**

When animals are given to the shelter on an emergency basis because the owner needs help with temporary housing/care, these animals will be tracked with an agreement signed by the owner indicating how long the animal will be housed. The owner must agree to keep in contact with the shelter and to return for the animal before the stated date, which is determined based upon the individual disaster and the shelter population. These animals may at times be transferred/exported to other facilities or sent into foster care when possible and available.

## **O. Quarantine**

If a dog or cat has bitten someone, or a cat has scratched someone, regardless of whether the animal has proof of rabies vaccination, the animal must be held in quarantine for 10 days. Upon day 11, the animal's health will be reviewed and cleared by a veterinarian. In a disaster situation, the shelter will set up a special quarantine area to hold and monitor these animals when possible. Other alternative courses of action will be determined by a veterinarian and the shelter director. Preferably, these animals would be transferred to an appropriate shelter or animal-control facility for confinement outside the disaster area.

## **P. Animal Isolation**

If an animal is considered to have a contagious disease (either zoonotic or to other animals) an isolation area will be set up to hold these animals whenever possible. Periods of isolation and type of treatment will be determined by a veterinarian. Other alternative courses of action will be determined by a veterinarian and the shelter director.

## **Q. Animal Disposition**

Coordinate disposition for unclaimed animals and shelter overflow. All animals taken into the disaster shelter must be placed properly according to these standards. Anyone attempting to remove an animal without authorization must leave the shelter area and may be and may be subject to arrest.

### **1. Holding Periods**

The standard is to follow the state's minimum five-day holding periods as much as possible. The ability to follow these guidelines (and to possibly extend the holding times) will be reassessed regularly as space and availability changes. Some considerations may need to be made for exporting animals to other holding areas, facilities, agencies, rescue groups and fosters when possible.

### **2. Adoption**

As a disaster shelter the focus is on emergency and temporary animal care and housing. Should circumstances allow, adoption will be considered. Adoption policies will be based upon HMS Standard adoption policies but taking into account the possibility of limited availability of spay and neuter facilities.

### **3. Transfer/Export**

The option of sending animals to other agencies, facilities, and rescue groups, both in and out of the state, will be pursued whenever available and needed. If this is done during a holding period, the receiving facility or group will be required to honor the balance of the holding period prior to disposition, according to their policy.

### **4. Foster Care**

This will also be pursued whenever possible as an option for animals, both for space and for other reasons. These may both be in and out-of-state foster families. Foster care guidelines will be based upon Northland Animal Welfare Society Standard Foster Care Guidelines. The policy requiring the animal be returned to Clay County for disposition will be enforced.

### **5. Return to Owners**

Animals will be returned to owners as soon as possible, pending some proof of ownership from the individual/family. This may be in the form of purchase receipts, veterinary records, adoption agreements, registrations, microchip records, boarding records/receipts, grooming records/receipts, photographs, city animal license, even utility bills or other records to establish the residence at the location where the animal was found/removed. As much leniency as possible will be given depending upon the disaster and its

circumstances, because sometimes an adequate description may be all that is available. However, we will always strive to guard against individuals who attempt to claim an animal that does not belong to them. Each situation will be handled and considered individually, with more difficult determinations ruled on by the shelter director. Records of vaccinations and treatments done while in the temporary shelter will be provided to the owners.

## **R. Feral and Dangerous Animal Policy**

In accordance with safety concerns any feral or vicious animal of unknown origin will attempt to be held 24 hours, when possible, in order to allow it to acclimate itself to its new surroundings, thereby avoiding euthanasia of an animal that is merely stressed from new surroundings and is not truly feral or vicious. However, this may not be possible due to safety and space considerations. Caging may not be adequate to hold these animals without risk to other animals and people. The decision to euthanize an animal for any reason must be made by a licensed veterinarian after consultation with the Clay County Pet Coordinator and the Clay County Emergency Management Director.

## **S. Supply Acquisition and Distribution**

Coordination with Donations Management will be established to provide water, food, shelter, and other physical needs to animals, as well as to store and distribute animal food and medical supplies to the requesting jurisdiction. Coordination with ACG will be established to manage the storage and distribution of animal food, water, and medical supplies. In the event of a disaster, essential supplies must be stationed near the impacted area to provide food, water, medical supplies, and other physical needs to animals.

### *1. Documentation*

Supply acquisition and distribution must be documented in accordance with FEMA requirements to include all supplies purchased or used for response. Completed documentation should be sent to the Clay County Pet Coordinator in the EOC.

### *2. Animal Feed*

Animal feed for various species must be collected and stored until needed. Clay County will assist in the transfer of feed on hand to the impacted area then contact their suppliers for additional feed donations. A public appeal for donations will be issued by the Clay County Public Information Coordinator based upon the scope of the disaster. Feed is needed for, but not limited to, dogs, cats, rabbits, small rodents, birds, snakes, lizards, and others as needed. Feed must include dry and canned dog and cat food, alfalfa pellets, small bird seed, exotic bird seed, raw fruit, and vegetables.

### *3. Water*

Fresh drinkable water is needed for sheltered animals, animals under their owners' care and for those who may be temporarily cared for in place. Potable water is also necessary for shelter cleaning, animal decontamination, baths, and cleaning field units.

### *4. Medical Supplies*

Medical supplies are needed to provide preventative and essential medical care for animals impacted by the disaster. When responding to severe and/or large disaster areas, it may become necessary to request access to essential emergency supplies from SEMA and or FEMA. Such supplies will be utilized solely for the support of active staff and volunteers to provide the disaster response outlined in this document. Supplies may include, but not be limited to wastewater disposal, generators to power the temporary animal shelter and volunteer camp, sleeping tents and other personnel support amenities such as showers and laundry. Such requests will be made through the Clay County EOC.

## **T. Coordinate Volunteer Services**

The success of the mission is largely dependent upon bringing a number of skilled and passionate individuals who will work tirelessly in often harsh conditions for an extended period of time. Disaster volunteers could be called upon to help conduct rescue, sheltering and clerical duties involved in the disaster response. Volunteer activities must be documented in accordance with FEMA requirements to include the number of hours worked, vehicle type and the number of hours used, and the supplies purchased or used for response. Trained members of the Northland CERT could be used to accomplish these tasks.

### **Requirements:**

Whenever possible, all prospective volunteers are required to attend a minimum of a one-hour-long orientation prior to beginning their volunteer service. In addition, volunteers shall:

- Be at least 18 years of age
- Report to the Disaster Volunteer Coordinator
- Complete a volunteer agreement
- Complete the Assumption of Risk Release and Indemnification Agreement.
- Complete Volunteer Application
- Adhere to mission and policies at all times.

### **A. Disaster Rescue Volunteer**

- Duties: Assist professional disaster personnel in rescuing animals due to disasters.
- Responsibilities: Provide support for rescue personnel. Can include clerical support.

- Report to: Disaster Volunteer-Coordinator for assignment.
- Location: Varies, depending upon the disaster.
- Minimum Time Required: None, just a commitment to volunteer
- Qualifications: Minimum of 18 years of age. Provide your own transportation to and from the disaster site. Quick actions, quick thinking, and the ability to take care of yourself along with others. This will be an extremely stressful situation that should be taken very seriously.
- Other: This opportunity would require you to be available when needed. It is of the utmost importance and required that volunteers follow our guidelines and policies.

## **B. Disaster Shelter Volunteer**

- Duties: Care for sheltered animals, sanitize animal cages and dishes.
- Responsibilities of a shelter volunteer include:
  - a. Maintain clean cages/surroundings following shelter cleaning guidelines.
  - b. Water and feed the animals as directed
  - c. Assist owners looking for lost pets in the shelter
  - d. Communicate "red flags" to shelter staff and supervisors
  - e. Walk dogs and clean up droppings.
  - f. Adhere to Shelter mission and policies at all times
  - g. Treat animals humanely and pet owners, staff, and volunteers with compassion.
- Report to: Volunteer Coordinator for assignment
- Location: Varies depending upon the disaster.
- Hours Available: As assigned
- Qualifications: Minimum of 18 years of age. Ability and desire to learn about animal breeds and behavior and to recognize/respond to body language of animals. Willingness and ability to work under harsh conditions in a time of crises to ensure that as many household pets/service animals survive the disaster as possible.

## **U. Deactivation of the Animal Disaster Shelter**

As the need of the disaster or emergency diminishes, coordination will be required to consolidate or close animal shelters or confinement areas, personnel, and supplies.

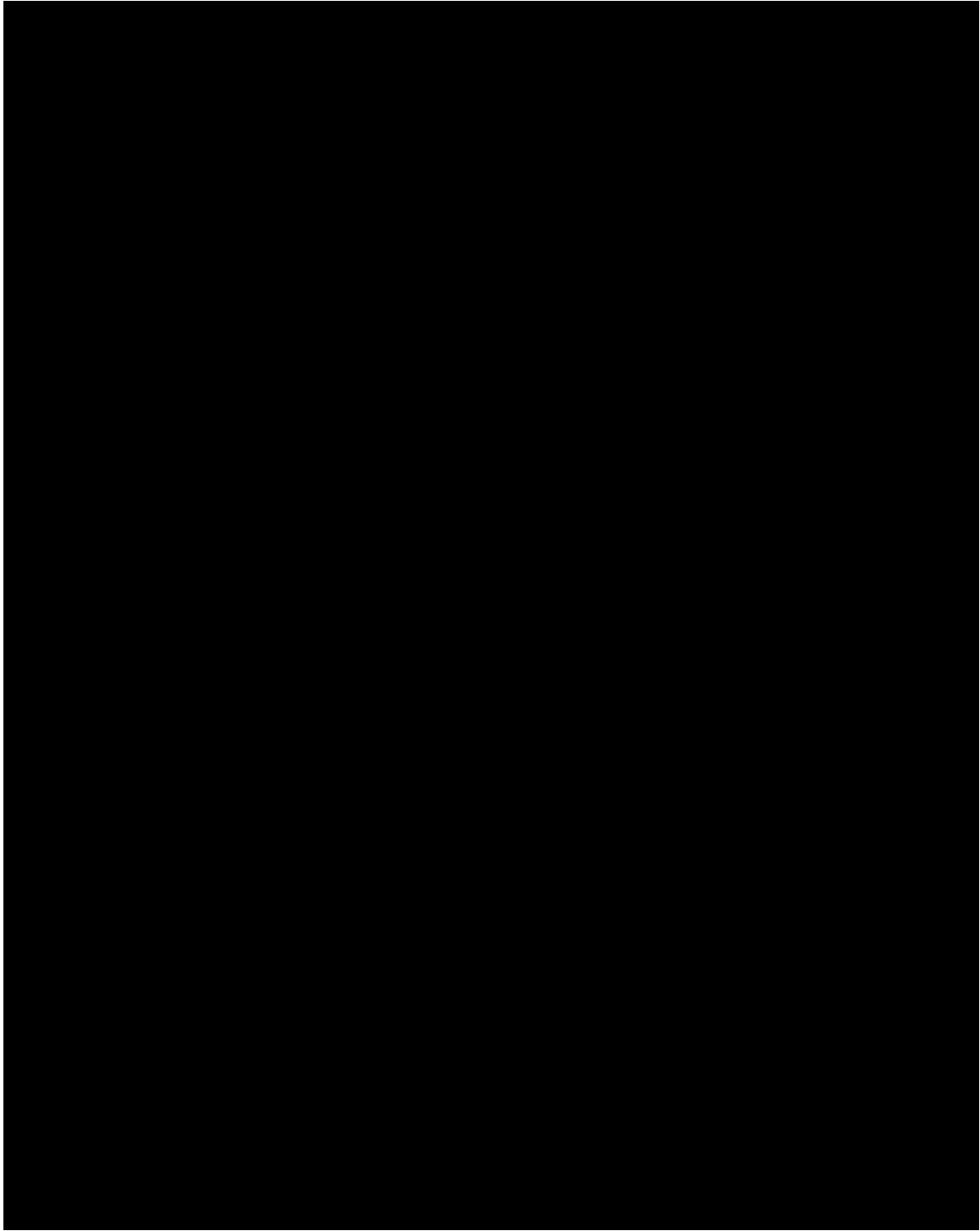
1. The decision to consolidate or close the animal shelter or confinement area will come from the Clay County Pet Coordinator and the Clay County Emergency Management Director. This decision should be based on the recommendations of the Shelter Director.

2. The Shelter Director is responsible for making the decision to operate the shelter at a reduced level based on the number of animals under its care. The final decision will come after consultation with the Clay County Pet Coordinator and the Emergency Management Director.
3. Any animals still under the care of the Animal Disaster Shelter at the time of deactivation and still within the holding period will be transferred to an appropriate animal facility that has agreed to honor the balance of the holding period.
4. Animals that have been permanently surrendered by their owners or custodians may be transferred to an appropriate animal facility for possible adoption the discretion of the Shelter Director after consultation with the Clay County Pet Coordinator and the Clay County Emergency Management Director.
5. Any animal not claimed within the established holding period from the opening of the first Disaster Animal Shelter will be considered abandoned (unless the disaster and evacuation orders preclude the owners from returning to claim their animals within the established holding periods) and will be made available for transfer at the discretion of the Shelter Director after consultation with the Clay County Pet Coordinator and the Clay County Emergency Management Director.
6. Unclaimed animals where the owner's identity is known will be held for a minimum of 10 days prior to final disposition unless serious health or behavior considerations take precedence. This will hold true even if the Disaster Animal Shelter is closed prior to the end of the established holding period. The receiving facility will be obligated to maintain the animals for the balance of the holding period if not expired at the time of transfer prior to making final disposition of the animals. Every attempt will be made to reunite animals with their owners.
7. Consumable donated resources such as pet food will be distributed to local agencies and/or the affected community when possible. Non-consumables such as feeding/watering dishes, cages etc. will be cleaned, sanitized, and placed in storage for future use in a disaster.
8. Complete all documentation including animal rescue statistics, expenses, and volunteer and equipment hours and submit to the Clay County Pet Coordinator the Clay County Emergency Management Director in the EOC.

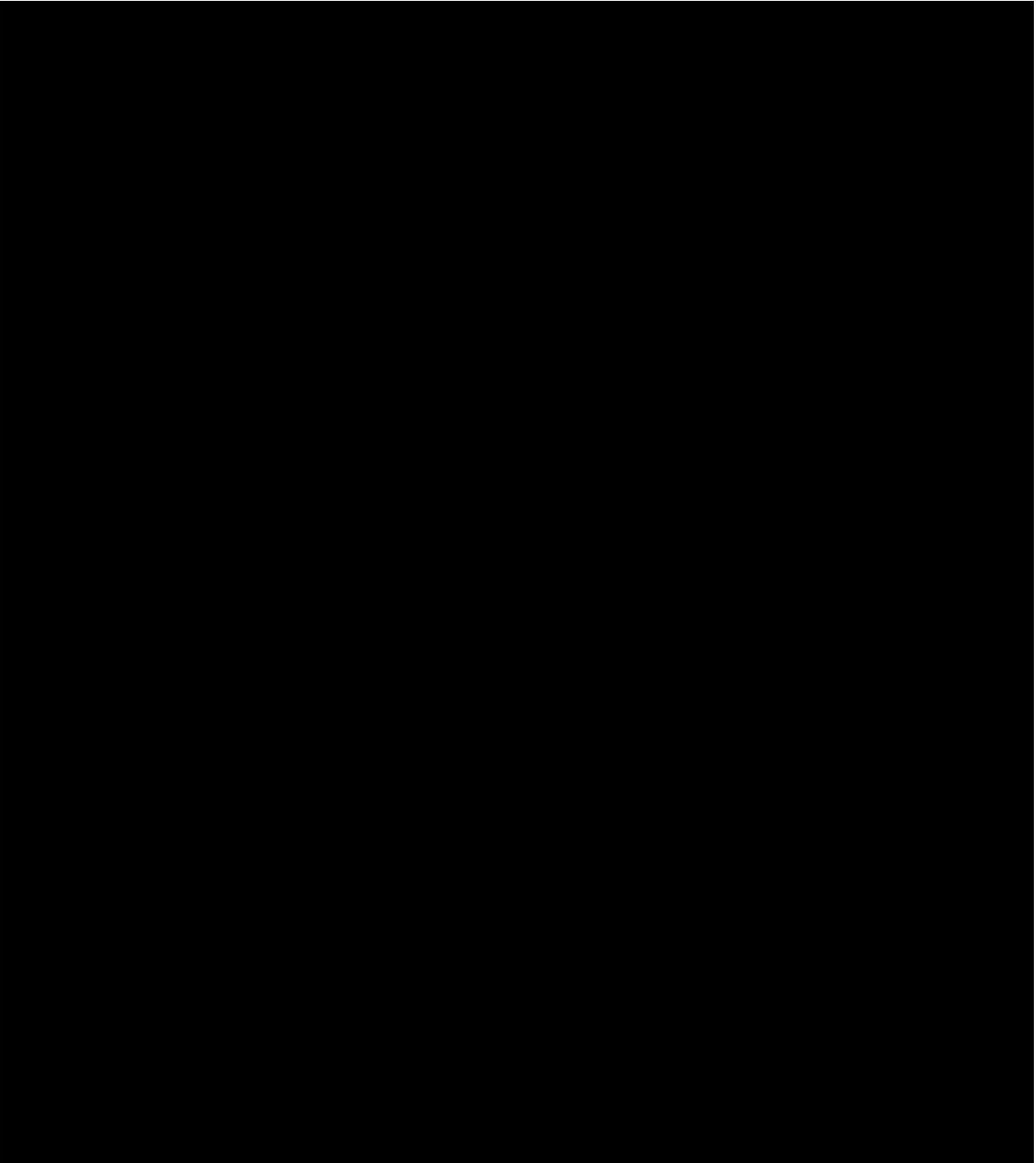
## **Appendices**

- A. HSM Points of Contact
- B. SEMA ADPAC Points of Contact
- C. Clay County Animal Clinics and Hospitals
- D. Selected Job Descriptions
- E. Individual Rescue Gear Recommendations

**Humane Society of Missouri Key Points of Contact**



**Clay County Veterinary Clinics and Hospitals**



## **Job Descriptions**

The following are selected job descriptions within the temporary emergency animal shelter. All of these positions report to the Shelter Director.

### **Shelter Supply Coordinator**

The Shelter Director will appoint the Shelter Supply Coordinator. He/she will be responsible for maintaining all needed supplies to run the shelter, including but not limited to food, water, feed, equipment, clerical supplies, and fuel. He/she will maintain all receipts and records of supplies for shelter.

#### *Duties and Responsibilities:*

- Coordinate with the Shelter Director and the Clay County Resource and Supply Coordinator to choose a reception and distribution site.
- Search for and secure a centrally located building that can be used as a supply depot for related activities. Building must be secured and have limited access.
- Coordinate with the Shelter Director and the Clay County Resource and Supply Coordinator to pick up needed supplies.
- Provide a list of supplies on hand and supplies needed to the Shelter Director and the Clay County Resource and Supply Coordinator.
- Maintain proper storage of all supplies received and distributed.
- Distribute all supplies as needed to Coordinators.
- Maintain log of all supplies received and distributed.
- Maintain log and give receipts for all donated supplies. Keep copy of all receipts.
- Provide daily distribution of supplies.
- Provide water and food for animals and relief personnel.
- Provide the Shelter Director with a daily written report detailing all activities performed, including recommendations for improvement.

## **Communications/Record Keeping Coordinator**

The Shelter Director will appoint the Shelter Communications/Record Keeping Coordinator. He/she will be responsible for maintaining communications between the Shelter Director, the EOC and SAR Teams. He/she will be responsible for maintaining a copy of all documents and records pertaining to the operation. These may include Coordinator reports, Shelter Director Reports, accounts receivable, requests, budget, personnel medical forms and emergency contacts, and animal records. He/she will also be the liaison to PIC.

### *Duties and Responsibilities:*

- Responsible for communications between the Shelter Director and Coordinators (i.e., memos).
- Provide and be accountable for telephones, radios, couriers, machines, computers, beepers, cellular phones, printers, typewriters, to all sections as needed.
- Provide operators for all equipment .
- Prepare news updates for PIC.
- Provide daily updates of key personnel phone list.
- Prepare information sheet for the Animal Services Representative.
- Provide list of needs from other sections to give to Shelter Director.
- Provide photos and video of relief efforts for documentation.
- Maintain a file of all documents created in the shelter.
- Maintain a message log.
- Collect, record, and maintain a log of all donated funds and turn over to the Shelter Director. All non-monetary donations may be used as needed at the shelter or transferred elsewhere as needed.
- Provide the Shelter Director with a daily written report detailing all activities performed, including recommendations for improvement.

## **Volunteer Coordinator**

### *Duties and Responsibilities:*

- Sign in and out all volunteers on sign-in board.
- Have all volunteers fill out the Shelter Personnel Medical & Emergency Form.
- Place an ID armband or some other form of ID supplied by the EOC on all volunteers.
- Have each volunteer fill out a bola tag and wear it at all times. County ID or driver's license should also be in bola tag .

*Volunteer Coordinator duties (cont.)*

- Take a picture of each volunteer and attach it to the bottom right corner of the Shelter Medical & Emergency Form.
- File all Shelter Personnel Medical & Emergency Forms in book labeled *Shelter Personnel*.

## **Lost Animal/Reclaim Volunteer**

*Duties and Responsibilities:*

- Have citizen fill out Lost Animal Form.
- Ask citizen for a picture of animal, if available.
- Compare Lost Animal Form to Stray Animal Book at the Animal Intake area. DO NOT allow citizens past your table unescorted.
- Advise the Shelter Director of animal match so he/she may release animal to citizen.
- Take photo of citizen and ask for ID if animal is being released to them.

## **Animal Intake Volunteer**

*Duties and Responsibilities:*

- Complete Animal Intake Form.
- Take two (2) pictures of animal.
- Label pictures with animal intake number, date of arrival, and sex.
- Staple picture to Animal Intake Form in lower right corner.
- Place other picture in book: "Pictures of Unclaimed Animals."
- Write the animal intake number on the ID band and place on animal's neck.
- Leave existing collars on animals.
- Label cage with animal intake number, date of arrival, and sex.
- If animal has been admitted and is on any medication, send animal to veterinarian for check-up.
- Locate a Kennel Volunteer to place animal in a cage.

## **Kennel Volunteers**

### *Duties and Responsibilities:*

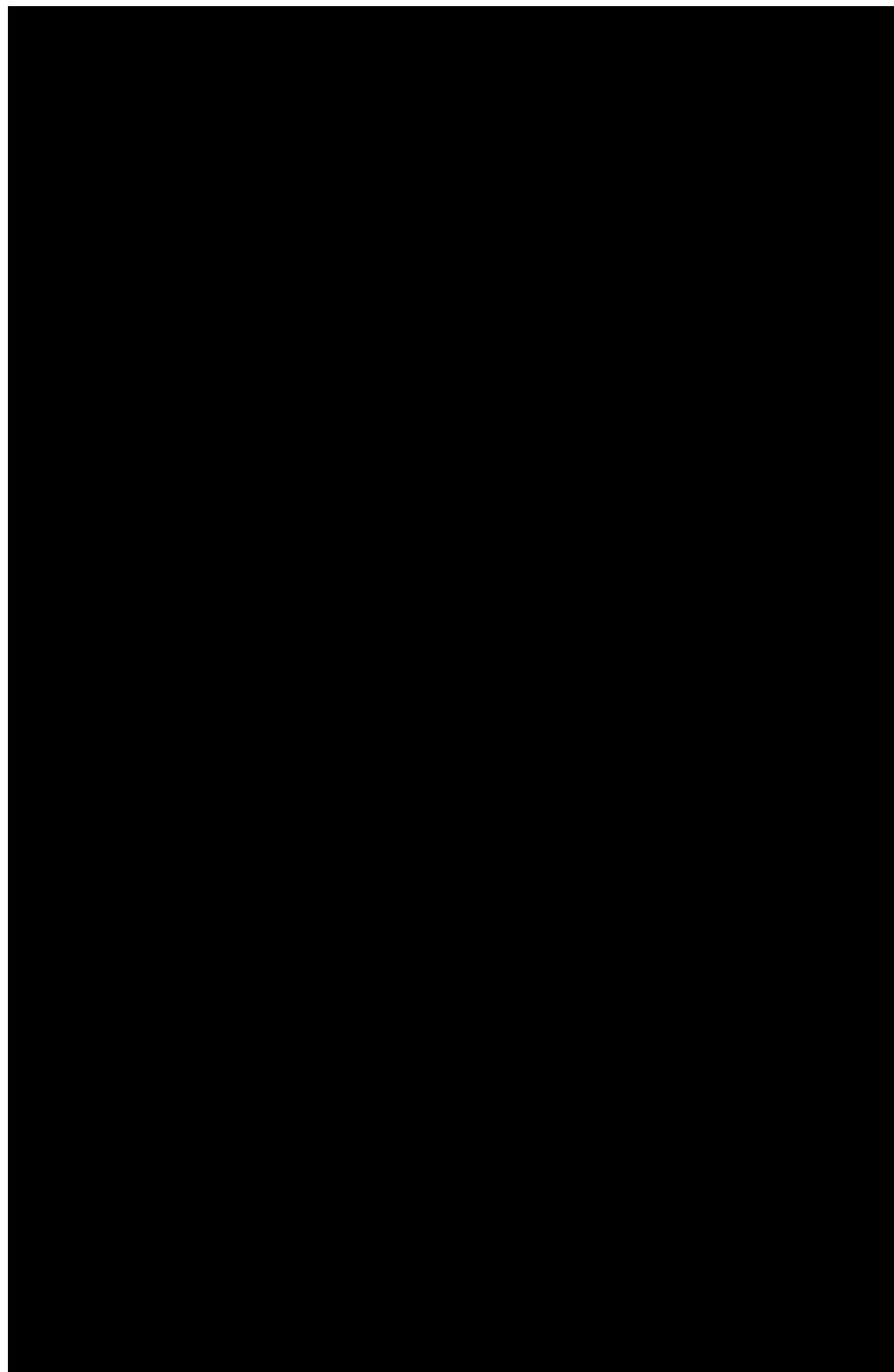
- Set up kennel sections by animal type. Designate separate areas for stray and quarantine animals
- Assist Supply Coordinator with set up of animal food and supply storage and distribution areas and help maintain. Report to Supply Coordinator any needs
- Assist Supply Coordinator with set up of animal cage cleaning area and maintenance
- Move animals from animal intake area to kennels. (Protective gloves should be worn.)
- Care for animals (i.e., food, water, clean, groom, exercise)
- Take injured animals to vet table
- Report any changes of animal status to Shelter Director and Vet.

**SUGGESTED RESCUE GEAR FOR CLAY COUNTY  
RESPONDERS**

1. Appropriate seasonal clothing/uniforms for SAR work in the field, (long pants, long-sleeved and/or short-sleeved shirts, heavy socks and properly fitted boots). No tennis shoes, sandals, flip flops etc. except for off-duty wear.
2. Gloves (bite/welding and work type)
3. Properly fitted climbing/water helmet
4. Properly fitted PFD with rescue hookup
5. High-visibility vest
6. Goggles **and** safety glasses
7. Wetsuit and/or dry suit. (Dry suit is preferable as most water rescue situations will require dry suit conditions over wetsuit).
8. Minimum 100' of approved NFPA or Cordage Institute rope
9. Flashlight w/extra batteries
10. Surgical/dust masks and N95 respirator
11. Rain Gear
12. Ball cap/hat for sun protection
13. Personal catch pole(s), nets, etc.
14. Cell Phone w/extra battery/remote charger
15. Personal First Aid kit
16. GPS device in vehicle
17. Four-wheel drive vehicle

Appendix 6 to Annex L

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## ANNEX M

### **HEALTH AND MEDICAL (ESF # 8)** **Section M (2) - Public Health**

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#### **I. PURPOSE**

This annex provides organizational structure and procedures to ensure that needed health and medical services can be mobilized and augmented to respond to any disaster that is outside the scope of day-to-day emergency response in Clay County or any of the political subdivisions within the county, with the exception of Kansas City, Missouri.

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

##### **A. Situation**

A major disaster striking Clay County, or any of the political subdivisions within the county, will create medical problems beyond the normal capabilities of the medical system.

The following hospitals are located in Clay County: NKC Health, Liberty Hospital, and Excelsior Springs Hospital (see Appendix 2 to this annex). Hospitals in surrounding comities should be utilized if needed and available.

Each hospital is responsible for the development, exercise and testing of internal (facility) emergency response plans in accordance with applicable state and federal regulations. The Kansas City MMRS Missouri Bioterrorism Region A Hospital Plan was developed in September 2006 to coordinate hospital emergency response operations within the region. This plan will be included as an annex to the Regional Homeland Security Coordination Guide.

Clay County has adopted the Clay County Public Health Center Emergency Operations Plan (CCPHC EOP), a multi-hazard, functional document that was developed to outline public health emergency response capabilities and responsibilities during disasters. The CCPHC EOP is intended to be used when an event causes Annex M of the Clay County EOP to be activated by Emergency Management. A copy is kept in the Division of Administration and Health Policy and Planning Section at CCPHC and may be kept by the Emergency Management Director with Clay County.

CCPHC is located in Liberty and was formed under Chapter 205, Revised Statutes of Missouri, which permits counties to pass a property tax measure to support local public health. The public health agency has an elected Board of Trustees who sets policy for the **agency**.

CCPHC provides services to assure communicable disease identification, reporting, **investigation, containment, and mass prophylaxis measures when appropriate.**

CCPHC's available resources include environmental health services, communicable disease services, epidemiology, and emergency response planning. Other programs and services may also be available to address a variety of public health related **matters**.

## B. Assumptions

A major disaster striking in Clay County, or any of the political subdivisions within the county, will create medical problems beyond the normal day-to-day capabilities of the medical system. Responding agencies will utilize incident command principles within their organizational command.

All health and medical personnel and equipment should be available to respond to an emergency or disaster.

Private and non-county resources should be available to assist in health and medical activity. These resources should cooperate with the Health and Medical Coordinator as needed.

State and federal resources should be available to assist local health and medical needs. These resources may be limited.

## III. CONCEPT OF OPERATIONS

### A. General

1. Coordination of Health and Medical operations will be conducted from the Emergency Operations Center (EOC) when activated. The CCPHC Director of Public Health (DPH) or his/her designee will serve as the Health and Medical Coordinator (See **Section V. Direction & Control**).
2. First responder emergency medical care will be supplied by the ambulance services and support, if needed, will come from qualified fire and rescue services.
3. All medical units responding to an emergency call will be dispatched as described in the Situation and Assumptions section (*Table*) of this Annex.
4. Requests for outside medical assistance need not go through the EOC unless directed toward the state or federal government but should be reported to the EOC immediately after they are made.
5. Immediately following initial emergency medical care, public health, and mortuary services will have priority access to resources.
6. There are three methods for enhancing communication between health and medical emergency responders:

- EMSSystem--A web-based software providing real-time information on hospital emergency department status, hospital patient capabilities, availability of staffed beds, and available specialized treatment capabilities.
- Health Alert Network (HAN)-Used to notify physicians, hospitals, laboratories, and ambulance systems of a public health emergency. Public Health authorities may disseminate various types of information, including status reports, guidelines, and recommendations to the medical community, first responders, the media, and others. The Kansas City Missouri Health Department administers the HAN.
- Hospital Emergency Administrative Radio (HEAR)-links all acute-care hospitals in the Kansas City metropolitan region on a single channel 155.34 MHz radio system. This system could serve as a back-up to the EMSystem.

7. The FBI and Missouri Department of Health and Senior Services have signed a Memorandum of Understanding (dated December 2009) outlining how laboratory samples will be transported for analysis.
8. Fire Department Hazardous Materials Units and local hospitals can provide decontamination services for victims of hazardous materials incidents or weapons of mass destruction (WMD).
9. Health and Medical personnel should train at least to the Hazardous Materials Awareness Level for hazardous materials situations.

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

### **1. Mitigation**

During the mitigation phase, all community responders should review their own facility or agency plans and the Basic Plan Situation and Assumptions of the Clay County Emergency Management Agency EOC.

**Emergency Management** - should review responding agencies' Basic Plan and Hazard Analysis portions as applicable to any pending situation. The CCPHC EOP should be reviewed by Emergency Management for specific information contained in annexes dealing with catastrophic events, including but not limited to mass fatalities, nuclear, biological, and chemical incident, food and waterborne incident, mass vaccination and prophylactic treatment, and investigation. These annexes outline CCPHC's capabilities or limitations to offer assistance in widespread disasters.

Support CCPHC in recruiting sites for use in situations requiring mass distribution of antibiotics or immunizations (Points of Distribution or PODs).

Support hospitals and medical providers in locating storage for supplemental medical supplies to support operations.

Encourage and assist with development and maintenance of mutual aid agreements with local health and medical services to ensure proper coordination during emergency operations.

**Hospitals** - Identify hospitals, nursing homes, and other facilities that could be expanded into emergency treatment centers for disaster victims.

Identify medical facilities that have the capability to decontaminate injured individuals that have been contaminated by radiological or chemical agents.

**Public Health** - Within normal operations, CCPHC has resources available to encourage the public to be informed on public health emergency preparedness.

**All** - Responding disciplines (Emergency Management, Emergency Medical Services, Hospitals, Public Health) have the responsibility for assuring that health and medical personnel and volunteers are trained in emergency response procedures as applicable to their respective disciplines. All disciplines should encourage development of and participation in exercises that test the Clay County EOP and its integration with facility and agency plans. These exercises should follow the Homeland Security Exercise and Evaluation Program guidelines (HSEEP).

## 2. Preparedness

**Emergency Management** - Analyze pending situations for potential health problems in cooperation with CCPHC and providers of medical services. Alert personnel and begin locating available supplies and equipment.

Activate EOC and maintain current status reports.

Assist in establishing and maintaining security of mass patient care sites if needed.

**Hospitals** - Determine when it is appropriate to begin reducing patient population in the hospitals, nursing homes and other health care facilities if evacuation becomes necessary. Continue medical care for those that cannot be evacuated.

Begin crisis augmentation of health/medical personnel) such as nurses' aides, paramedics, Red Cross personnel, and other trained volunteers.

Establish contact with hospitals in neighboring jurisdictions.

**Public Health** - Review public health emergency preparedness plans including mass prophylaxis of individuals to prevent the spread of disease.

Prepare for implementation of Isolation and Quarantine measures if necessary.

**EMS** - Be alert to patient triage and transport indications.

### 3. Response

**Emergency Management** - Respond on a priority basis as established by the EOC, activating all necessary personnel.

Assist CCPHC in set up and operation of emergency prophylactic measures identified and recommended by the Centers for Disease Control and Prevention (CDC), the Missouri Department of Health and Senior Services, and/or as determined by local public health needs as necessary for the response to the specific event.

Activate emergency mortuary plans as needed. Jackson County Medical Examiner is the lead for a response involving mass fatalities and handling of deceased.

Provide support for transportation of Public Health Strategic National Stockpile assets. Provide security for these assets if necessary.

Maintain the operational level of support to requesting agencies (public health) until advised that this is no longer necessary. For public health, this will be determined by surveillance data.

Assure assistance in providing security through Law Enforcement Annex of EOP for quarantine or isolation orders imposed by the Director of CCPHC.

**EMS** - Perform patient triage and transportation as necessary and as directed by dispatch centers with respect to information provided on EMS system regarding **diversion or other directives**.

**Public Health** - Provide guidance on public health measures to be implemented in reception centers, public shelters and at the disaster scene.

Provide public health information to the County Public Information Coordinator (PIC) for dissemination to the public.

Assure safety of any emergency food and water distributed by relief organizations.

**Hospitals** - Receive victims and maintain surge capacity through regional response efforts.

Agencies providing treatment or care of exposed and/or injured will utilize systems available through the region for patient tracking.

4. Recovery

All responding medical and public health services will follow their respective plans' recovery procedures.

**Emergency Management** - Continue to assist CCPHC in monitoring of potential public health problems.

Maintain list of deceased in EOC as provided by Medical Examiner's Office.

Perform tasks as required to return the situation to normal.

Participate in clean up and recovery operations.

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

### A. Organization

The organizational chart for the health and medical services is shown in Appendix I of this annex.

### B. Assignment of Responsibilities

1. The Health and Medical Coordinator in Clay County will be the responsibility of the CCPHC DPH, or his/her designee. Health and medical resources needed during an emergency response which are not normally under the direction and control of the Health and Medical Coordinator should remain under the direct control of their sponsors. The Health and Medical Coordinator will direct assignment/coordination of these resources. If the event requires, the coordination could be delegated to an appropriate discipline (for example, mass casualty coordination will be delegated to the hospital leadership representative in the EOC, mass fatality coordination will be delegated to the Jackson County Medical Examiner). The Health and Medical Coordinator will also be responsible for determining location of PODs.
2. Receiving hospitals are responsible for patient care.

3. The Jackson County Medical Examiner is responsible for emergency mortuary procedures.
4. Responding agencies are responsible for medical supplies; or they may request support from the Resource and Supply Section (Annex G) through Emergency Management.
5. The CCPHC DPH will be responsible for recommending quarantine and or/isolation orders. This authority is granted by the highest elected official of the county. Measures will be taken to assure that transmission of any disease or condition is limited, securing whatever resources are necessary (law enforcement) through mutual aid or other arrangements,
6. Fire Services in Clay County that are First Responders may assist in triage. Trained Community Emergency Response Team (CERT) members may also be used for this function.

[REDACTED] will be responsible for coordinating counseling services for those persons affected by the disaster and those responding to the disaster.

8. Any department or organization involved in this function should provide adequate training to their respective personnel regarding health and medical operations

## **V. DIRECTION AND CONTROL**

- A. In order to assure effective coordination of emergency medical response, the Health and Medical Coordinator must coordinate operations from the EOC or coordinate activities through a representative at the EOC when mutually agreed upon by the Clay County Health and Medical Coordinator and the Clay County Emergency Management Director. Health and medical resources needed during an emergency response which are not normally under the direction and control of the Health and Medical Coordinator should remain under the direct control of their sponsors. The Health and Medical Coordinator will direct assignment/coordination of these resources. If the event requires, the coordination will be delegated to an appropriate discipline (for example, mass casualty coordination will be delegated to the hospital leadership representative in the EOC, mass fatality coordination will be delegated to the Jackson County Medical Examiner).
- B. The EOC will not interfere with the internal operations of the area hospitals, but will provide support as required (i.e., assist with ambulance dispatching, evacuation operations, if necessary, etc.).

- C. Should the EOC be moved, operational coordination of medical services will be moved with it.
- D. Decisions to evacuate the hospitals, nursing homes, etc., will be made by the institution staff and will be coordinated with the Clay County Health and Medical Coordinator in the EOC.
- E. The status of section field operations during and after an emergency/disaster should be known by the Health and Medical Coordinator and be available upon request.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Line of succession - Health and Medical Coordinator
  - 1. CCPHC Director of Public Health or his/her designee
  - 2. CCPHC, Division Director - Administration Division or his/her designee
  - 3. CCPHC, Division Director- Environmental Health Protection or his/her designee
- B. The above line of succession would be used for health and medical events that require a response for which CCPHC would be the lead. If the event requires, the coordination will be delegated to an appropriate discipline (for example, mass casualty-hospital leadership, mass fatality-medical examiner)
- C. The line of succession for each operating health and medical organization/agency will be as explained in each agency's SOG.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. Statistics of various types will become very important during emergency periods. Some of those that should be kept and reported to the EOC are:
    - a. Deaths
    - b. Injuries
    - c. Prophylaxis provided during the event
    - d. Blood supply

- e. Incidences of disease and developing patterns.
- f. Potential numbers of those exposed to the disease or element
- g. Medical equipment and supplies received and distributed from state and federal resources.

2. Records of hours worked, and materials used must be reported to the Clay County Emergency Management Director for use in determining the total cost of the disaster.
3. Supply requisitions should use the normal agency channels as much as possible.
4. All other cost records are maintained and forwarded to the Clay County Emergency Management Director.

#### B. Logistics

1. Communications will be the responsibility of the agencies that are operational during the emergency or disaster, supplemented by the appropriate county and/or city government as necessary.
2. Response personnel will require logistical support for food, emergency power, fuel, etc., during emergency operations. In most situations, the Resources and Supply Section (Annex G) will be available to assist with supply matters.
3. Supply requisitions will be made through normal channels as much as possible but will be made through the EOC when necessary.

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

- A. This Annex and its supporting documents will be maintained by the Clay County Emergency Management Director in cooperation with the CCPHC DPH.
- B. An annual review and update of this annex and its appendices will be initiated by the Clay County Emergency Management Director in consultation with the CCPHC DPH.
- C. Each medical department/agency will update and maintain its own SOGs at least annually.

## **Appendices**

Health and Medical Organizational Chart

Area Health and Medical Services

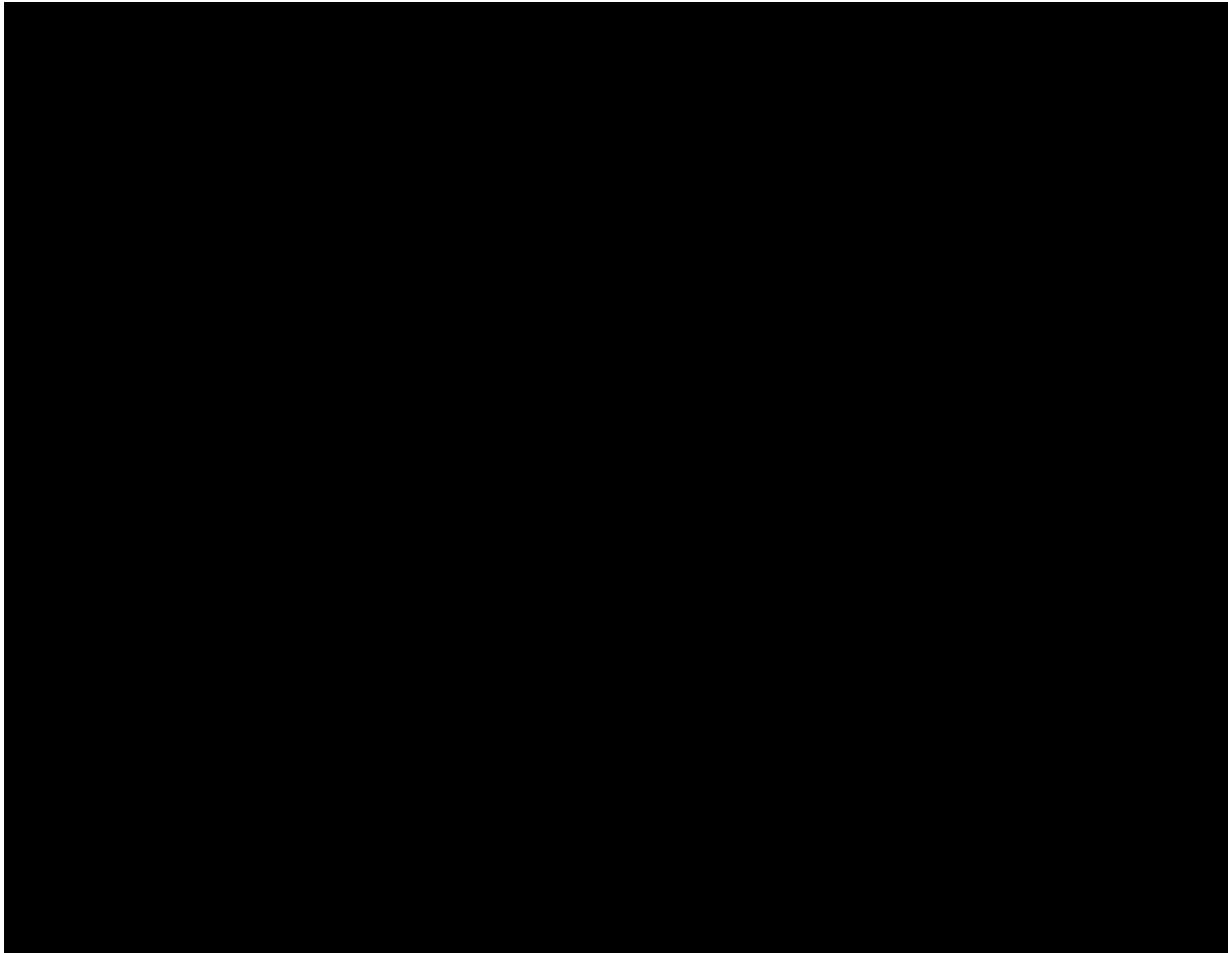
Local Public Health Emergency Plan Executive Summary

CHEMPACK Plan

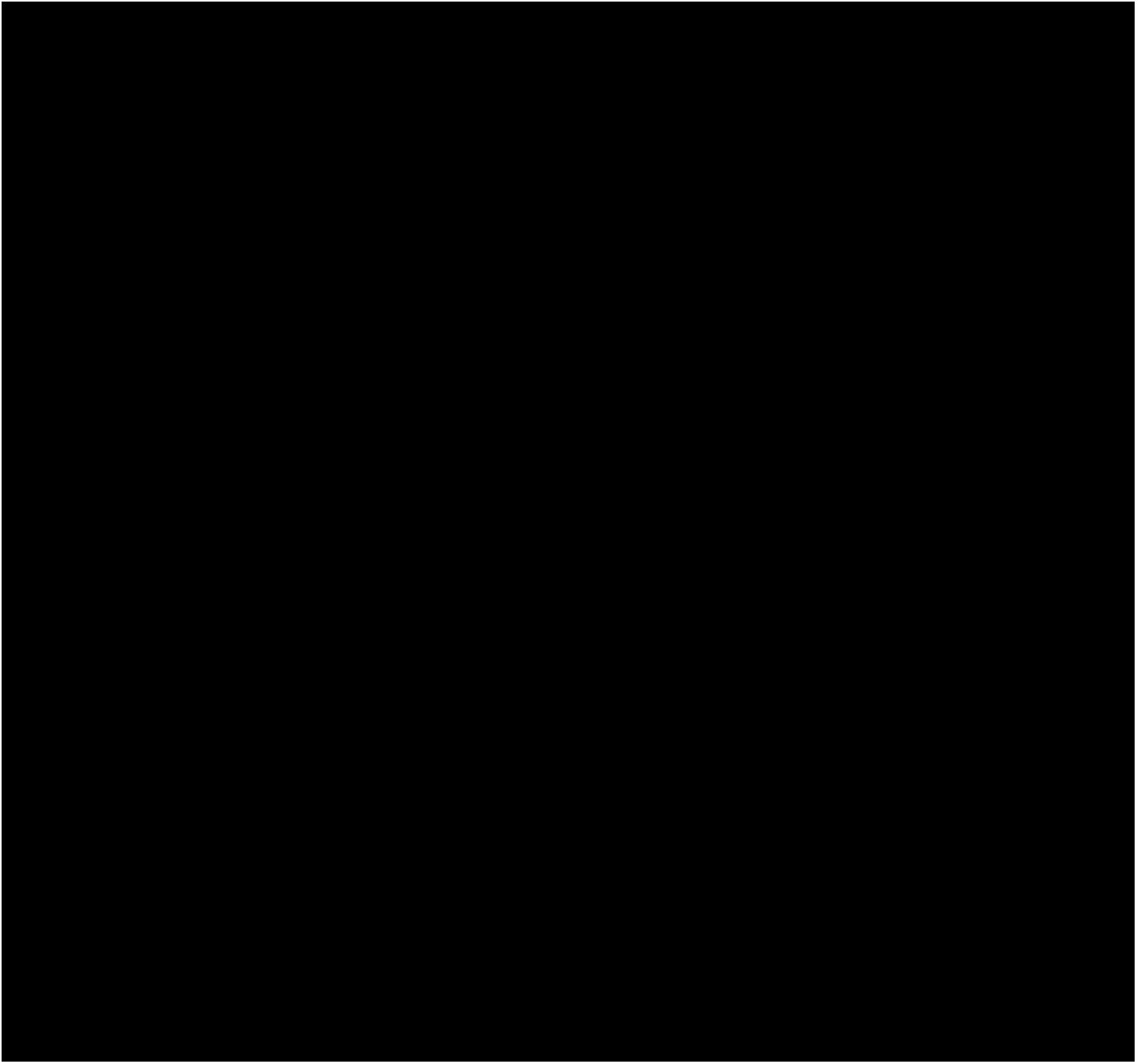
## **Appendices Kent under Separate Cover**

CCPHC Emergency Response Guide - separate cover appendix

**ORGANIZATIONAL CHART FOR ANNEX M**



**AREA HEALTH AND MEDICAL SERVICES**







H. Veterinary Services

### **Basic Guide (Executive Summary)**

#### **I. PURPOSE**

The Clay County Public Health Center Emergency Response Guide (CCPHC ERG) has been developed to provide written guidance for responding to public health emergencies.

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

A demographic description of Clay County is found in Appendix A of the Emergency Operations Plan (EOP).

The Hazard Analysis for Clay County is kept by Clay County Emergency Management and the Clay County Public Health Center (CCPHC). The analysis describes those hazards to which the county is vulnerable that would require emergency response procedures to be activated.

The U.S. Department of Homeland Security (DHS) Advisory System provides recommended protocols and actions based on threat levels assigned by DHS. A description of this System is found in the Resources section of the EOP. Clay County Public Health Center will take these recommendations under advisement as public health emergency response standard operating guidelines are developed.

The Centers for Disease Control (CDC) and Missouri Department of Health and Senior Services (MDHSS) will provide guidelines for use of Personal Protective Equipment (PPE) during response to public health emergencies. CCPHC will follow such guidelines and assure that staff receives appropriate PPE for response operations when it is indicated.

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

CCPHC is organized under Chapter 205 of the Missouri Revised Statutes as its own political subdivision with an elected Board of Trustees. The Board of Trustees must approve all policies, procedures, and guidance.

The Director of Public Health (DPH) has the implied authority to declare a public health emergency in Missouri Code of State Regulations, Division 20-Division of Environmental and Communicable Disease Prevention, Chapter 20-Communicable Diseases, 19 CSR 20-20.040 and 19 CSR 20-20.050.

The Clay County Commission appoints the CCPHC Director of Public Health as County Health Officer annually in February. A copy of this action is kept on file in the Office of Administration and the documentation binder of the CCPHC ERG.

During a declared emergency, the Director has the discretion to suspend routine services offered by CCPCH to reassign staff to emergency response roles. CCPHC will coordinate response efforts with local, state, and federal agencies.

CCPHC maintains after-hour emergency response contact capability through a telephone system. The CCPHC Duty Officer Manual and supporting staff assignments are maintained by the Planner. The 24/7 contact information for CCPHC is kept at both the Clay County 911 dispatch center and the Missouri Department of Health and Senior Services Disaster Situation Room. A copy of this manual can be found in the Resources section of the Emergency Operations Plan (EOP).

**Organizational charts** are included in Attachment 2 of this Basic Guide. CCPHC will utilize the Incident Command System (ICS) to respond to public health emergencies. Direction and Control for public health response is outlined in Annex A of this ERG.

## **ORGANIZATION & LEAD POSITION ASSIGNMENTS OF RESPONSIBILITY**

This section establishes the staff position that will serve as the lead contact for the corresponding functional annex of this guide. In situations when CCPHC is not the lead agency in the response (ex: hazardous materials incidents, mass patient care, or mass fatalities), the person identified may serve as a public health liaison/advisor. Descending chain of command (see Command Control, Annex A) within CCPHC and its divisions will be used to make an assignment if the person identified as lead is unavailable.

The following matrix illustrates these lead positions, key roles, and the corresponding Emergency Response Guide Annex:

<b>Function</b>	<b>Definition of Role</b>	<b>Corresponding Annex</b>	<b>Staff position identified as 'Lead'</b>
Direction and Control	Directs emergency operations of the Health Center	Annex A Direction and Control	DPH Division Director of Administration (Descending Chain of Command)
Information Technology & Connumerations	Oversees provision of technology and communications resources supporting public health response	Annex B Information Technology and Communications	Information Technology Staff

<b>Function</b>	<b>Definition of Role</b>	<b>Corresponding Annex</b>	<b>Staff position identified as 'Lead'</b>
Public Information	Acts as media spokesperson for Health Center. The Division of Administration will coordinate development of media messages	Annex C Public Information	DPH will act as media spokesperson Division Director of Administration PIO
Surveillance	Oversees surveillance systems, monitors reports for detection of disease	Annex D Surveillance	Epidemiology Staff CD Staff
Investigation	Assures investigation of confirmed or suspected cases and contacts associated with accidental or deliberate disease events	Annex E Investigation	Epidemiology Staff CD Staff
Prevention of Second.my Transmission	Coordinates activities to prevent secondary transmission of communicable disease	Annex F Prevention of Secondary Transmission	CCPHC Medical Director Division Directors Epidemiology Staff CD Staff
Isolation & Quarantine	Advises DPH on actions to take to affect isolation or quarantine orders	Annex G Isolation & Quarantine	DPH CCPHC Medical Director Division Directors Epidemiology Staff CD Staff
Mass Prophylaxis	Coordinates activities needed to receive Strategic National Stockpile and implement mass medication dispensing operations	Annex H Mass Prophylaxis	DPH CCPHC Medical Director Division Director or Administration Planner

Function	Definition of Role	Corresponding Annex	Staff position identified as 'Lead'
Mass Patient Care	Consults with partnering medical care providers and hospitals to assure effective medical care for large-scale emergencies	Annex I Mass Patient Care	DPH CCPHC Medical Director Division Directors
Mass Fatality Management	Coordinates with Medical Examiner's Office to assist with management of mass fatalities	Annex J Mass Fatalities Management	DPH Medical Records Staff Vital Statistics Staff
Nuclear and Chemical Incidents	Provide public health reference material or advice to agencies leading Nuclear and Chemical incident response	Annex K Nuclear and Chemical Incidents	DPH Division Directors
Food-borne or Water-borne Outbreaks	Oversees response activities to outbreaks of disease involving food or water contamination	Annex L Food-borne/Water-borne Outbreaks	DPH Division Directors Environmental Staff
Volunteer Management	Coordinates with agencies providing volunteers to support public health response activities	Annex M Volunteer Management	DPH Division Directors Community Development Specialist Planner
Recovery	Coordinates public health agency activities to support recovery from a disaster	Annex N Recovery	DPH Division Director of Administration
Pandemic Influenza	Considerations unique to Pandemic Influenza response	Annex O	DPH CCPHC Medical Director Division Directors Epidemiology Staff Planner
Functional Needs and Support Services	Considerations unique to responding to special populations	Annex P	DPH CCPHC Medical Director Division Directors Epidemiology Staff Planner

Staff assigned according to this matrix will be oriented to this guide so that they understand their role assignments in the event of a local public health emergency. Staff will also be oriented to other applicable CCPHC operating procedures. Periodic exercises or drills will be conducted to test these procedures and reinforce training provided.

## **CONTINUITY OF LOCAL PUBLIC HEALTH ADMINISTRATION**

### **LINES OF SUCCESSION (Chain of Command)**

- Director of Public Health (DPH)
- Division Director of Administration
- Division Director of Environmental Health Protection

### **PRESERVATION OF RECORDS**

Essential records for CCPHC are located at the main office at 800 Haines Drive, Liberty, Missouri. Backup and archived documents are stored at the United Missouri Bank in Liberty. In order to provide normal operations following a public health emergency, standard operating guidelines (SOGs) will be observed. SOGs are found as attachments at the end of each annex to this guide.

## **ADMINISTRATION AND LOGISTICS**

### **PURCHASES**

The CCPHC Policy Manual allows emergency purchases. Expenditures of up to \$5,000 are allowed without prior Board of Trustees approval and purchasing policies may be suspended during emergency situations to provide needed supplies. A strict accounting of purchases will be kept for validation by the Board of Trustees after the emergency purchase process.

Accurate records of all actions taken are essential for future mitigation activities, reimbursements, training, exercising, and settling litigation.

Disaster assistance from the state or federal government will be utilized in accordance with applicable provisions and statutes. Requests for federal assistance will be coordinated through the Clay County Emergency Management Agency.

### **GUIDE DEVELOPMENT AND MAINTENANCE**

This guide is developed by CCPHC with information received from other participating agencies, medical facilities, and voluntary agencies. The guide will be reviewed annual and revised as necessary.

Guide updates will be communicated to all staff assigned a functional responsibility in the **ORGANIZATION & LEAD POSITION ASSIGNMENTS OF RESPONSIBILITY Matrix**.

The most current version of this guide will be kept available to all staff via the network server and/or the Intranet. Hard copies or electronic copies will be in the office of each Division Director, the Planner, and the Director of Public Health.

### **CHEMPACK**

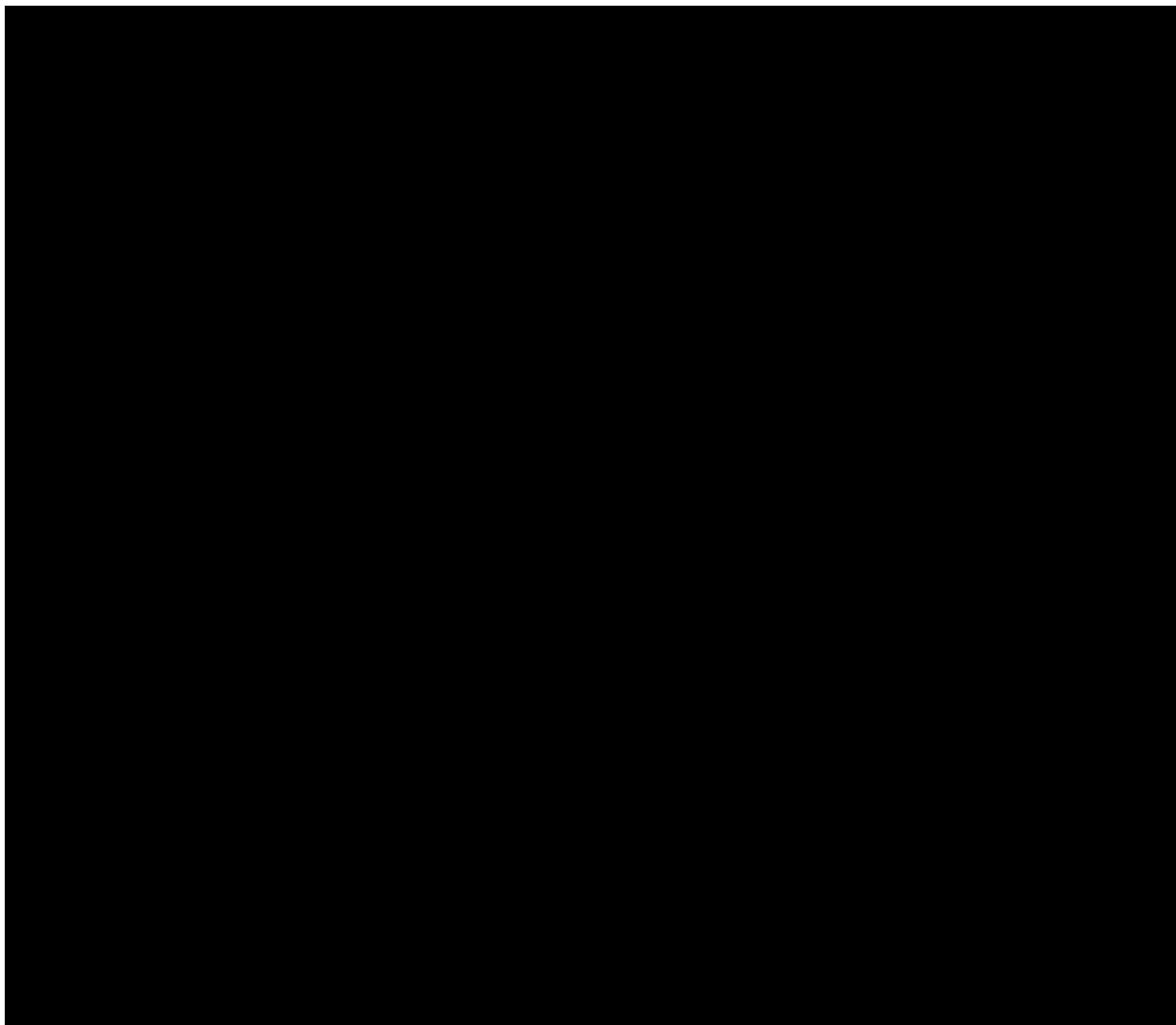
The toxic effects of nerve agents require immediate pharmaceutical intervention followed by long-term care. This pharmaceutical intervention must be supported in both the pre-hospital and hospital phase. The ability of emergency medical personnel to begin immediate treatment of individuals exposed to nerve agents will directly affect a casualty's ability to survive the exposure. The forward placement of nerve agent antidotes under the Centers for Disease Control and Prevention's (CDC) CHEMPACK Program will provide first responders and first receivers the resources they need to rapidly respond to huge-scale nerve agent or organophosphate pesticide releases.

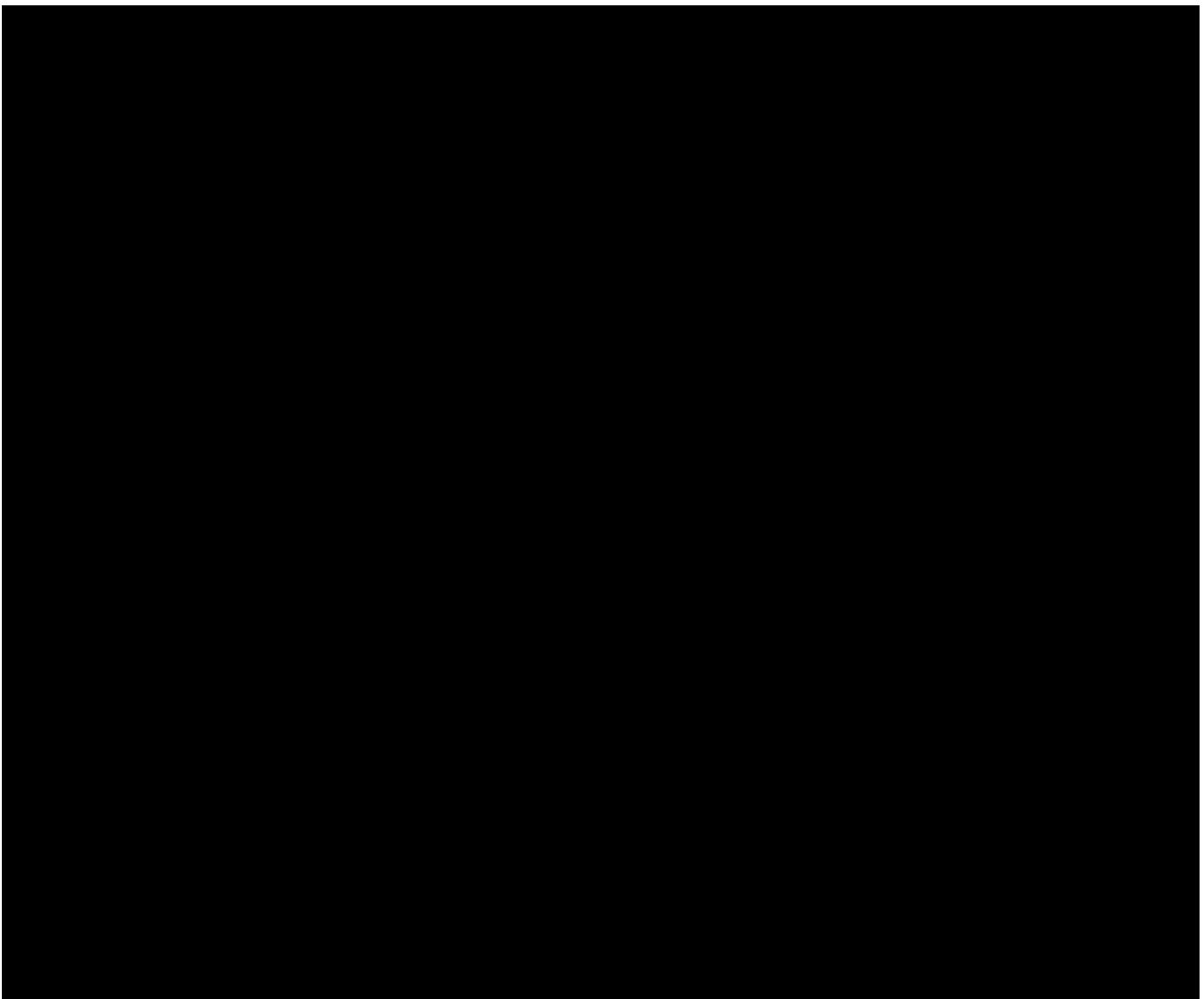
The Clay County Plan for Nerve Agent Release Response (CIJEMACK) lies with the Clay County Public Health Center Emergency Operations Plan, Annex K.

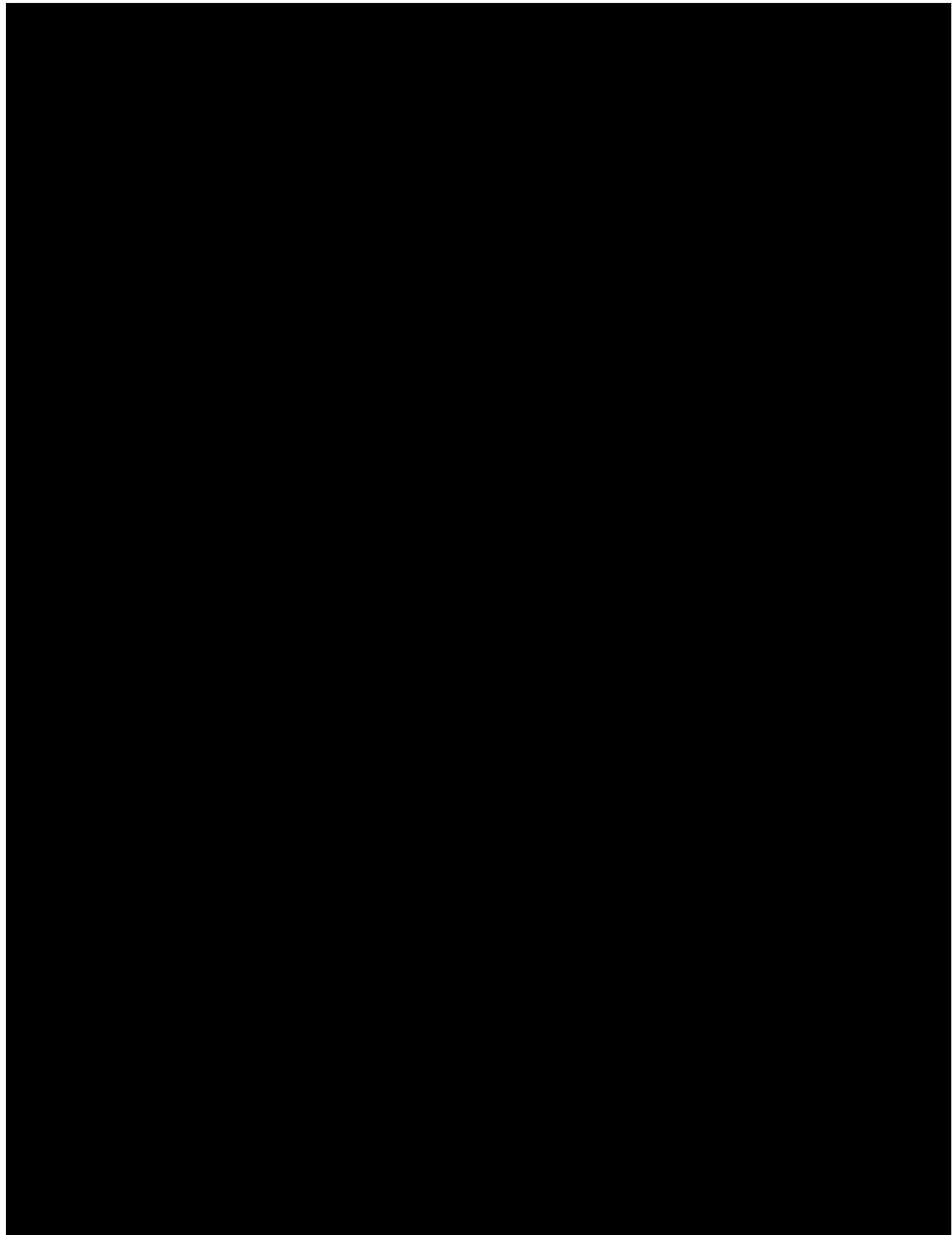
**Standard Operating Guidelines for Preservation of Records**

Clay County Public Health Center (CCPHC) Medical Records Staff are responsible for maintenance, storage, and preservation of all medical records for CCPHC. Clay County Public Health Center Purchasing Staff are responsible for maintenance, storage, and preservation of those documents pertaining to the response activities of CCPHC. Additional information concerning certain medical records can be obtained by contacting Missouri Department of Health and Senior Services (MDHSS) in Jefferson City, Missouri for data that is entered into the MDHSS MOHSAIC, WebSurv, or Vital Records systems.

**Clay County Public Health Center Organizational Charts**







## ANNEX N (ESF #4, 5, 6, 8, 10, 13, 15)

### **TERRORISM**

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#### **I. PURPOSE**

The purpose of this annex is to establish a unified approach for the emergency response agencies of Clay County and each of the political subdivisions within the county to respond to and recover from a threat or act of terrorism. Also, to establish a response system that prescribes responsibilities and actions required to respond to and recover from a terrorist incident.

The Federal Bureau of Investigation (FBI) defines terrorism as "*the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives*". Terrorism can be either foreign or domestic.

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

##### **A. Situation:**

1. Clay County and each of the political subdivisions within the county has potential targets for terrorist activities. These include, but are not limited to:
  - a. Federal, state, county and municipal government facilities and structures.
  - b. Military installations.
  - c. HAZMAT Facilities.
  - d. Medical facilities.
  - e. Religious facilities.
  - f. Businesses and manufacturing centers.
  - g. Airports, railroads, highways, and navigable rivers.
  - h. Pipelines; power plants; public utilities; landmarks; and large public gatherings.
  - i. Agriculture.

- j. Educational Institutions
- k. Financial Institutions
- l. Chemical Facilities
- 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, and sabotage), 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). The USC (18 USC 921) also includes a destructive device, with certain exceptions, to mean "any explosive, incendiary, or poison gas, bomb, grenade, or rocket, missile, mine, or a device similar to the above that will expel a projectile by explosive or other propellant".
  - 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 have high evaporation rates, are lighter than air, and disperse rapidly; they therefore lose ability to cause casualties after a few minutes (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 bioterrorism evidence (devices, agents, clandestine labs); diagnosing a disease caused by an agent identified as a possible bioterrorism 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. Terrorists also could use biological agents to affect agricultural commodities (agro-terrorism). These agents include wheat rust or viruses 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 (IND) 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. An RDD includes an improvised explosive device that could be used by placing it in close proximity to radioactive material. An 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.

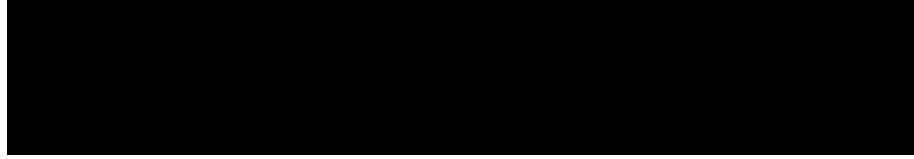
- f. **Cyber Terrorism.** "Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures ... in order to intimidate or coerce a government or civilian population ... in furtherance of political or social objectives."
3. **Homeland Security Regional Response System (HSRRS)** includes a response network developed regionally.

Several of these regions include hazardous materials response teams with enhanced capabilities for response to WMD incidents, including incidents involving nuclear or radiological materials, and biological and chemical agents. The following provides a general overview of their locations, number of teams and capabilities:

- a. There are currently twenty eight (28) Homeland Security Regional Response Teams (HSRT) located throughout the State of Missouri. (see appendix 1 to annex N)
- b. Many of the existing teams are continuing to develop their heavy and light search and rescue capabilities, acquire latest technology detection equipment, expand decontamination capability and address logistical support requirements.
- c. For all terrorist response operations, the Unified Command System will be used for Direction and Control pursuant to the National Incident Management System (NIMS) Control.

#### 4. Request for Homeland Security Regional Response System (HSRRS)

- a. In order to deal with a terrorist event, a network of resources Must already be in place (personnel, equipment and supplies) The current situation will determine the type of resources needed and techniques to be employed.
- b. These teams will be mobilized and deployed by the Division of Fire Safety through Statewide Fire Mutual Aid to support local jurisdiction response and recovery operations.



- d. If a terrorist attack should occur in Clay County, which Does not have a Homeland Security Regional Response System (HSRRS) and will require support in responding to the terrorist incident, it is the local jurisdiction's responsibility to contact the Division of Fire Safety and request support.

B. Assumptions:

- 1. Clay County and each political subdivision within 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, Clay County or any of the political subdivisions within 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 Clay County or any of the political subdivisions within 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.

8. The policies set forth in this Annex, and any and all plans developed by or for Clay County and each of the political subdivisions within the county to mitigate, prepare for, respond to, or recover from any terrorist event, have been coordinated to eliminate dual tasking of resources and identify the proper command and control functions.
9. All personnel including support personnel should train in the Incident Command System (ICS/NIMS)

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

- A. General:
  - I. Presidential Decision Directive 39 (PDD-39) was signed in May 1995, shortly after the Alfred P. Murrah Federal Building bombing. PDD-39 establishes policy to reduce the United States' vulnerability to terrorism, deter and respond to terrorism, and strengthen capabilities to detect, prevent, defeat, and manage the consequences of terrorism. This directive is particularly important for planning purposes- it specifies how to manage response to and recovery from a terrorist incident.
  2. Homeland Security Presidential Directive 5 (HSPD-5) was signed on February 28, 2003, calling for creation of a National Response Framework (NRF) to "integrate Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazard plan" under authority of the Secretary of Homeland Security. Under the NRF a National Incident Management System (NIMS) is to be developed to provide a consistent nationwide framework for standardizing incident management practices and procedures. This ensures that federal, state, and local governments can work effectively, efficiently, and cooperatively to prepare for, respond to, and recover from domestic incidents-regardless of cause, size, or complexity.
  3. The Federal government has primary responsibility to prevent, preempt, and terminate threats or acts of terrorism, and to apprehend and prosecute the perpetrators. Federal, State and local authorities will coordinate terrorism response and recovery efforts using the National Incident Management System (NIMS). The initial response to a terrorist incident is primarily a local law enforcement effort with the FBI assigned as the Lead Federal Agency (LFA) responsible for coordinating the Federal response. The FBI will assign a Special Agent or member of the Joint

Terrorism Task Force in the role of liaison to coordinate with the incident commander or unified command in an incident command post. The initial response to a terrorist incident identifies, acquires, and plans use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. Following the initial response to the terrorist incident, recovery efforts protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the terrorist incident. In a terrorist incident, **FEMA is the lead Federal Agency responsible for the recovery phase.**

4. Upon authorization by The Division of Fire Safety, the Homeland Security Regional Response Team (HSRT) will be able to respond to any terrorism incident that will occur in their region.
5. Upon authorization by SEMA, the Forward Regional Response Team (FRRT) will also be able to respond to terrorism incidents but, their resources will be less than those of an HSRT. They will also be funded or supplied by State and Federal aid or grants. They will also provide support to the HSRT in terrorism incidents when needed.

B. 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, 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.

C. 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 use of the HSRRS. The purpose is to provide a training opportunity, and to exercise HSRRS capabilities as required by the Office of Domestic Preparedness (OPD). All exercises should follow Homeland Security Exercise and Evaluation Program Guidelines (HSEEP).
- e. Review and become familiar with the LEOP and the SEOP.

2. Preparedness: Clay County and each of the political subdivisions within the county will take the appropriate security measures. See Appendix 2 of this Annex for Federal and State Homeland Security 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 through the Clay County EOC.
- b. Once a terrorism incident is suspected, local law enforcement will report the incident to the Joint Terrorism Task Force (JTTF) and request assistance from the Clay County EOC for the need of additional resources. The Clay County EOC will forward the request to the state using existing operating guidelines and/or procedures.
- c. Each Emergency Response agency shall report 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. The impacted political subdivision Public Information Coordinator (PIC) should coordinate all public information releases. If the impacted political subdivision does not have a PIC, the Clay County PIC will coordinate all public information releases. (See Annex C). In the event that multiple jurisdictions are involved, the Clay County PIC should establish a Joint Information Center (JIC). **Note: While the local jurisdiction is encouraged to establish a PIC position for a terrorist event, it is possible that due to the sensitive nature of the terrorism, the FBI will establish a JIC and request that all public information regarding the incident be released by the FBI only.**

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 services to the general population.

**Note:** Team leaders/Team technicians will contact local jurisdictions to determine recovery action items that are specific the jurisdiction.

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

### **A. Organization:**

A response organization for a terrorism incident will be under the Direction and Control of the Chief Elected Official or a designated representative. 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 Clay County Basic Plan (P&S Chart). All participating agencies must comply with training requirements set-forth by SEMA. 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 Nation's threat level. See Appendix 2 to Annex N for HOMELAND SECURITY TERRORIST WARNING SYSTEM CHART. However, it is up to the local jurisdiction to determine their appropriate threat level based upon their current situation.
  - . If notification of a terrorist incident is received, the Clay County Emergency Management Director will immediately contact the Chief elected official and primary and support agencies as identified in the Primary & Support Responsibility Charts.
  - . If notification of an incident is received by other than the Emergency Management Office, the individual receiving the notification will contact the Clay County Emergency Management Office. The Emergency Management Director will contact the Chief Elected Official as soon as possible.
  - d. The Clay County Emergency Management Office is responsible to contact SEMA Region A Coordinator and inform them of their current situation and threat. Other local impacted jurisdictions within Clay County will notify the Clay County EOC so that they may make the appropriate state and federal notifications.

- e. Activate the EOC at either the primary or alternate location. The Clay County EOC serves as the clearing house for local jurisdiction to collect, discuss, and disseminate information in regard to a particular event occurring within their jurisdiction. The Clay County EOC is responsible to maintain contact with appropriate State and Federal Agencies throughout the incident period.
- f. Review EOP and determine if pre-designed staging areas, mobilizations and reception centers are far enough away from the actual scene so that safety is guaranteed.
- g. If necessary, a Joint Operation 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 Clay County E O C .
- b. Ensure the alternate EOCs are operationally ready in the event that the primary EOC is not available.
- c. The Clay County EOC will be staffed in accordance with the Basic Plan. If any of the political subdivisions open an EOC they shall follow their ordinances and policies regarding staffing.
- d. The Clay County EOC will coordinate with SEMA and other Federal, State or Local Agency's EOC as necessary.
- e. The Clay County EOC will Prepare and distribute Situations Reports (SITREPS) as needed. Information regarding the incident at the local level should be forwarded to the Clay County EOC so that current SITREPS can be developed.
- f. The Clay County EOC will work with the impacted jurisdictions to coordinate response and recovery operations.
- g. The Clay County EOC will help impacted jurisdictions identify and coordinate resource requirements.

3. Local Law Enforcement:

- a. Manage the incident scene by setting up an Incident Command System (ICS) 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 or shelter 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 Guidelines 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.
- j. Provide a representative to the Clay County EOC or the affected jurisdiction's EOC and coordinate with other responding agencies for support and resource requirements.

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 Clay County EOC and coordinate with Clay 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. Provide information to the EOC on hazardous material/evaluation and environmental damage assessment.
- e. Develop and maintain Standard Operating Guidelines to identify specific roles and responsibilities of fire service personnel in each of the major terrorism incidents involving CBRNE.
- f. Keep the EOC and incident commander informed of events as the incident progresses.

5. Health Department:

- a. Provide personnel safety information to the EOC.
- b. Provide an environmental analysis, with help from the MO Dept. of Health and Senior Services (DHSS) and the Centers for Disease Control and Prevention (CDC). Coordinate with the Clay County Health Director on all health issues. The Clay County Health and Medical 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 PIC on Health and Medical issues and information releases regardless of media concerning public and individual health issues.
- g. Keep the EOC informed as the incident progresses.

6. Public Works (County Road and Bridge):
  - a. Respond to emergency requests from the Clay County EOC by providing resources such as trucks, earthmoving 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 Clay County EOC and the on scene commander to ensure the area is safe to enter. **Do not enter any area if it has not been 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 and Medical Coordinator.

8. Public Information: All information regarding a terrorism incident will be disseminated by the affected jurisdiction's PIC, or in the case that there is no local PIC, the Clay County PIC, or the FBI PIC. *Note: while the local jurisdiction is encouraged to establish a PIC position for a terrorist event, it is possible that due to the sensitive nature of a terrorism event, the FBI will establish a JIC and request that only the FBI release all public information regarding the incident.*

*Note: Team Leader/Team Technician: For information on this topic, see Annex C of this plan.*

## **V. DIRECTION AND CONTROL**

- A. 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 if one is needed. The Missouri State Highway Patrol (MSHP) has primary responsibility for coordinating with the state level response with the FBI.

- B. Local Public Information Operations will be coordinated from the EOC.  
Note: FEMA/FBI may establish a JIC.
- C. 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.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Line of Succession For Terrorism:
  - 1. Clay County listed here (By position only)
    - a. Clay County Emergency Management Director
    - b. County Sheriff - (LEO)
    - c. Clay County Elected Officials
  - 2. All political subdivisions within Clay County are required to maintain a line of succession pursuant to Missouri State Statutes or as outlined in the subdivision's COOP plan.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Administration:
  - 1. To implement Annex N, an incident must be designated a suspected or actual terrorist threat or action in Clay County or any of the political subdivisions within the county if the incident occurs within their jurisdiction. It is preferable that this declaration is made by the Chief Elected Official of the affected jurisdiction; however, the chief law enforcement officer of the affected jurisdiction can also issue this declaration if necessary.
  - 2. Procedures 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 pursuant to county and city ordinances 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 to Annex N  
National Terrorism Advisory System

Appendix 2 to Annex N  
Homeland Security Regional Response System Overview

Appendix 3 to Annex N  
General Terrorism Response Guidelines

Attachment A - Potential Targets for Terrorism

Attachment B - Terrorism Resources

## **NATIONAL TERRORISM ADVISORY SYSTEM**

Because of the potential for future terrorist-related incidents, a National Terrorism Advisory System (NTAS) was developed to disseminate information regarding the risk of terrorist acts to federal, state, and local governments and to the American people. 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.

**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.

### **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.

Additional Information on NTAS including a sample alert can be found at the following DHS sites:

<http://www.dhs.gov/files/publications/ntas-public-guide.shtml>  
<http://www.dhs.gov/xlibrary/assets/ntas/ntas-sample-alert.pdf>

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### **Homeland Security Regional Response System Overview (HSSRS)**

In the late 1990s, the State Emergency Management Agency began to serve as a conduit for federal and state grant money that was provided to local jurisdictions in Missouri to both build basic hazmat response capability, as well as enhance already existing hazmat response capability. Some of this money was used to provide training for participants in the program, in addition to buying equipment. Participants were involved in the State Fire Mutual Aid system recognized by the State Fire Marshal's Office. However, there was little consistency between participants in expectations or commitment to the program.

After the terrorist attack and anthrax letters in the fall of 2001, and the advent of Homeland Security grant funding, additional money was made available to the participants involved in the hazmat program to focus on the terrorist threat.

Existing participants were rolled into a Homeland Security Response Team (HSRT) program. Additional hazmat teams were brought into the program, and other emergency response capability such as SWAT and EMS were combined together to constitute 28 individual HSRT "Teams" throughout Missouri.

However, there was no consistency from team to team as to size, types of emergency response disciplines involved, or under what circumstances they would respond outside of their own jurisdiction.

In some but not all instances, MOUs were entered into between the state of Missouri and the local jurisdictions who were participating in the HSRT program. However, there was no consistency in these MOUs from team to team. Some HSRT teams with lesser capabilities were designated as "forward teams" and received less funding than other teams, but there was no well thought out plan or strategy on deployment of the teams, under what authority they would be deployed, etc. There was no ability to ask for or deploy only the SWAT or hazmat component of the team if that is all that was needed.

To date, over 30 million dollars of federal Homeland Security grant money has been spent on the HSRT program in Missouri. The federal Department of Homeland Security recognized the lack of consistency and sustainability in Missouri's CBRNE/WMD initiative and when they awarded the FY-2006 Homeland Security grants they prohibited Missouri from spending any more money on this program until the program justification was re-designed and rewritten to truly reflect a sustainable, consistent, multi-hazard response capability.

In December 2005, with the oversight of the Governor's Homeland Security Advisory Council (HSAC) on the HSRT program, the Council decided that this program needed to evolve into a true regionally focused multi-hazard "CBRNE/WMD" response network or system that was scalable as the need dictated.

The Homeland Security Coordinator and the Executive Director of the Missouri Emergency Response Commission were directed by the Advisory Council to become involved in the HSRT program and develop it into a regionally focused system of local resource that could receive homeland security grant funding and other state support. This was the start of the Homeland Security Regional Response System concept.

As a result of the HSAC mandates, an Executive Steering Committee for the Homeland Security Regional Response System was formed. The goal of the Executive Steering Committee was to help obtain regional and local input on moving from 28 multi-discipline teams to a concept of having a network or system in each homeland security region that can bring together individual disciplines as need to respond to CBRNE/WMD incidents. The primary members of the Committee are generally comprised of the Homeland Security Response Team representatives who are already on the nine (9) Homeland Security Regional Oversight Committees (RHSOC), as well as representatives from each of the two Urban Area Security Initiative areas of Kansas City and St. Louis. In several instances, the Executive Steering Committee members are not the RHSOC representatives, but have been elected by the consensus by the members of a working group in their region.

The Executive Steering Committee's mission is to provide operational and tactical guidance for the Homeland Security Regional Response System (HSRRS) program. Under the HSRRS, the funding for the program in each region is tied to a "threat matrix". This threat matrix is based on population, number of counties, and number of critical infrastructure and key assets as reflected in the Homeland Security Critical Infrastructure Data Base, in each region. The Governor's Homeland Security Advisory Council sets the overall funding level for this program, utilizing federal Homeland Security grant funding.

Primary and alternate representatives from each region who serve on the HSRRS Executive Steering Committee are responsible for setting up a working group within their regional to determine how that money will be spent to sustain a HSRRS program in their region. The money is administered through the State Administrative Agent, SEMA, to the individual jurisdictions through the regional working groups.

To participate in the HSRRS, a jurisdiction has to agree, in principle, that they are willing, under the existing mutual aid framework, to allow their participant disciplines such as a hazmat team or SWAT team, to respond to CBRNE/WMD emergencies within their region, and possibly statewide, as their availability and the situation warrants. It is recognized that the state has no authority to order deployment of HSRRS participants, and any response is within the guidelines of the existing Missouri mutual aid system. Part of the grant money acceptance documentation, which each grantee must sign before they receive federal homeland security grant money, articulates this expectation.

Participation in the old HSRT program does not mandate continuing participation in this program, and the expectations or lack thereof for any individual jurisdiction under the old HSRT program does not automatically carry over into the HSRRS.

The HSRRS recognizes that individual jurisdictions in each region have basic response assets and capabilities such as hazmat response teams, SWAT team, EMS, bomb squads, etc. The grant money provided through the HSRRS is not designed to sustain these basic core capabilities, nor establish new basic core capabilities in jurisdictions that do not already have them. The HS grant money from this program is meant to sustain CBRNE/WMD related enhanced capabilities for the above-described response assets, such as the capability of a SWAT team to operate in a hazardous materials environment with level A or B or personal protection equipment (PPE), or a hazmat team to operate at a higher "resource type" level than is expected of a basic hazmat team. The working groups in each region are expected to collectively agree on funding priorities, the number of different disciplines involved in the program in each region, and other related matters for their regions.

## **GENERAL TERRORISM GUIDELINES**

### **Terrorist Legislation**

#### **Presidential Decision Directive 39**

This directive is of particular importance to planning purposes as it establishes how the response and recovery of a terrorist incident will be managed. Two new terms to emergency management have evolved from this directive: law enforcement operations management and disaster recovery operations management.

**Law Enforcement Operations Management:** includes those measures used to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The federal government has the primary authority to prevent, preempt, and terminate threats or acts of terrorism and to apprehend and prosecute the perpetrators. State and local governments support this effort by providing assistance as required. Since Law Enforcement Operations Management is primarily a law enforcement effort, the Federal Bureau of Investigation (FBI) has been assigned the lead federal agency. The FBI will support the Clay County Sheriff's Office, along with the various other local and state law enforcement agencies.

**Disaster Recovery Operations Management:** includes those measures that protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Since law enforcement is generally a multifunction response coordinated by emergency management, the Clay County Emergency Management Director is assigned the lead responsibility. The Emergency Management Director will be assisted by the other functional coordinators in the same manner as they would for any other hazard.

#### **The Homeland Security Presidential Directive/HSPD-5**

This was signed in February 2003, to enhance the ability of the United States to manage domestic incidents by establishing a single comprehensive national incident management system. Initial responsibility for managing domestic incidents generally falls on State and local authorities. The Federal Government will assist State and local authorities when their resources are overwhelmed, or when Federal interests are involved.

### Concept of Operations

The FBI is the lead federal agency (LFA) a terrorist situation and coordinates closely with local and state law enforcement authorities to anticipate, prevent, and/or resolve the terrorist threat or occurrence.

A list of specialized resources available to assist in a terrorist incident can be found in Attachment B to this appendix.

### Mitigation

In this phase of emergency management, prevention is the key. Identifying potential targets (threat assessment), surveying them for any weaknesses, and increasing security are ways in which we can mitigate against a terrorist attack. Terrorists are less likely to tamper with a facility that has hardened itself against such an attack. (See Attachment A to this appendix for a list of potential targets and ways to harden facilities.)

### Preparedness

Intelligence gathering is a critical activity during this time. It is important to become familiar with potential and known terrorist groups that could affect your jurisdiction and sharing this information between law enforcement agencies.

### Response

- a. Maintain public trust and prevent panic
- b. Evaluate safety considerations for responders.
- c. Isolate agent
- d. Identify agent
- e. Notify of incident (If the incident involves any WMD, notify the State Emergency Management Agency as quickly as possible, so that the state and federal response can begin immediately.
- f. Ensure safety and health of public
- g. Reconnaissance of area
- h. Contain released agent
- i. Rescue injured
- j. Recover victims

k. Preserve Evidence

- l. Remediate necessary areas (removal, disinfection, neutralization)
- m. Document all aspects of the response

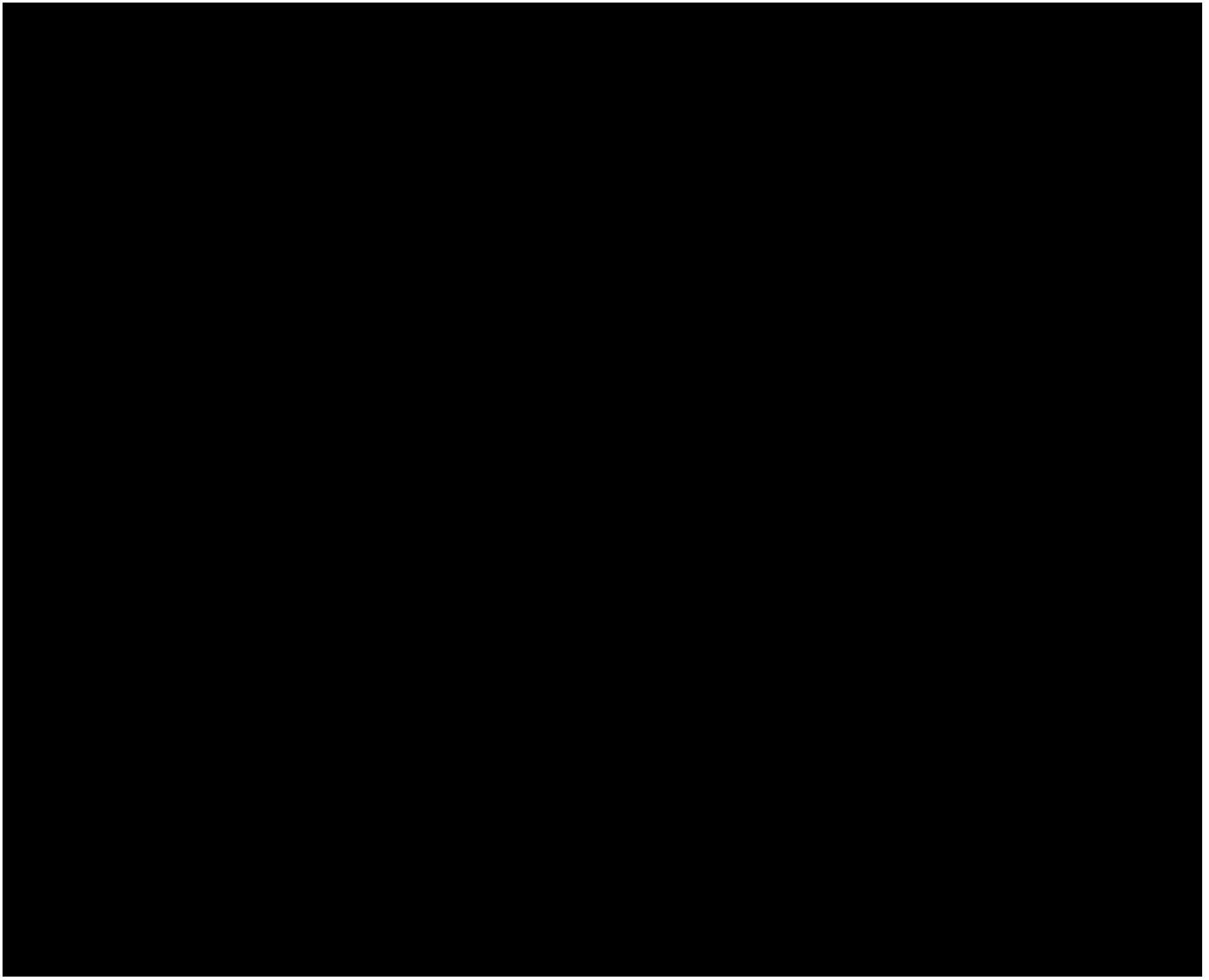
Recovery

Assist in after-action reports.

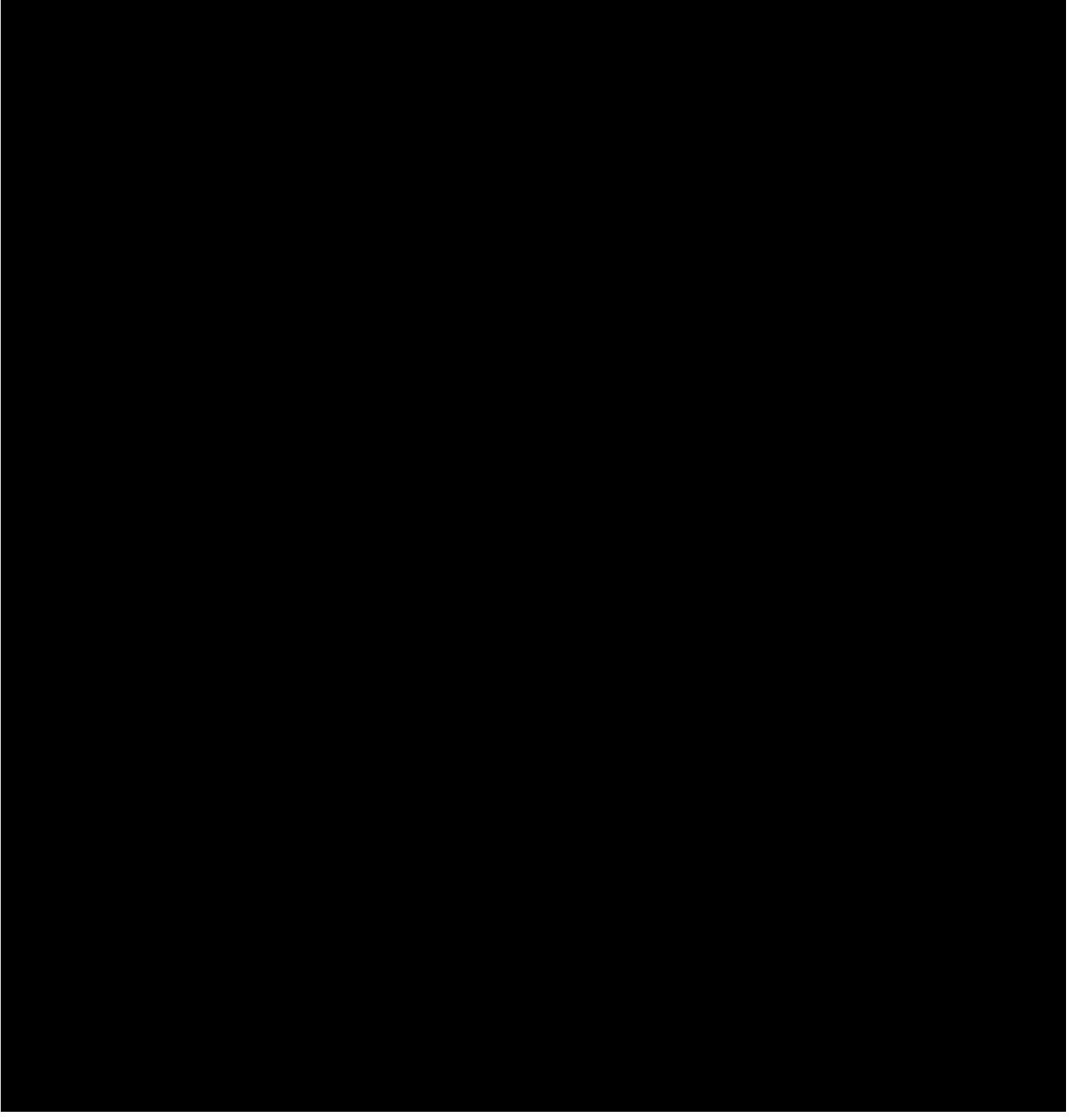
Organization and Assignment of Responsibilities

1. Once a terrorism incident is suspected, local law enforcement officials (i.e., the Clay County Sheriff's Office) will be in charge of the incident, until the FBI team arrives. Once the FBI arrives, a Joint Operations Center (JOC) will be established by the FBI, with all law enforcement agencies involved coordinating to perform Law Enforcement Operations Management activities and FEMA handling the disaster recovery operations management activities.
2. The Sheriff's Office will provide a representative to the JOC.
3. The Missouri Department of Health (MDOH) and the FBI has signed a memorandum of understanding (dated October 28, 1999) for analyzing suspected chemical or biological agents. In this agreement, should MDOH suspect one of these agents, they can use the fastest law enforcement means to transport this agent to the MDOH lab in Jefferson City, while maintaining the "chain of custody," should it become evidence.

**POTENTIAL TARGETS FOR TERRORISM**



**TERRORISM RESOURCES**



## Annex O (all ESFs)

### **Catastrophic Incident**

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#### **I. PURPOSE**

The purpose of this annex is to provide operational concepts unique to catastrophic event planning and response and assign responsibilities to Clay County and each of the political subdivisions within the county and to meet needs of local jurisdictions following a catastrophic incident. It serves as a supplement to the Clay County Operations Plan (EOP) and is intended to expand the response and recovery organization for a catastrophic incident most likely an earthquake. Many of the operational concepts could be easily adapted to a large scale man-made or natural hazard.

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

##### **A. Situation**

1. A catastrophic incident, as defined by the National Response Framework (NRF), is any natural or manmade incident, including terrorism, resulting 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 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 Clay County Hazard Mitigation and the State of Missouri Hazard Mitigation.
3. The earthquake-planning scenario used to develop this annex is based on the Federal Emergency Management Agency (FEMA) Hazards United States (HAZUS) model-MR 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. Clay County and each of the political subdivisions within the county has the primary responsibility to prepare for and respond to incidents and disasters. As such, Clay County, and each of the political subdivisions within the county shall 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 and when available they may be limited.
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, Clay County, and each of the political subdivisions within the county shall be prepared to meet their own emergency needs.
3. A number of people will self-evacuate the damaged area, if possible, while many others will stay for a variety of reasons including protecting property or caring for farm/companion animals. Evacuation, if necessary, shall be conducted in accordance with Annex J, Evacuation, of the Clay 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 shall 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. Clay County and each of the political subdivisions within the 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) Clay County and each of the political subdivisions within the county will activate their plans and take appropriate actions for a catastrophic event 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 conducted by political subdivisions located in Clay County shall be forwarded to the Clay County EOC. Assessments that have been forwarded to the Clay County EOC will be forwarded to the State Emergency Operations Center.

##### **2. State Tiered Response:** In order to implement a coordinated response, the state may be divided into three tiers: Affected Tier, Initial Response Tier, and Support Tier. These tiers were established to facilitate the planning process based on a New Madrid earthquake event but can be applied to any catastrophic event. Tier assignment may change depending upon the event. Refer to Appendix 2 for response tier map.

- a) The Affected Tier consists of jurisdictions that have been identified as the most likely to be impacted by a catastrophic event. For a New Madrid earthquake with a magnitude 6.5 or greater, regions C and E have been identified as the affected tier.
- b) The Initial Response Tier consists of jurisdictions that have been identified as potential sources of immediate response assets into impacted areas. For a New Madrid earthquake with a magnitude 6.5 or greater, regions B, F, I and G have been identified as the initial response tier.
- c) The Support Tier consists of jurisdictions that have been identified as potential sources of support and replenishment of assets (i.e., sheltering, medical surge, and staging areas.) For a New Madrid earthquake with a magnitude 6.5 or greater, regions H, A and D have been identified as the support tier.

3. Direction and Control:

a) State Unified Command

- 1) The Missouri State Emergency Operations Center (SEOC) serves as the State's Unified Command.
- 2) This is the state level command where direction and control will be exercised for the statewide response.

b) State Area Coordination Center

- 1) Area Coordination Centers 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 coordination centers will coordinate response in their respective regions between local emergency operation centers and the state unified command.
- 3) Incident Support Teams (IST) will be deployed by the state to assist state area coordination operations. An IST is an overhead management team to facilitate the ICS organization.
- 4) Additional area coordination centers 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) Clay County and each of the political subdivisions within the county shall 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) Each political subdivision within Clay County will report initial damage assessments, casualty figures and condition of critical infrastructure within their jurisdictions to the Clay County EOC.
- 4) Clay County will report initial damage assessments, casualty figures, and condition of critical infrastructure to the State Unified Command at the State Emergency Operations Center.

- 5) Each political subdivision within Clay County will coordinate with the Clay County EOC. The Clay County EOC will in turn coordinate with the State Unified Command/SEOC until otherwise directed.

#### 4. Damage Assessment

- a) Damage assessment of Clay County and each of the political subdivisions within the county will be conducted as outlined in Annex D, Damage Assessment, of the Clay County emergency operations plan.
- b) Each political subdivision within Clay County will report damage assessment information to the Clay County EOC as soon as possible. The Clay County EOC will then forward this 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 Clay County and each of the political subdivisions within the 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.
- b) Due to anticipated communications limitations, all communications should be limited to critical life safety messages.
- c) Communications assets and locations have been identified and are listed in Annex A, Direction and Control, and B, Communications and Warning, of the Clay County Emergency Operations Plan.
- d) A NIMS compliant communications plan is attached as shown in Appendix 7, Communications Plan, to this Annex.

#### 6. Points of Distribution (PODs)

- a) PODs are temporary locations at which commodities are distributed directly to disaster victims. These may be different locations than where the commodities arrive in the jurisdictions Points of Arrival (POA).
- b) It is the responsibility of Clay County and each of the political subdivisions within the county to identify locations and to operate the PODs in their jurisdiction. POD locations are listed in Appendix 4, Points of Distribution, to this Annex.

## 7. Transportation

- a) Clay County and each of the political subdivisions within the county shall identify available transportation resources for the movement of personnel and/or equipment.
- b) Identify vehicles that can be used for transportation of functional needs populations.
- c) These resources are listed in Annex G, Resource and Supply, to the Clay County local emergency operations plan.
- d) Local transportation routes are identified in Annex J, Evacuation.

## 8. Evacuation

- a) An Evacuation Management Team (EMT) will be established as part of the State Unified Command. The EMT is responsible for coordinating all evacuations throughout the state.
- b) Each of the political subdivisions will coordinate all of their evacuation operations through the Clay County EOC.
- c) Clay County will coordinate all of their evacuation operations through the Evacuation Management Team located in the SEOC.

## 9. Mass Care and Functional Needs Population

- a) Refer to Annex L, Reception and Care, of the Clay County Emergency Operations Plan.

## B. Phases of Emergency Management

Refer to the general responsibilities in Appendix 2, Attachment B of the Clay 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. 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.
- b. Train and equip response personnel to deal with a catastrophic event.
- c. Identify local staging areas and fuel sources.
- d. Identify transportation resources and facilities, to include injured and functional needs populations.
- e. Identify large, adequately equipped shelter facilities and transportation resources.
- f. Identify adequate locations that could serve as Points of Distribution (PODS).
- g. Promote personal preparedness

## 3. Response

The response phase occurs from the onset of a catastrophic event 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 or the Clay County Emergency Management Director.

See Appendix 3 to this Annex for the actions for each Tier Level.

#### 4. Recovery

The recovery phase usually overlaps the response phase. It begins a few days after the catastrophic event 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 as many meetings as deemed necessary by the Clay County Emergency Management Director. In the initial stages of recovery these meetings may be held daily. As the recovery progresses, the meetings may be less frequent but should be held at a minimum of annually. These annual meetings are with 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

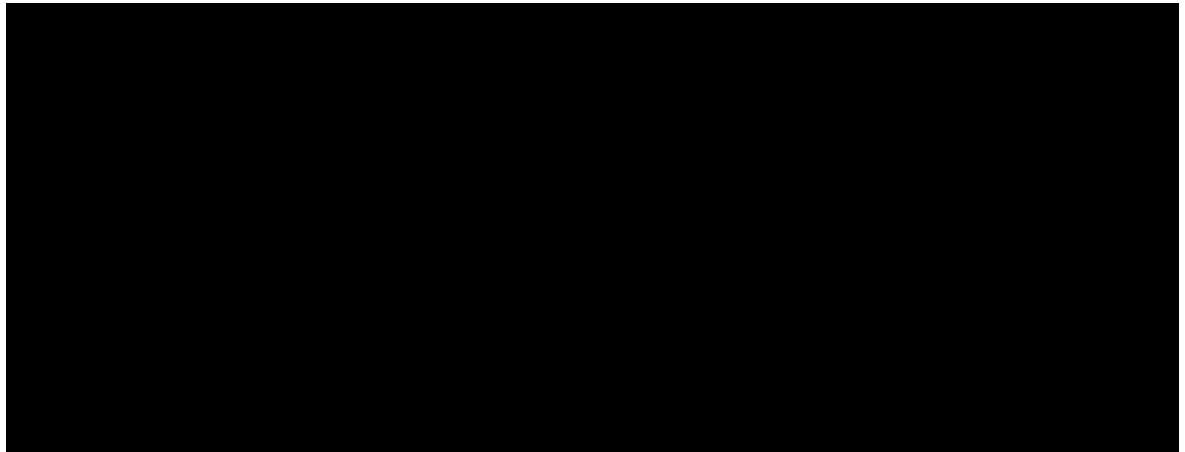
The organization for a catastrophic event will be based on the Clay County LEOP Basic Plan. All operations will be conducted under the National Incident Management System (NIMS).

See Appendix 1 to this Annex.

#### B. Assignment of Responsibilities

The LEOP Basic Plan includes the Primary and Support Responsibilities Chart that shows agency assignments. Agencies and organizations with primary and/or support assignments are responsible to develop and maintain SOGs, checklists, and other supporting documents that detail how to perform their assigned tasks. Political subdivisions within the county should use the chart located within the Clay County LEOP Basic Plan Appendix 2 as a guide.

1. In accordance with RSMo, Chapter 44, the chief elected official of Clay County and each of the political subdivisions within the county is ultimately responsible for the coordination of response to a catastrophic event. The chief elected official may delegate this function to the appropriate Emergency Management Director.



**V. DIRECTION AND CONTROL**

Direction and control will be consistent with guidance found in Annex A, Direction and Control and Section III-3 of this Annex.

**VI. CONTINUITY OF GOVERNMENT**

Continuity of government will be consistent with guidance found in The Clay County Local Emergency Operations Plan (LEOP). Political subdivisions located within the county should follow their ordinances and policies regarding continuity.

**VII. ADMINISTRATION AND LOGISTICS**

Administration and Logistics will be consistent with guidance found in the Clay County Local Emergency Operations Plan (LEOP).

## **APPENDICES**

ICS Organization

Tier Response Map

Tier Response Actions

Points of Distribution (PODs)

Staging Areas

Command Structure - Organization Assignment List

Incident Radio Communications Plan

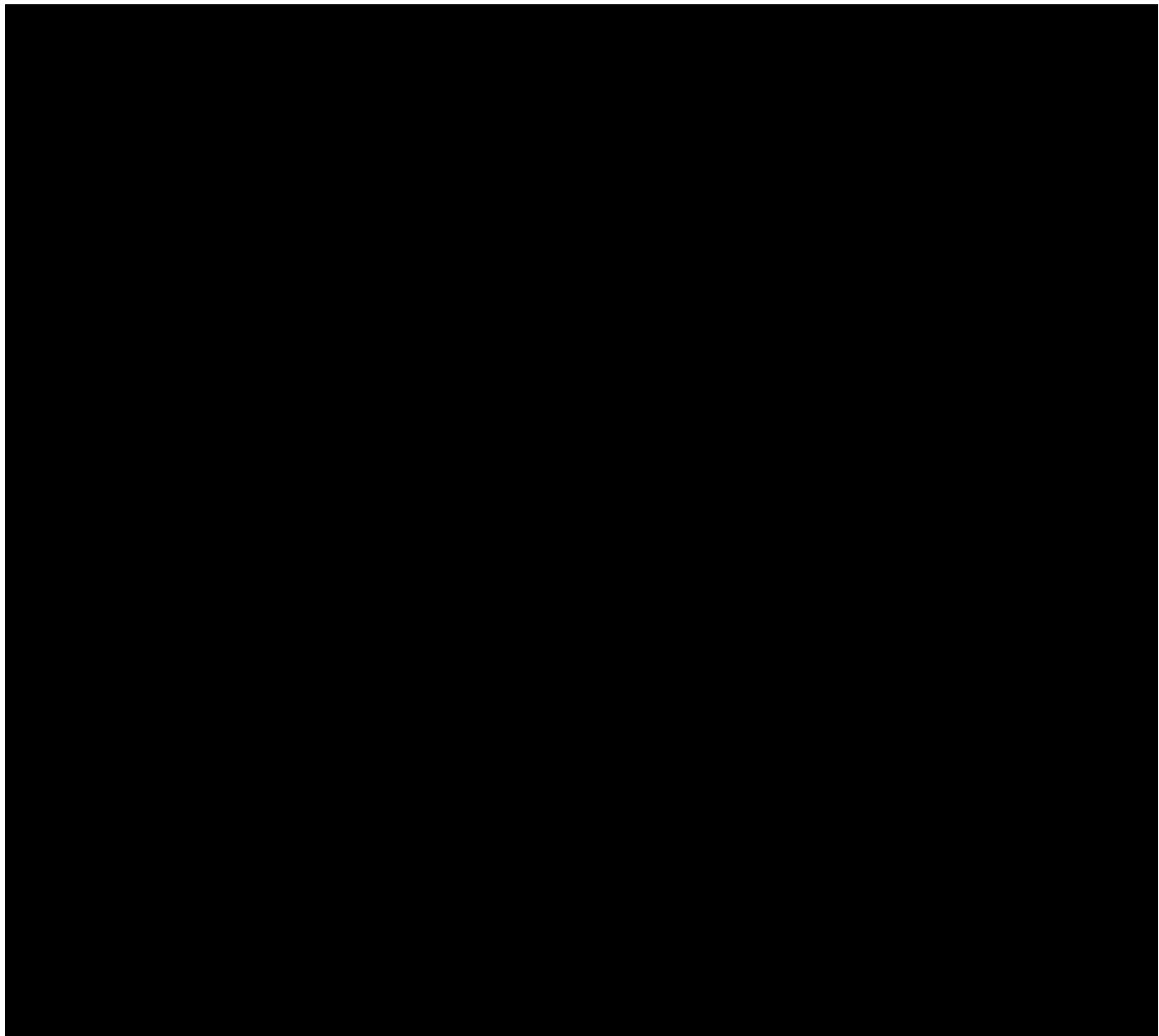
Resource Assessment Form

Local Resource Request Form

Emergency Rest Area Sites

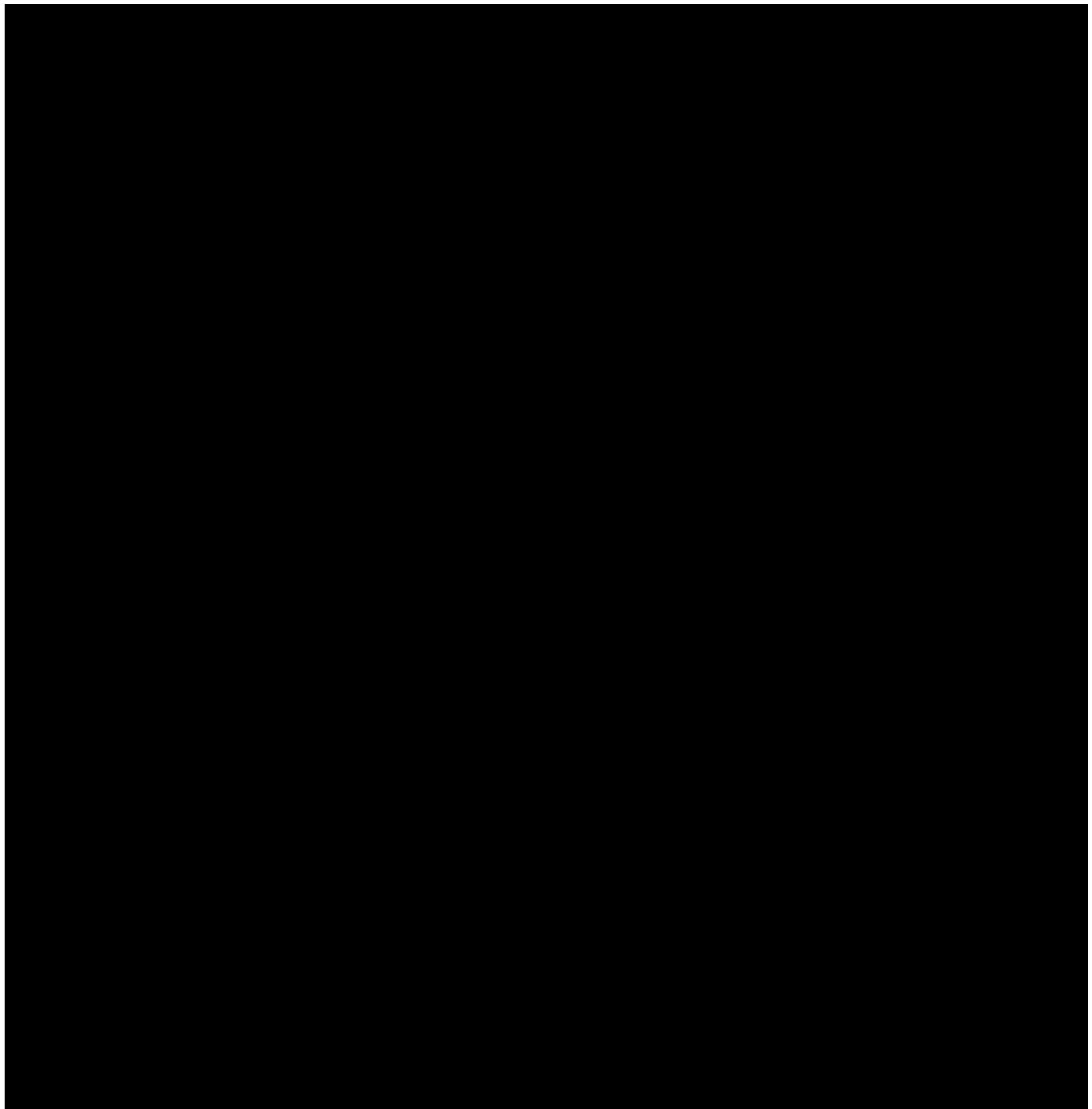
Appendix 1 to Annex O

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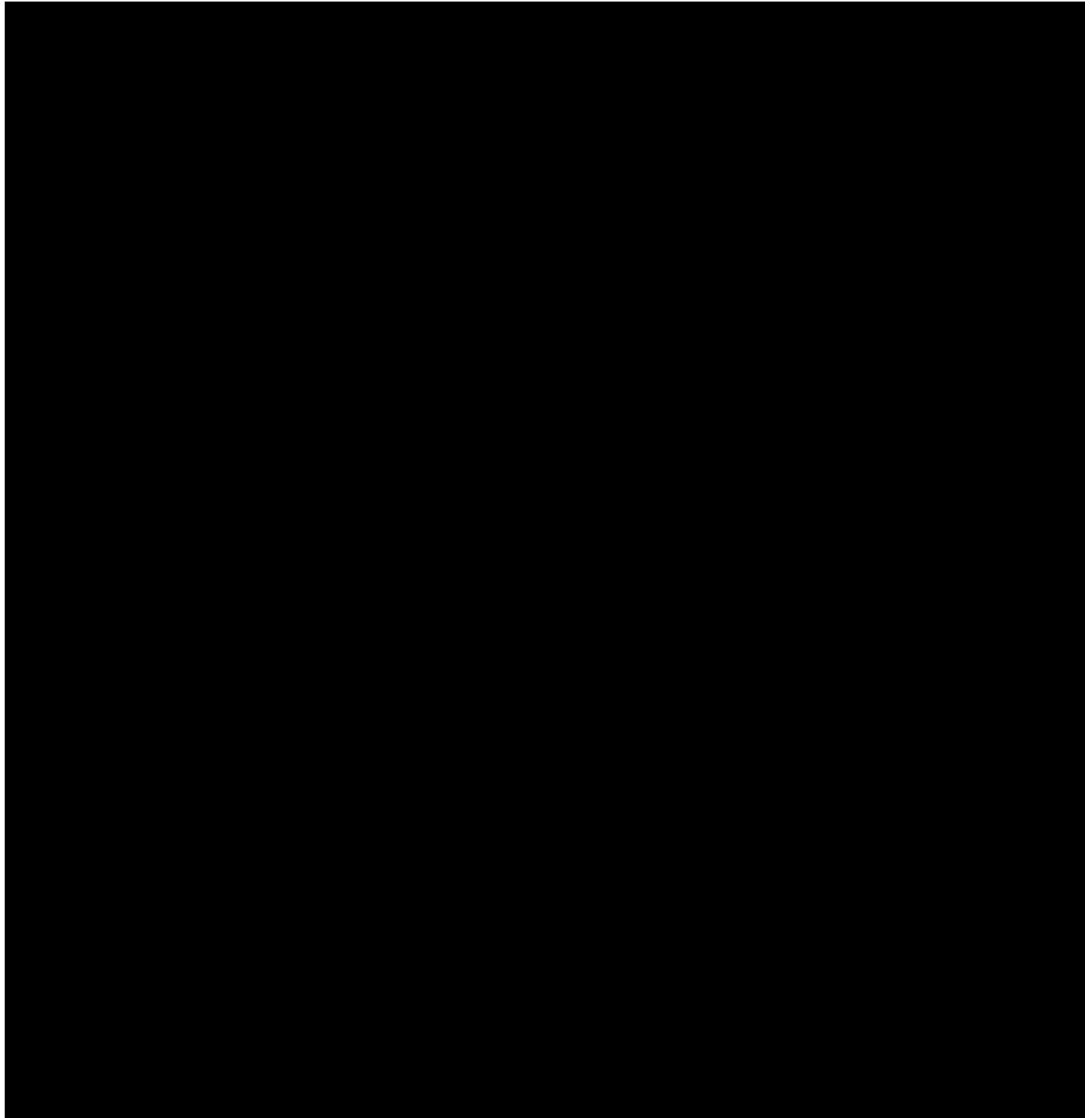


Appendix 2 to Annex O

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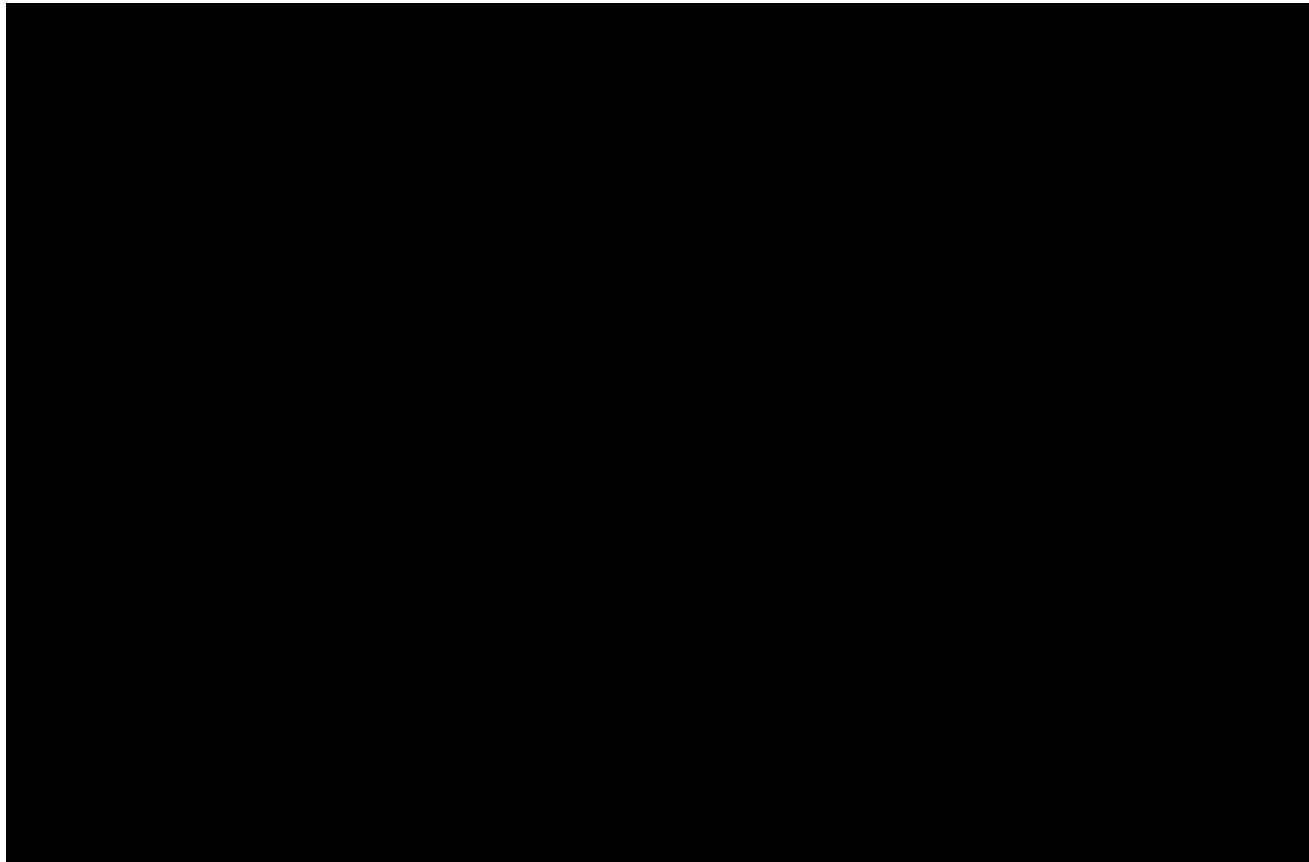
**Tier Response Actions**

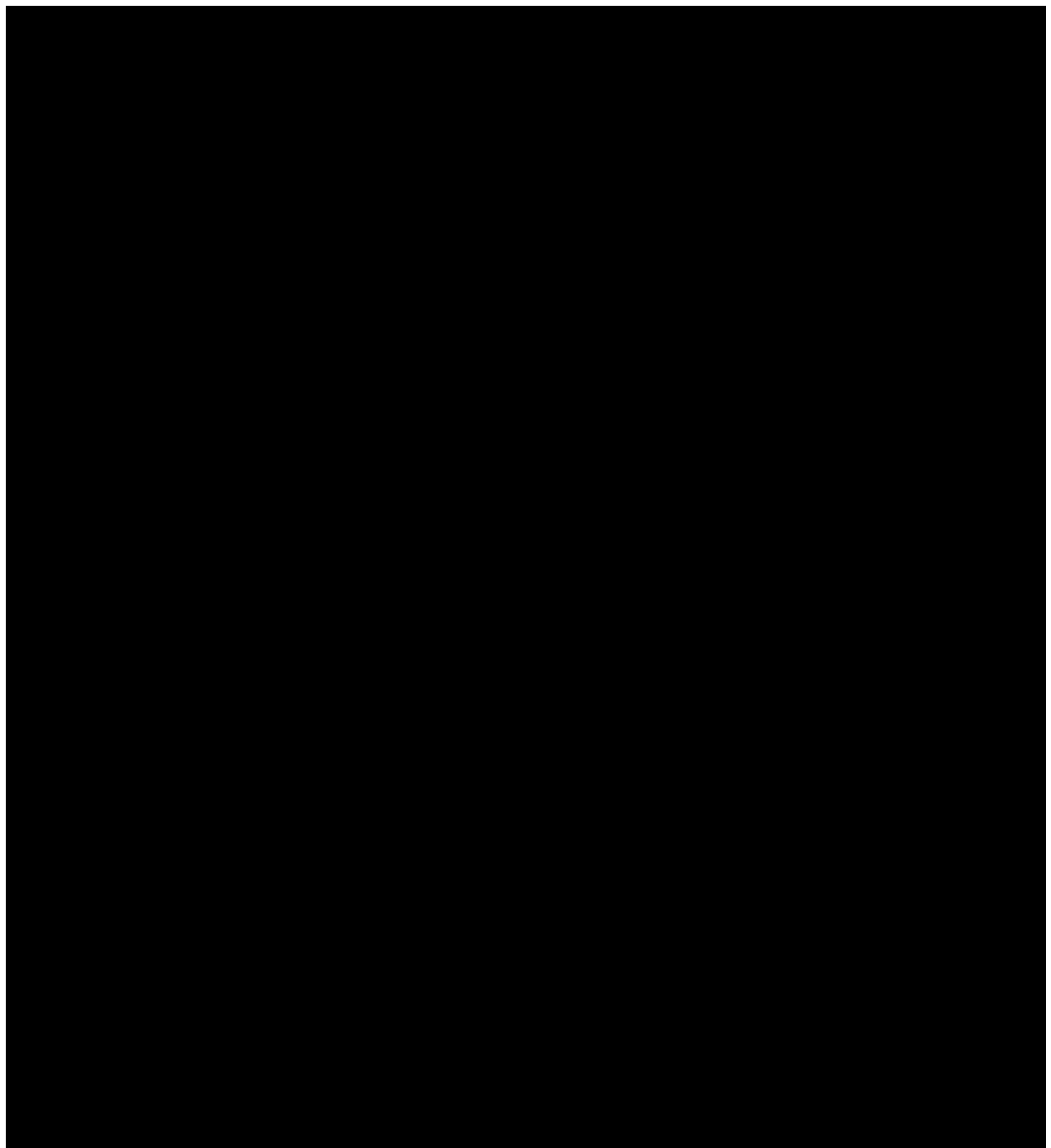




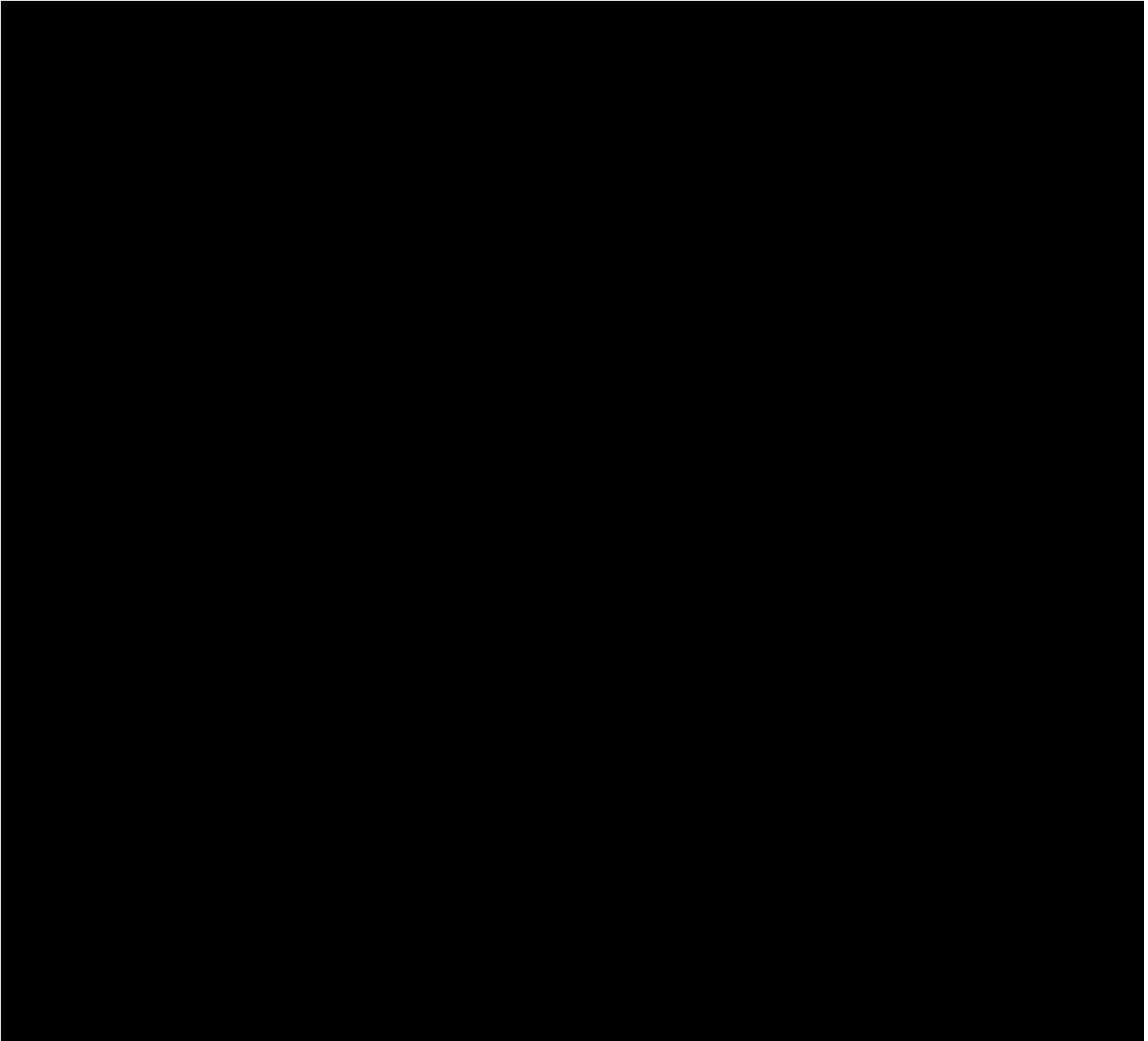


**Points of Distribution (POD)**





**Local Staging Areas**



**Command Structure - ORGANIZATION ASSIGNMENT LIST (ICS 203)**

<b>1. Incident Name:</b>		<b>2. Operational Period:</b> Date From: _____		Date To: _____
				Time From: _____
				Time To: _____
<b>3. Incident Commander(s) and Command Staff:</b>		<b>7. Operations Section:</b>		
IC/UCs		Chief		
		Deputy		
Deputy		Staging Area		
Safety Officer		<b>Branch</b>		
Public Info. Officer		Branch Director		
Liaison Officer		Deputy		
<b>4. Agency/Organization Representatives:</b>		Division/Group		
Agency/Organization	Name	Division/Group		
		<b>Branch</b>		
		Branch Director		
		Deputy		
<b>5. Planning Section:</b>		Division/Group		
Chief		Division/Group		
Deputy		Division/Group		
Resources Unit		Division/Group		
Situation Unit		Division/Group		
Documentation Unit		<b>Branch</b>		
Demobilization Unit		Branch Director		
Technical Specialists		Deputy		
		Division/Group		
		Division/Group		
		Division/Group		
<b>6. Logistics Section:</b>		Division/Group		
Chief		Division/Group		
Deputy		<b>Air Operations Branch</b>		
<b>Support Branch</b>		Air Ops Branch Dir.		
Director				
Supply Unit				
Facilities Unit		<b>8. Finance/Administration Section:</b>		
Ground Support Unit		Chief		
<b>Service Branch</b>		Deputy		
Director		Time Unit		
Communications Unit		Procurement Unit		
Medical Unit		Comp/Claims Unit		
Food Unit		Cost Unit		
<b>9. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____				
ICS 203	IAP Page _____	Date/Time: _____		

Appendix 7 to Annex O

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**Communications Plan**  
**(To be completed at time of incident)**

<b>INCIDENT RADIO COMMUNICATIONS PLAN</b>		1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time	
4. Basic Radio Channel Utilization					
Radio Type	Channel	Function	Frequency/Tone	Discipline Assignment	Remarks
5. Prepared by (Communications Unit)					

## OPERATIONAL PLANNING WORKSHEET (ICS 215)

**Local Government Resource Request**

<b>Priority:</b>	Black-Flash	Red-High	Yellow-Medium	Green-Low
<b>*Status:</b>	Red-Action Required Green-Released	Orange-Enroute Blue-Closed	Yellow-On- Scene Approval Pending	
Request is made for (Circle One)	Donation	Acquisition	Donation or Acquisition	

If request can only be satisfied by acquisition, Approving Authority agrees to pay for the item(s), (or the non-federal share). Approving Authority assumes full responsibility and liability for the items or services received, will control and safeguard any non-expendable loaned items/equipment that must be returned and agrees to assist in the recovery/redeployment of such items as soon as practical when the items are no longer needed at the disaster location.

<b>Approved By:</b> (Approving Authority)	Printed Name	Title	Signature
*Request Number:			
Supplemental Number:			

**WHO IS MAKING THE REQUEST?**

Requesting Organization:			
*Requestor's Contact Info:	Name: Title: Phone: Office Cell: Personal Cell: Fax:	Pager: Frequency: Talk Group: Call Sign: Other:	
Related Event/ Incident/Activity:			

Display All resource requests related to:

**WHAT IS BEING REQUESTED?**

*Resource Type/Kind:	
*Quantity:	
Qty Unit Of Measure:	
When Needed:	
Mission:	
Release Date:	

Resource must come with:	<input type="checkbox"/> Fuel <input type="checkbox"/> Meals <input type="checkbox"/> Operator(s) <input type="checkbox"/> Water <input type="checkbox"/> Maint <input type="checkbox"/> Lodging <input type="checkbox"/> Power	
Other Comments:		

#### DELIVER THIS RESOURCE TO:

Site Name <a href="#">Select</a> <a href="#">Clear</a>	Site Type <a href="#">Select</a> <a href="#">Clear</a>	
Street Address	Apt or Lot No.	
City	State	Zip
County	<a href="#">Select</a> <a href="#">Clear</a>	
Intersection - Street 1	Intersection - Street 2	
Country <a href="#">Select</a> <a href="#">Clear</a>	Geographic Area <a href="#">Select</a>	
United States	(Region, District, Campus, etc).	
Additional Location Information		

#### GEO LOCATION & MAPPING

Geo Locate:	<a href="#">by Lat &amp; Long</a>	<a href="#">by Address</a>	<a href="#">by Intersection</a>	<a href="#">Clear Latitude/Longitude Information</a>	
Show on Map?	<a href="#">Yes</a>	<a href="#">No</a>	Geo Located By	Latitude	Longitude
Contact on scene: (Name, Phone, etc.)	Name: Title: Phone: Office Cell: Personal Cell: Fax:			Pager: Frequency: Talk Group: Call Sign: Other:	

#### SPECIAL INSTRUCTIONS (E.G. SAFETY MESSAGE, INGRESS/EGRESS ROUTES, ETC.)

Special Instructions:	
-----------------------	--

**Local Jurisdiction  
RESOURCE REQUEST  
\*\*For Use By Local Jurisdictions  
ONLY\*\***

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

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

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

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

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

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

**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?)

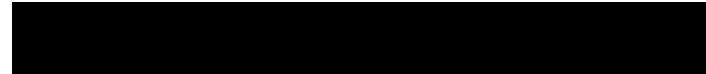
**Delivery Location:** (Street address, intersection, building name, etc.)

**Point Of Contact:** (If different from above.)

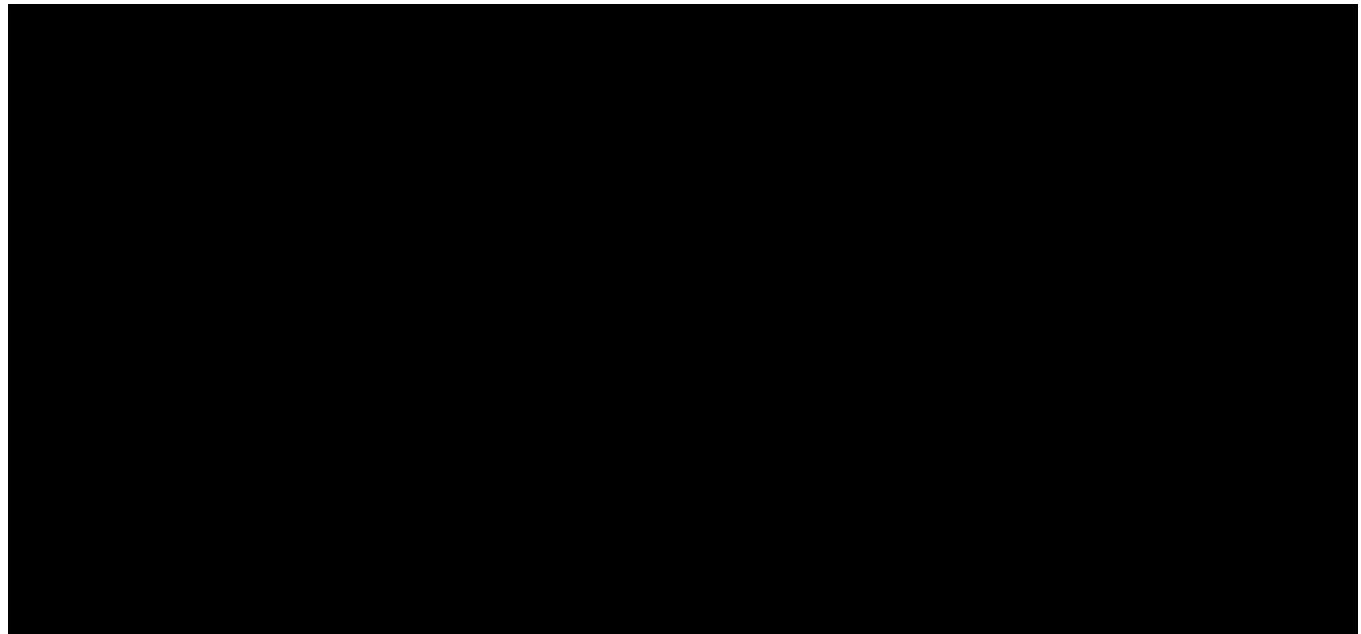
**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**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.\*\*\*



**Emergency Rest Area Sites**



## ANNEX P (ESF #11)

### ANIMAL EMERGENCIES AGRICULTURE & NATURAL RESOURCES

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#### **I. PURPOSE**

All counties in Missouri need an Agriculture Emergency Response Plan. The purpose of this document is to provide guidance for an animal emergency in Clay County that addresses rapid local response to Foreign Animal Disease/Animal Disaster (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**

##### A. Situation:

1. There are approximately 4,694 head of cattle, 111 ewes and lambs, 423 goats, 29 mules, 1,848 heads of swine, 1,393 horses, yearlings, and colts, and 1,392 poultry in Clay County, as well as over 10,000 bushels of assorted grains. 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 included in the MDA List of Reportable Communicable Diseases:

- Foot and mouth disease
- Swine vesicular disease
- Peste des petits ruminants
- Lumpy skin disease
- Bluetongue
- African horse sickness
- Classical swine fever
- Newcastle disease
- Vesicular stomatitis
- Rinderpest
- Contagious bovine pleuropneumonia
- Rift Valley fever
- Sheep pox and goat pox
- African swine fever
- Highly pathogenic avian influenza

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 Clay County. This could result in the creation and enforcement of movement controls of people, livestock, agricultural products and other property.
- 2. It is likely that livestock producers will be the first to notice unusual behavior or symptoms in their animals.
- 3. Private veterinary practitioners will likely be the first responders to any FAD outbreak. A local veterinarian is required to immediately notify the State Veterinarian or Area Veterinarian in Charge (AVIC) of suspected FAD/AD.
- 4. The potential exists in Missouri for FAD/AD outbreak due to agro-terrorism.
- 5. Suspected or positive detection of a FAD/AD in your jurisdiction will prompt State and/or federal officials to employ additional precautions to prevent or mitigate the possibility of spreading the disease. Measures may include a "Stop Movement Order" by the State Veterinarian as an immediate action to prevent spreading the disease or allowing it to enter Missouri borders.

6. Numerous local, state and federal agencies will play a role in eradicating the disease.
7. Large numbers of domestic livestock and wildlife may need to be destroyed or controlled to prevent the spread of a disease after it has been confirmed in your jurisdiction.
8. Quarantines, hold orders, movement restrictions, standstill notices, and control areas may 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 Clay County may issue an emergency proclamation or disaster declaration. The National Incident Management System (NIMS) should be used to establish the organizational structure.
11. The County Emergency Operations Center (EOC) may be activated to manage the emergency.
12. Any disaster may potentially have adverse effects on the jurisdictions animal population or the public health and welfare.
13. 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. All county EMD's should develop and coordinate plans to house and care for animals and poultry in transit through their county for the duration of a stop movement order.

## B. PREPAREDNESS

1. MDA will establish an organizational structure, chain of command and outline of duties and responsibilities, required for any FAD/AD response.
2. Veterinary services and animal emergency care considerations are incorporated into the county EOP's as related to agriculture livestock issues.
3. First responders and officials that would likely be involved in the response to a FAD/AD response are trained in the Incident Command System (ICS)/NIMS.
4. Local veterinarians, state and federal emergency personnel are identified in the EOP and contact information is maintained.
5. FAD/AD scenarios are included in the jurisdictions multi-year exercise cycle.
6. Agro-terrorism is included in the jurisdictions hazard analysis.

## C. RESPONSE

1. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health emergency management. Local jurisdictions shall take initial steps to contain the incident and notify SEMA, MDA and/or the AVIC of any suspected FAD/AD or act of agro-terrorism that may pose a substantial threat to the State of Missouri. MDA has available and will supply reportable symptoms cards to county EMD's on request.
2. Request state and federal assistance through SEMA, if local resources are overwhelmed as with any other emergency.

## D. RECOVERY

1. The SAHO 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).

## E. ROLES AND RESPONSIBILITIES

- A. 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 the 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.
- B. 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.

C. 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 Services Laboratory (NVSL) or Federal Animal Disease Diagnostic Laboratory (FADDL) will notify the State Veterinarian and AVIC of the diagnosis. If necessary, the SAHO will request state EOC activation through proper channels.

D. 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.
  - b. Act as advisor to local veterinarians, regulatory veterinarians, humane organizations, farm service agency, and others on emergency preparedness issues for the county.
  - c. 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.
  - d. Oversee the activities of the CAEC. (Duties of an animal coordinator may include; assisting veterinarians and agriculture officials in making appropriate and timely reports of possible FAD/AD cases; ensuring that the county's veterinarians and other animal health professionals receive communications from the SAHO in a timely manner; consulting with emergency response officials on animal issues during a disaster or emergency operation).
  - e. Coordinate with the State agricultural and state environmental officials to determine the best methods for disposal of dead animals.
  - f. 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 Service and USDA County Emergency Board).
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 Veterinarians office and act as a designee. They should be looked to as a resource to provide information and vital feedback to the EOC.

3. Law Enforcement will:

- a. Site Security and Conflict Resolution - In the event of a disaster, livestock producers and local residents may not cooperate with veterinary inspectors and the quarantine restrictions they may initiate. Law enforcement will be called upon to assure the safety of veterinarians and inspection personnel and resolve any conflicts that may arise.
- b. Enforce movement restrictions and establishing perimeters - Movement restrictions will likely be initiated and law enforcement personnel may be asked to assist with identifying and stopping violators. The State Veterinarian, through SEMA, will provide protocols based on the specific event.
  - Law enforcement may be asked to set up perimeters according to the 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:

- a. Coordinate perimeter development - Assist with perimeter establishments through coordination of signage and barricades.
- b. Animal carcass disposal assistance -Provide a list of equipment that could be used for carcass disposal.
- c. Provide technical assistance as needed

5. Fire:

- a. Coordination of decontamination stations: decontamination of vehicles, property and personnel.
  - In an infectious animal disease disaster, assistance from fire may be requested to help with decontamination station coordination and vehicle, property, and personal decontamination.
  - The State Veterinarian's office will directly, or through the State Emergency Operations Center, provides decontamination protocols appropriate for the confirmed or suspected disease.

- Aiding in possible rescue situations - In the event of a rescue situation, teams will be expected to fulfill their normal roles with decontamination occurring after their emergency role is completed.

6. Local Department of Transportation and Department of Natural Resources Personnel:
  - a. Coordinate resources and serve as liaisons to the SEOC and coordinate local resources available to respond to an incident.
  - b. Perimeter rerouting & logistic support.
  - c. Support disposal site selection and disposal resources.
7. Health Department/s and Human Services:

Depending on the disease characteristics, if the disease causes illness in humans, public health will be involved in impact assessments on local citizens and suggestions of protective actions.

  - a. Coordinate and provide mental health services for livestock producers, their families, response staff and those affected by the outbreak. Public health officials should have a plan in place to coordinate providing mental health services to producers, families, and others affected by the disease outbreak.
  - b. Assist with community outreach and education - Public health officials should have a system in place, or be incorporated into existing Emergency Public Information plans, for dissemination of information to the community regarding the human health risks associated with the particular disease. Only the Missouri Department of Health and Senior Services (DHSS) will release statements regarding human health.
  - c. DHSS liaison and coordination
8. Chief Elected Official:
  - a. Declare a state of emergency and activate the County EOC, if warranted.
  - b. Appoint or activate the PIO. The County PIO will refer all 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 (Reference: Logistics Annex).

### **C. PUBLIC INFORMATION**

The PIO will follow procedures established in the Clay County EOP 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.

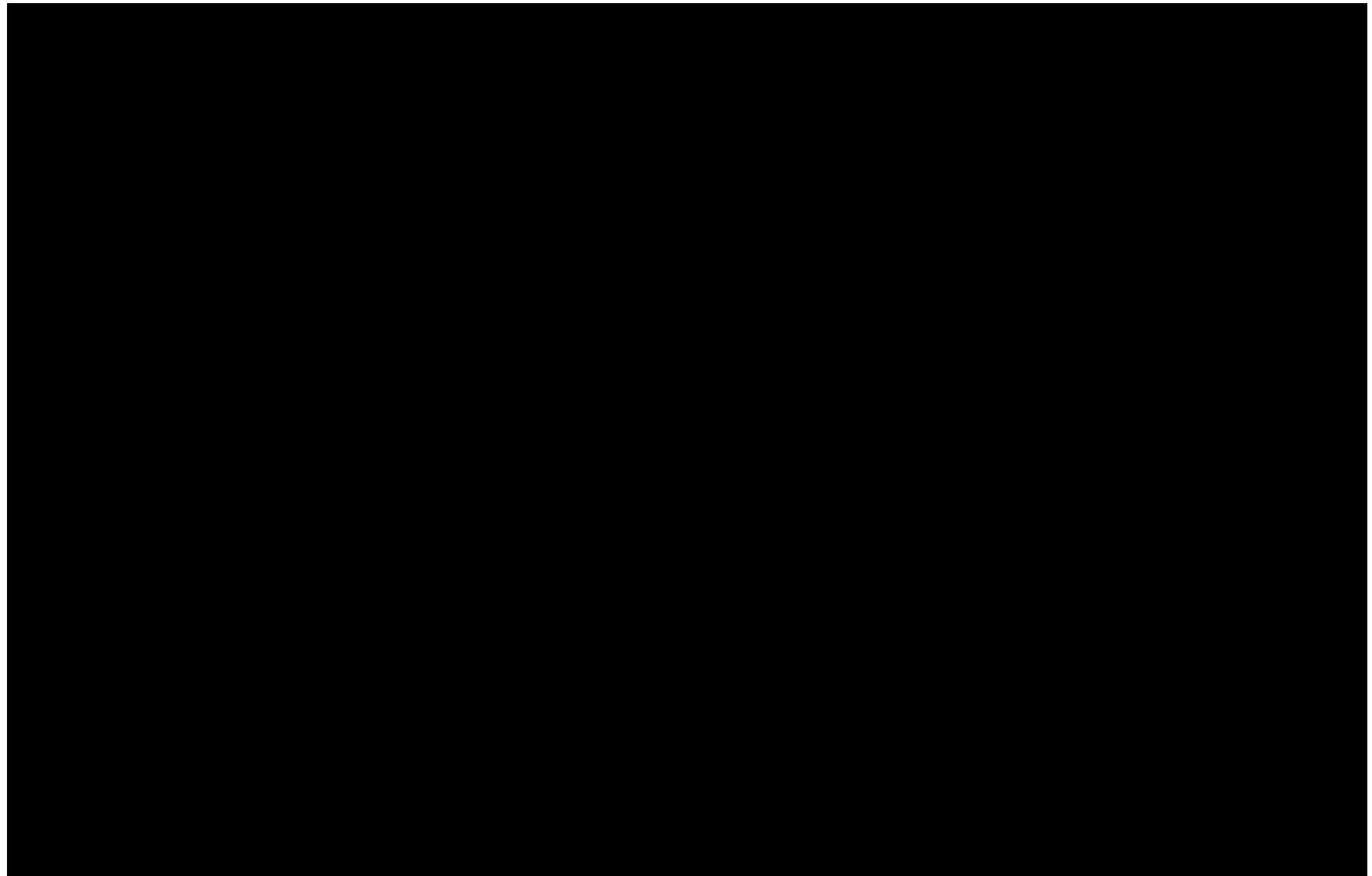
## **VI. DIRECTION & CONTROL/CONTINUITY OF GOVERNMENT**

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.

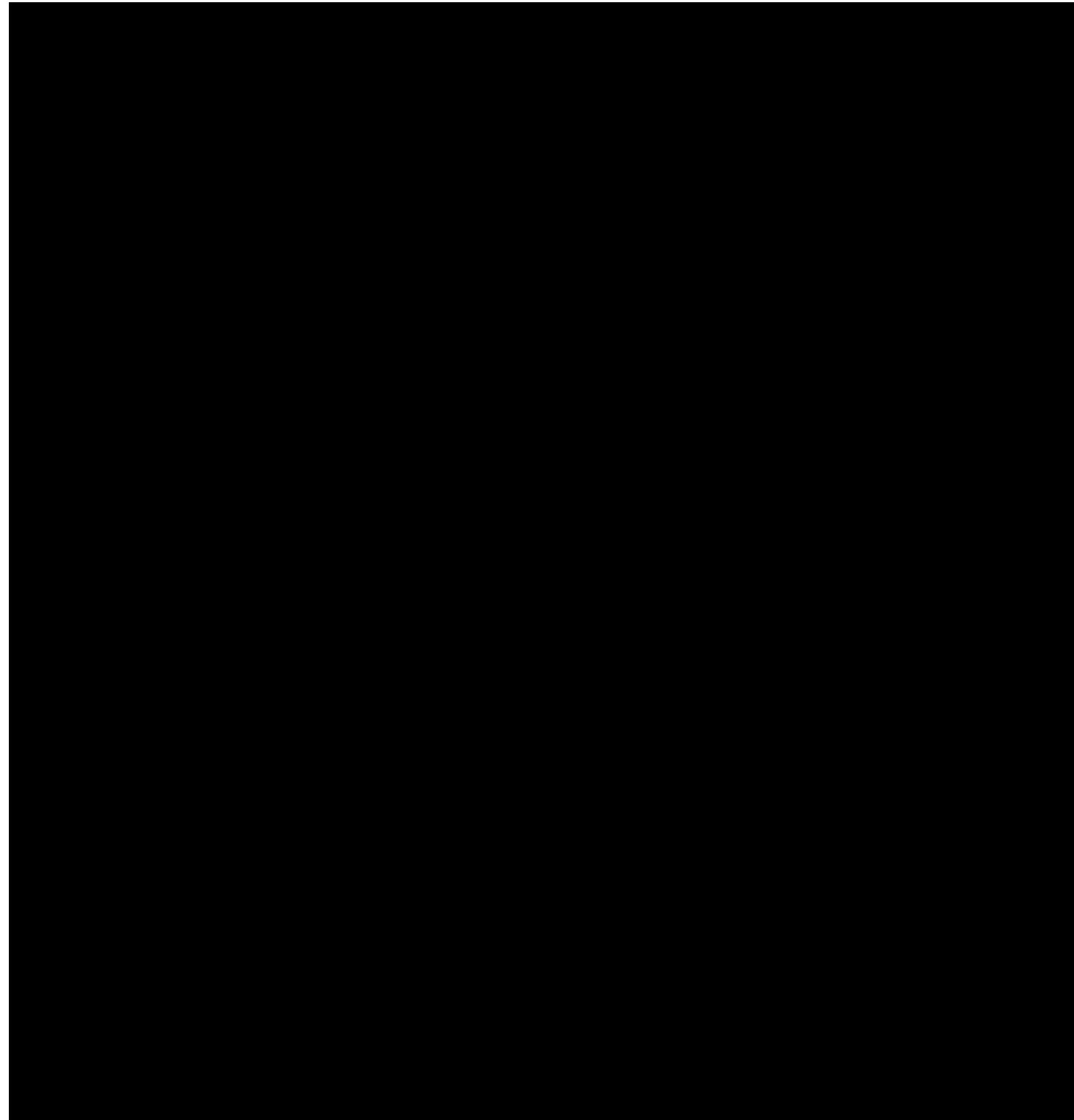
## APPENDICES

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





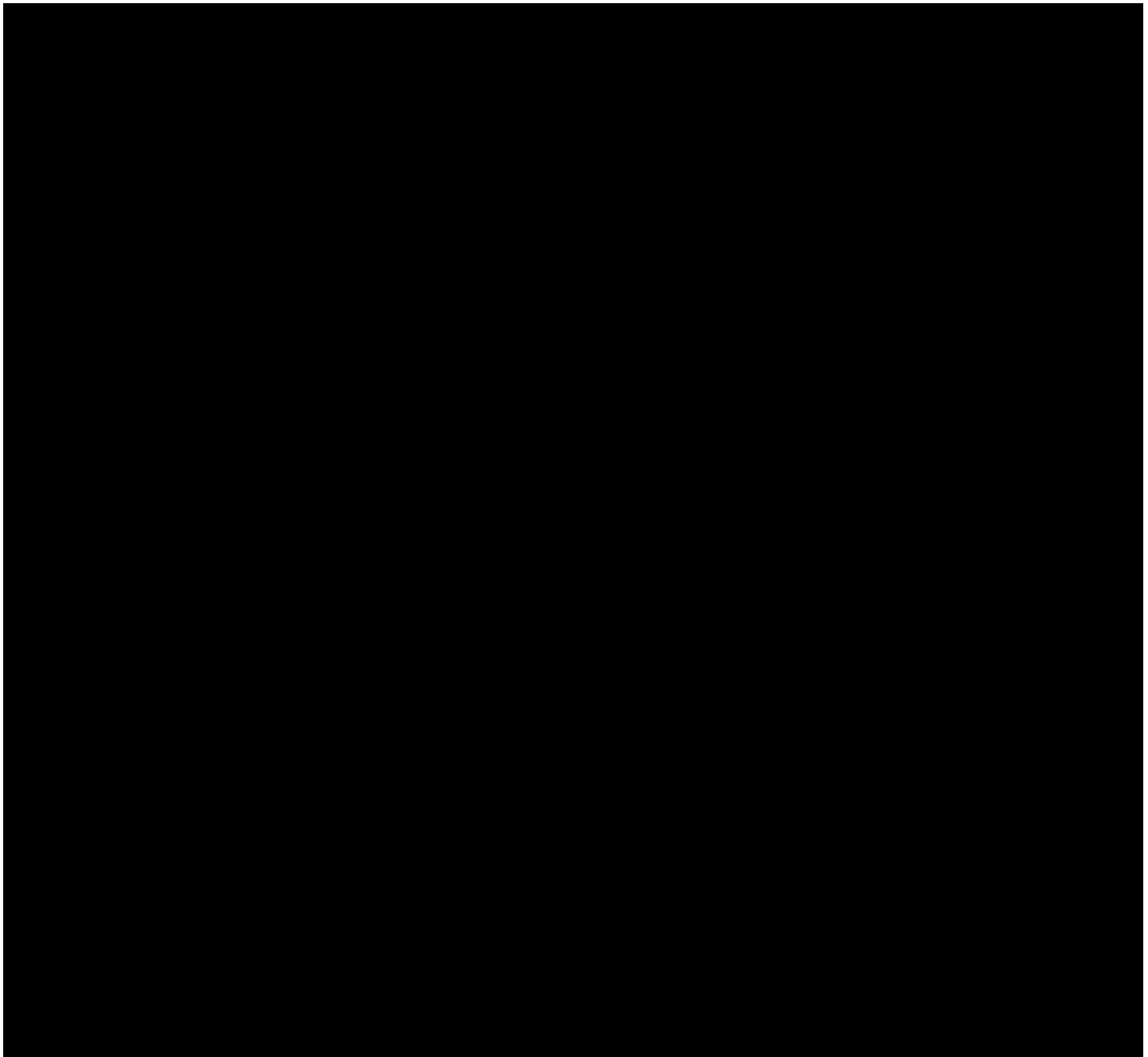
**ANIMAL  
EMERGENCY RESPONSE CHECKLIST**

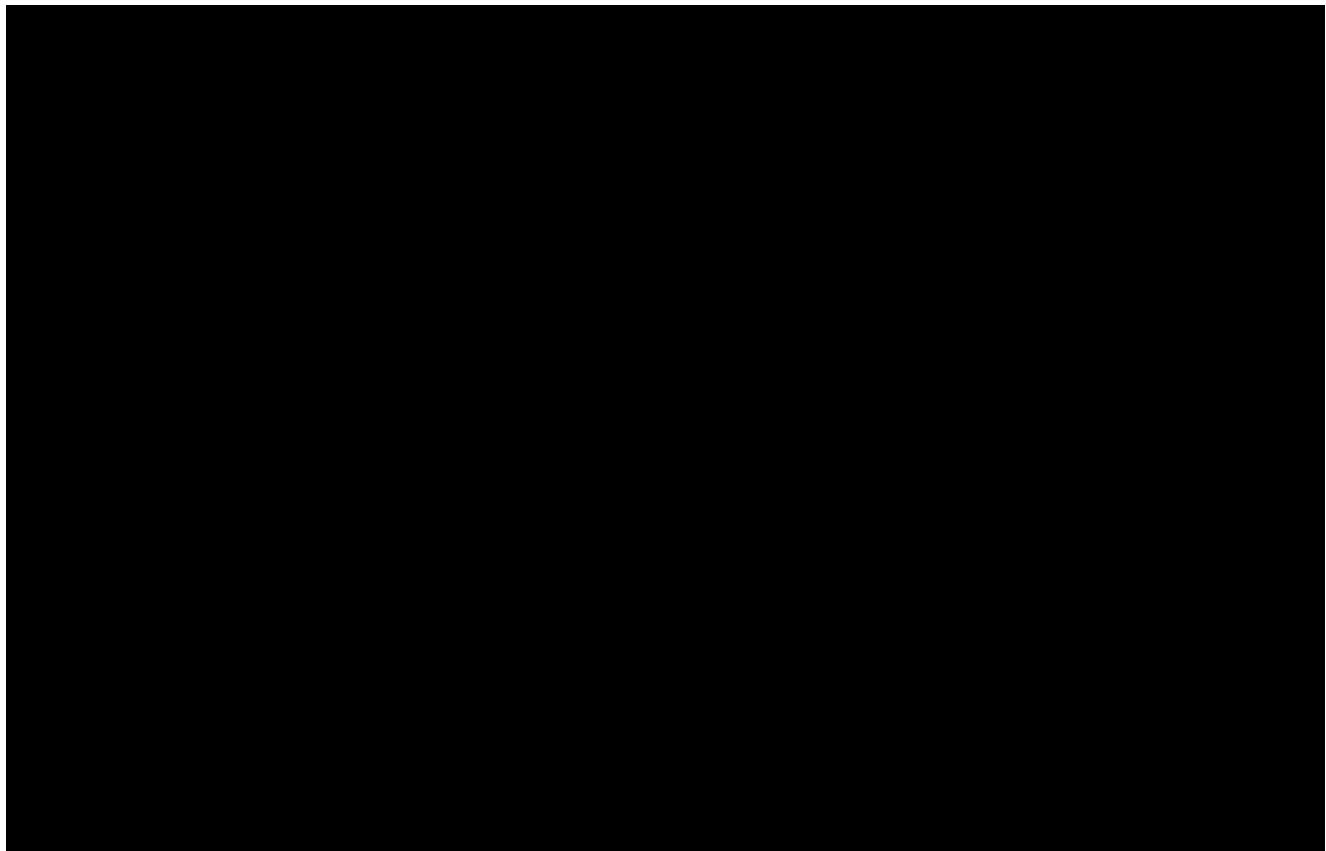


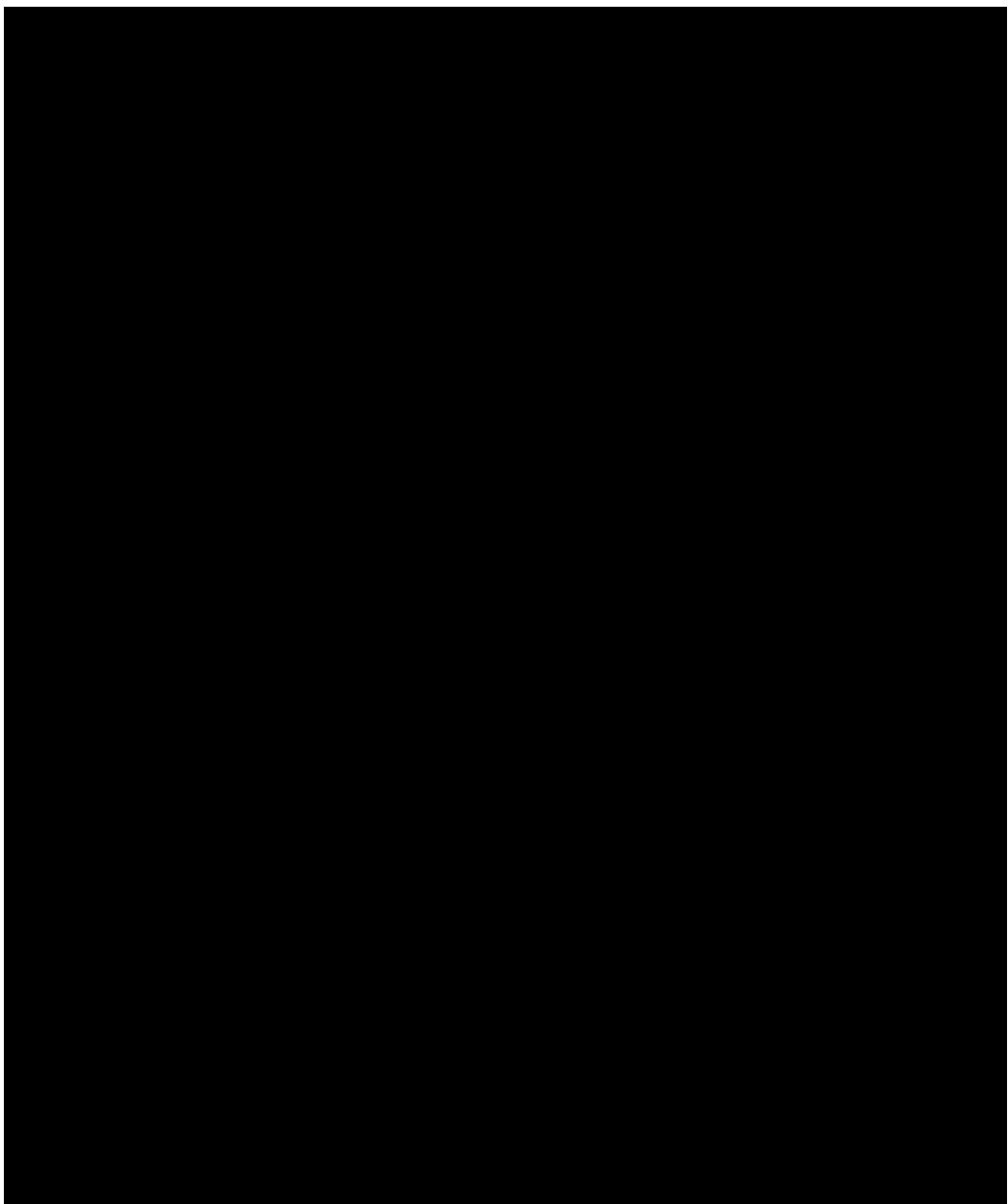




**APPENDIX 3**  
**EMERGENCY CONTACT LIST**



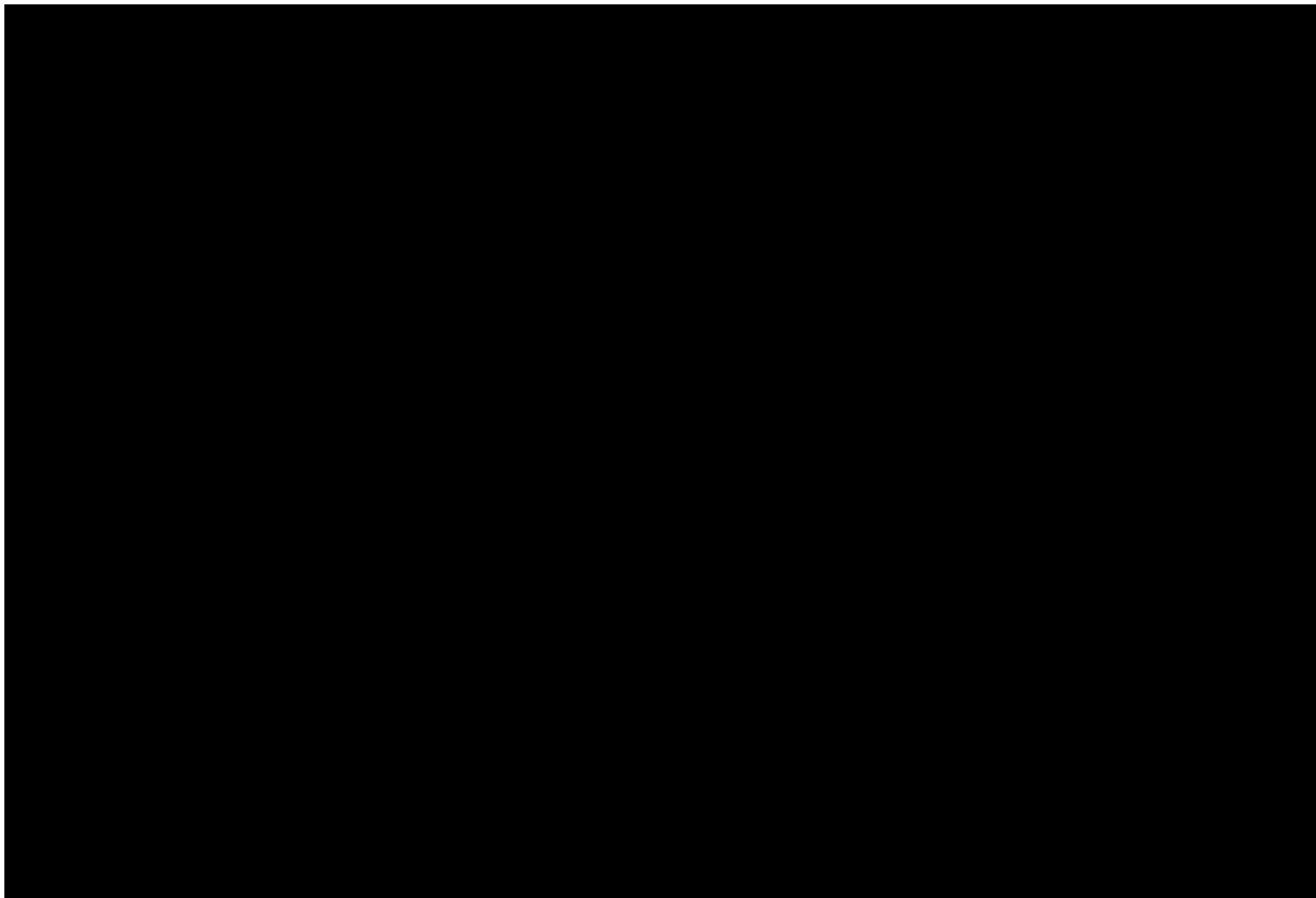




## **APPENDIX 4**

### **QUARANTINE PROTOCOLS**

In the event that quarantine is required to contain the spread of disease and/or mitigate the economic impact of discovery of a FAD, 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.



**APPENDIX 5**  
**REFERENCES/STATUTORY AUTHORITY**

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

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE/HSPD – 10  
BIODEFENSE FOR THE 21<sup>st</sup> CENTURY

RSMO TITLE XVII, CHAPTER 261

RSMO, TITLE XVII, CHAPTER 267

RSMO, TITLE XVII, CHAPTER 269

RSMO, TITLE V, CHAPTER 44

MISSOURI STATE EMERGENCY OPERATIONS PLAN

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

EMERGENCY POULTRY DISEASE (EPD) MANAGEMENT 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.

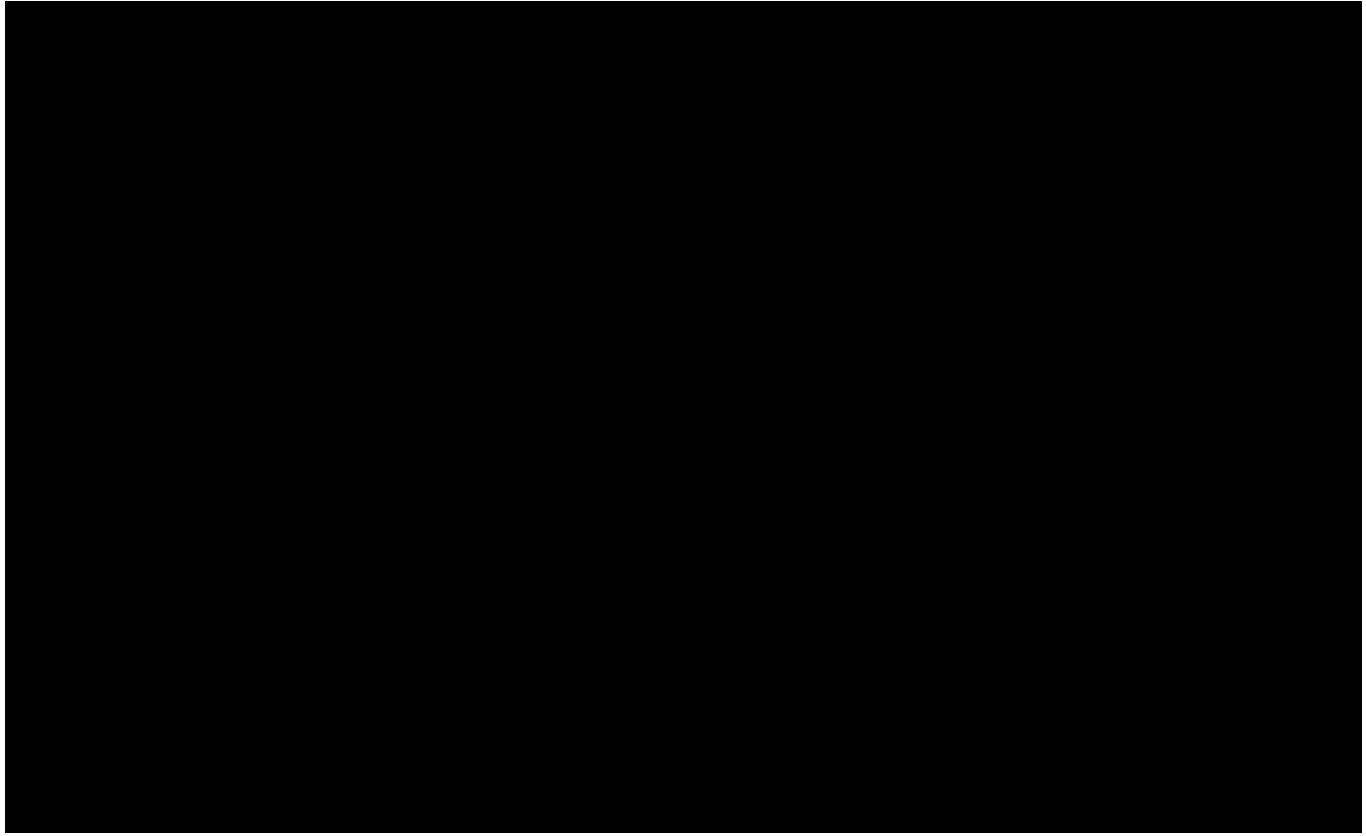
**267.611** - Indemnification – broad authority and can be set by the Director of Agriculture.

**267.645** - Authority to enter premises and examine livestock.

**267.650**

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

**APPENDIX 6**  
**RESPONSE EQUIPMENT LIST**



## **ANNEX Q**

**Reserved for future use**

## **ANNEX Q**

**Reserved for future use**

## **ANNEX S**

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**Reserved for future use**